

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF FEBRUARY 14, 2023 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday February, 2023 in the office of the Plant Administration Building, Mensch Dam Road, Pennsburg, Pennsylvania.

I. EXECUTIVE SESSION

None.

II. CALL TO ORDER

Mr. Ingram, Chair called the meeting to order at 7:00 p.m.

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE FOR THE MEN & WOMEN SERVING IN HARM'S WAY

V. ROLL CALL

Donna Paul, Secretary, called the roll. The following board members were present:

William Ingram – via teleconference
Ryan Pugh
Donna Paul
Leon Ritchey
Gregory Gaudreau
Elizabeth DeJesus

Also, in attendance were:

Jennifer Leister, Executive Superintendent
Gregory Philips, Yergey, Daylor, Allebach, Scheffey, Picardi, Solicitor
Jamie Lorah, SSM Group

VI. VISITORS

None.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the January 10, 2023 meeting had been distributed previously and presented tonight. Mr. Ingram asked if there were any corrections to the minutes. Mr. Pugh made a motion to approve the minutes and Mr. Ritchey seconded the motion. The Minutes were approved.

X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for January (copy of which is attached hereto). A motion was made by Mr. Pugh to accept the Treasurer's Report. The motion was seconded by Mr. Ritchey and it was approved.

XI. FINANCIAL REPORTS

The Financial Reports were circulated for review and discussed.

XII. BILLS FOR PAYMENT

Mr. Pugh made a motion to approve the listed monthly bills that were paid prior to the meeting, because their due dates fall between meetings, and those that are currently due. Mrs. DeJesus seconded the motion and it was approved.

XIII. ENGINEER'S REPORT

1. Miscellaneous Services (.2022)

- **RECAP:** SSM prepared two (2), separate **Local Share Account (LSA) Grant** program applications for the Authority in March. The Grant Applications included the **2022 WWTP Improvements Project** in the amount of **\$149,952.¹³** and the **East Greenville Borough - State, Valley and 4th Street Sanitary Sewer Lateral and Manhole Rehabilitation Project** in the amount of **\$967,813.⁷⁸**
 - **UPDATE:** The LSA Grant Applications are to be considered now at the March 16, 2023 Meeting of the CFA. The January meeting was once again canceled.
- **RECAP:** SSM reviewed the rating of the WWTP with the PA DEP back in May. In order to re-rate the WWTP to its full 2.77 MGD Design Capacity, an **Act 537 Plan Update** would need to be completed showing "future sewer service needs," including Upper Hanover Twp considerations.

- SSM has suggested applying for a Grant for the **Act 13 Program** through the DCED in the Spring 2023 for **Act 537 Plan Updates**. These Grants are typically awarded in the Fall of each year.
- **RECAP:** In December, SSM submitted two (2) separate CFA Grant Applications, one **H2O PA Grant Application** for the **WWTP Digester and Thickener Improvements** at the WWTP and one **PA Small Water & Sewer Grant Application** for the **2023 East Greenville & Pennsburg Sanitary Sewer Rehabilitation Project**. The **Sanitary Sewer Project** includes 81 laterals for CIPP lining and rehabilitation in E. Greenville and Pennsburg, as well as 549 Linear Feet (LF) of main sewer CIPP lining repairs in Red Hill. The **H2O Grant Application** was submitted for the EnviroMix Bio-Cycle D mixing and aeration system for the Aerobic Digesters, in addition to the installation of new blowers and a Huber Thickener.
 - The **PA Small Water & Sewer Grant Application** was submitted in the amount of **\$423,576.00** for the **Lateral Lining and Rehabilitation Project: East Greenville & Pennsburg**; the Authority's contribution would be **\$74,749.50**.
 - The **H2O Grant Application** was submitted in the amount of **\$1,377,520.00** for the **WWTP Digester and Thickener Improvements Project**. The total cost of the **WWTP Project** is estimated to be **\$2,066,470**; the Authority is committing to a contribution of **\$688,950.00**.
 - **UPDATE:** CFA has sent confirmation that the Grants *may* be awarded in July or September 2023.

2. Glenwood Chase Development (.0004)

- Sanitary sewer installation work at the Glenwood Chase Development site began on October 24, 2022. SSM has provided a Construction Representative for the manhole and sewer line installation work, as well as installation of the wet well and valve pit.
 - **UPDATE:** To date, the following has been installed: over 250 LF of 4" diameter force main; 2,540 LF of 8" diameter main line sewer; 921 LF of 4" diameter laterals and 28 LF of 6" diameter laterals; and 27 LF of 1 1/2" force main lateral has been installed on site. Additionally, the wet well and valve pit for the pumping station has also been installed.

3. 300 Penn Street – Pennsburg (Silver Rhino Holdings, LLC) (.0006)

- On December 6, 2022, a new set of Plumbing drawings was submitted for review, which included elimination of the duplex pumping station, and a new sewer lateral is being proposed to be connected to the existing (lined) sewer lateral. SSM's recommendation letter was sent to the Developer with a request to add sewer details to the plans and include a cost for T-liner repair to the existing, lined lateral. Lining material information was also provided.
 - **UPDATE:** A call was made to Lance Silver requesting an update on the installation of the lateral and revised Plan submission. Correspondence has been provided in

the past few weeks with connection information from PPI and notifications to the Developer that UMJA staff must be present at the time of installation.

4. Still Waters Tract (.0007)

- The Developer requested an escrow release in July. As-Built drawings were forwarded, and other materials are still pending. As-Built drawings were field reviewed by SSM and returned to the Developer with edits. Funds in the amount of \$19,000 or more may be held for the Maintenance Escrow during the 18-month maintenance/warranty period.

5. Lakeview Terrace Pennsburg – Storm Sewer Project (.0008)

- The escrow was opened for the *Lakeview Terrace Storm Sewer Project* Plan review last month. The Plans were reviewed, and a review letter was sent to the Authority. Plan revisions are required, but this project was delayed until the Spring 2023.

The Executive Director received copies of the plan set the day of the Board meeting and reviewed with the Engineer of Record. The plans received were the original plans with no detail on how the laterals will be constructed when relocated. SSM would also like Pennsburg to provide the proper clearances before construction begins at Lakeview Terrace.

6. Developer Review – Kershner Tract (.0011)

- **RECAP:** The Plan Set was reviewed for the Kershner (Weaver) Tract (a.k.a. Kershner Village LLC) development located in Red Hill Borough and Upper Hanover Township. The proposed Village is expected to contain 33 single family homes and 32 townhomes (65 total connections/EDUs), in addition to its own pumping station. SSM had completed the initial Plan Review and provided comments to the Authority and the developer.
- **RECAP:** This development is showing connection to Manhole MH R-21, which is the same manhole being utilized by the Glenwood Chase Development. A study was previously conducted by Hazen and Sawyer regarding the Red Hill (Gun Club) Pumping Station capacity; these reports were reviewed by SSM. There is adequate dry weather capacity at this Pumping Station.
- **UPDATE:** A second set of Plans was received in the past few weeks, and a response is being sent to the Developer's engineers. A second Pumping Station Plan Set has been received and is currently under review. A **CMP** will eventually be issued to the PA DEP for this development.

7. Developer Review – 1012 Schoolhouse Rd (.0012)

- Revised Plan Sets were submitted and were reviewed for 1012 Schoolhouse Road. The developer wishes to add a grinder pumping station and sanitary sewer connection to the property and make it into a residential home. The Plans were reviewed, and comments were issued to the developer. The DEP Planning Department has waived Planning

requirements for the sewer connection due to a malfunctioning on-lot system. We are still awaiting a response relative to the easement across the nearby property.

8. 2022 Annual Chapter 94 and DRBC Report (.0013)

- The **2022 Annual Effluent Monitoring Report** to the Delaware River Basin Commission (DRBC) **was submitted to DRBC prior to the January 31, 2023 due date.** Information is also being requested from the Operators and staff for preparation of the **2022 Annual Chapter 94 Report**, which is **due to the PA DEP by March 31st.**

9. Developer Review - Tosco's Italian Delight (.0014)

- A Plan Set was submitted and was reviewed for a 1,000-gallon grease interceptor to be installed outside the Tosco's Italian Delight. The Plans were reviewed, and comments were issued to Tosco's. We are awaiting the revised submission for review.

XIV. SOLICITOR'S REPORT

1. Personnel. Mr. Philips worked with Mrs. Leister regarding the following items:

- a. Replacement of Billing Clerk and Bookkeeping personnel;
- b. Drafting of new employment agreement for Bookkeeping Position;
- c. Attend Executive Session regarding personnel resignations;
- d. Review employment offer letters.

2. Collection of Delinquent Accounts. Mr. Philips met with staff and worked with Mrs. Leister to reconcile and begin collection on the following accounts:

- a. Deutsche Bank.
Mr. Philips reviewed this file to ensure payment was made and closed the matter.
- b. Facaro.
Mr. Philips reviewed this file and sent a thirty-day demand letter.
- c. G. Moyer.
Mr. Philips reviewed this file and sent a thirty-day demand letter.
- d. Santiago.
Mr. Philips reviewed this file, the history of payment agreements, the customer's payment history, and confirmed ownership of the parcel.

3. Development Plans.

Mr. Philips worked and met with Mrs. Leister and the Authority Engineer on the following development plans:

- a. Glenwood Chase.
Nothing new on this Subdivision.
- b. Railroad Street Subdivision.
Nothing new on this Subdivision.
- c. Still Waters Tract Subdivision.
Mr. Philips reviewed the Developer's email and SSM's email comments regarding As Builts prepared by STA Engineers.
- d. 4th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- e. 6th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- f. Jefferson Street O&M.
Nothing new on this Subdivision.
- g. Kershner Village LLC.
Nothing new on this Subdivision.
- h. 300 Penn Street (Silver Rhino).
Nothing New to report on this Project.
- i. 1012 School House Road.
Mr. Philips reviewed the Developer's engineer emails; Emails from Upper Hanover Township and the UHT's Engineer's review letter requiring easements for the right of way. Mr. Philips review the Township Manager's comment regarding HOP Permit.
- j. Pennsburg Stormwater Project.
Nothing new on this matter.

General Counsel Services.

- a. Billing and invoicing.
Mr. Philips worked with Mrs. Leister and regarding the billing issues they face, discussed termination of contract with billing company.
- b. Policies.
Mr. Philips did research on the issue of implementing Performance Improvement Plans and prepared a Spot Bonus Policy for the Organization.
- c. Solar Energy Panels.
Mr. Philips reviewed the Upper Hanover Township Zoning Code regarding the installation of a solar panel array along Mensch Dam Road.

d. Verizon Cell Tower Lease.

Mr. Philips worked the Board and Mrs. Leister regarding negotiations with Verizon regarding the requested changes to the Verizon Cell Tower Lease. Mr. Philips successfully negotiated better lease terms on behalf of the Authority.

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

Rainfall: 3.823"

Sanitary Sewer Overflows: None

Committee Information:

No meetings held.

Escrows:

Sands Red Hill Ford- closed escrow January 15, 2023

Tosco's- opened escrow on January 6, 2023

Other General Information:

The EPS Wet Well building roof needs to be replaced. The roof is leaking on electrical components. I have obtained a quote from Bachman's and submitted the permit to the township.

The Annual Biosolids report was submitted on 2/10/2023.

The second digester was inspected on 1/5/2023 by SSM.

I emailed an updated proposal of the solar array at the 110% as requested. Seth Berry plans to attend the meeting in March and give an update. The plan is to visit 2 solar farms at the end of March.

The dyer actuator was installed on February 3, 2023. We did a dry startup, but need to address a broken bearing and some electrical issues. Waiting on a proposal for the bearing repair.

Performance Pipeline was in town the week of January 30th to finish lining 7 laterals in Pennsburg on project 2181. They faced some challenges with a liner install and heavy infiltration on Lake Lane and Montgomery Avenue. They also main lined the easements in Colonial Village the week of February 6th.

Biosolids Upgrade Study- I have received 2 proposals for the biosolids analysis study. I

recommend we this analysis study prior to choosing final equipment. (Grant meeting on February 16, 2023)

Lateral Inspections:

In the month of January 8 laterals were inspected.

- East Greenville- 3,
- Pennsburg- 3
- Red Hill- 2

Collection System Updates:

In the month of January 2023, the collection system team has surveyed a total of 1,483 linear feet of mainline sewer and 1,637 linear feet of service sewer laterals from mainline televising with a total number of 56 laterals surveyed.

- UMJA surveyed 56 laterals during wet weather rain events. 31/56 of them failed due to either infiltration, roots or broken sewer pipe.
- Of the 56 laterals inspected, 22 are on UMJA's side of the service and 9 have been found with defects on the homeowner side of the service.
- These lateral defects are located in the Colonial Village in or around State Street, Blaker Drive and the easements.
- The reasoning behind investigating this location was summarized in the findings from our wet weather investigation involving finding high points of flow while conducting manhole inspections throughout the Colonial Village basin, We also monitored the flow meters that have been placed around the main service points within the Colonial Village Basin. The investigation in this area will be ongoing until fully surveyed by mainline televising.
- Performance Pipeline lined 9 segments of main line in Colonial Village the week of February 3, 2023.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

None.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mrs. DeJesus made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 8:25 p.m.

Respectfully submitted,

Donna Paul

Secretary (Assistant Secretary)

Meeting Date:

February 14, 2023

Treasurer's Report - Account Balances as of

January 31, 2023

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	112,103.50	121,751.02	-	(141,869.47)	25.55	92,010.60
Special Checking	1300	8,679.45	34,271.09	-	(32,406.34)	3.26	10,547.46
Rental Income	4741	298,659.32	189,814.14		(488,328.24)	-	145.22
Rental - Credit Card Income	2050	80,508.68	71,202.24		(151,661.38)	8.56	58.10
Revenue Fund	0478	571,092.42	725,295.67		(244,583.65)	498.75	1,052,303.19
Bond Redemption	0486	9,202.87	105,097.41			34.15	114,334.43
Depreciation Reserve	0494	172,581.89	5,475.00			106.84	178,163.73
Debt Service Fund	0544	305,043.08	100,667.63			227.73	405,938.44
Debt Service Reserve Fund	0551	1,213,647.20	-		-	734.84	1,214,382.04
Totals		\$ 2,771,518.41	\$ 1,353,574.20	\$ -	\$ (1,058,849.08)	\$ 1,639.68	\$ 3,067,883.21

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Capital Account	7522	50,671.96		(50,681.95)	9.99	0.00
Special Checking	7506	54,410.69	-	(54,415.46)	4.77	0.00
Totals		\$ 105,082.65	\$ -	\$ (105,097.41)	\$ 14.76	\$ 0.00

Note: Special Checking and Capital will remain open until 30 days without activity, after which they will be moved to QNB

Ryan Am. Pugh

Ryan Pugh, Treasurer

Meeting Date:

February 14, 2023

Treasurer's Report - Account Balances as of
QNB Escrow Accounts

January 31, 2023

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Red Hill Garage - Sands	0619	1,762.36	-		(1,762.54)	0.18	(0.00)
Fox Clearing (Glenwood Chase)	0627	109,630.22	-		(5,056.33)	64.00	104,637.89
Perkiomen School	0635	1,316.91	-			0.41	1,317.32
Jefferson Street O&M	0676	29,290.74	-			11.72	29,302.46
P&B Partitions	0684	1,142.62	-			0.36	1,142.98
Pennsburg Shopping Center	0692	5,297.52	-			1.67	5,299.19
Stillwater - Hendricks	0726	24,729.28	-		-	8.84	24,738.12
Lateral Projects	0734	38,185.23	-		(9,754.40)	12.95	28,443.78
Kershner Village	1526	8,405.79	-	-	(896.00)	2.45	7,512.24
Silver Rhino	1724	1,190.91	2,300.00		(1,739.42)	0.18	1,751.67
Steve's Bobcat - Schoolhouse Rd	1740	379.54	3,000.00		-	0.55	3,380.09
Steve's Bobcat - Tosco's Delight	2078	-	2,500.00	-	-	0.67	2,500.67
		\$ 221,331.12	\$ 7,800.00		\$ (19,208.69)	\$ 103.98	\$ 210,026.41

INCOME

	2022-2023 Budget	Total to Date	%	January	December	November
Rentals	364.10	3,583,370.00	69%	258,981.07	377,873.62	304,732.43
EDU's	364.20	-		82,236.00	205,590.00	13,706.00
Certifications	364.30	6,000.00	56%	100.00	225.00	275.00
Laterals	364.40	20,000.00	64%	400.00	600.00	200.00
Other Income	364.50	-			2,428.54	
Inspections	364.60	-		100.00		400.00
Legal Fee Reimbursement	364.70	-				
FOG Program	364.80	-				150.00
Interest Income	341.10	6,000.00	180%	1,698.18	1,307.66	1,347.59
Cell Tower Income	342.53	26,000.00	83%	2,746.32	8,238.96	
TOTAL MONTHLY INCOME	\$ 3,641,370.00	\$ 3,096,883.25	85%	\$ 346,261.57	\$ 596,263.78	\$ 320,811.02

Ryan Pugh

Ryan Pugh, Treasurer

Meeting Date February 14, 2023

Treasurer's Cash Report - Payroll - January 2023

Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
1/5/2023	EFT	Salaries (Net)	426.10	\$ 13,175.29
1/5/2023	EFT	Payroll taxes	201.50	\$ 5,228.77
1/5/2023	EFT	Paychex Fee	400.11	\$ 128.10
TOTAL				\$ 18,532.16
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1/12/2023	EFT	Salaries (Net)	426.10	\$ 8,690.84
1/12/2023	EFT	Payroll taxes	201.50	\$ 3,583.95
1/12/2023	EFT	Paychex Fee	400.11	\$ 297.00
TOTAL				\$ 12,571.79
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1/19/2023	EFT	Salaries (Net)	426.10	\$ 8,678.52
1/19/2023	EFT	Payroll taxes	201.50	\$ 3,534.81
1/19/2023	EFT	Paychex Fee	400.11	\$ 79.50
TOTAL				\$ 12,292.83
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1/26/2023	EFT	Salaries (Net)	426.10	\$ 9,974.20
1/26/2023	EFT	Payroll taxes	201.50	\$ 4,004.56
1/26/2023	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,064.16
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TOTAL EFT Transfers for month				\$ 57,460.94

Ryan M. Pugh

Ryan M. Pugh, Treasurer/Leon Ritchey, Asst Treasurer