

UPPER MONTGOMERY JOINT AUTHORITY  
MINUTES OF FEBRUARY 8, 2022 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday, February 8, 2022 in the office of the Plant Administration Building, Mensch Dam Road, Pennsburg, Pennsylvania.

I. EXECUTIVE SESSION

None.

II. CALL TO ORDER

Mr. Ingram, Chairman, called the meeting to order at 7:04 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  
Ryan Pugh  
Donna Paul  
Leon Ritchey  
Gregory Gaudreau - absent  
Elizabeth DeJesus

Also, in attendance were:

Jennifer Leister, Executive Superintendent  
Greg Young, Assistant Superintendent  
Gregory Philips, Yergey, Daylor, Allebach, Scheffey, Picardi, Solicitor  
Marie Pellegrino, Administrative Assistant  
Jamie Lorah, SSM Group

VI. VISITORS

Other visitors who joined the meeting were:

Garrett Washington – Performance Pipelining, Inc. – via telephone

Mr. Washington from Performance Pipelining, Inc. gave an update on the ongoing collection system projects and answered questions from the board.

#### VII. PUBLIC COMMENT PERIOD

None.

#### VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the January 11, 2022 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.

#### IX. TREATMENT PLANT UPDATE

None.

#### X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for February (copy of which is attached hereto). A motion was made by Mr. Pugh to accept the Treasurer's Report. The motion was seconded by Mrs. DeJesus 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

The following summarizes SSM Group (Spotts, Stevens and McCoy) activities this past month:

## 1. Miscellaneous Services (.2022)

- Under this work order, we typically include time for the attendance and participation at monthly Board meetings, as well as preparation of the **Monthly Engineer's Report** and updates to the Authority and staff.
- Several land development projects are underway in the service area to the UMJA WWTP. SSM has been working with Authority staff to transition these projects. The Authority's official **Connection Management Plan (CMP)** was updated this past month, following a meeting with the PA DEP. This **CMP** will be updated for each development moving forward. SSM and Authority staff also discussed the possibility of obtaining additional "credits" for previously-relinquished EDUs. This will be negotiated with DEP in coming months in order to access additional capacity at the WWTP.
- Sample Fats/Oils/Grease (FOG) brochures, sample inspection forms, and other sample documentation was provided to Authority staff this past month to aid in inspections of commercial and industrial customers suspected of discharging FOG into the sewer system. SSM is able to assist in training Authority staff, upon request.

## 2. Consent Order Assistance (.0001)

- **RECAP:** In December, a Conference Call was held with the PA DEP to review the **Consent Assessment and Civil Penalties** associated with WWTP Permit excursions and wet weather sanitary sewer overflows (SSOs). The penalty assessed to the Authority was **\$37,285**, including: several Fecal Coliform, Total Residual Chlorine (TRC), Ammonia-Nitrogen, and Total Phosphorus excursions, which occurred primarily before the WWTP Upgrade Project or during the Upgrade Project. The penalty also included a fine for the SSOs within the collection system. An extension was obtained in order to prepare a response and request relief from these penalties.
- **UPDATE:** The response was submitted to DEP on January 17, 2022 and involved reasons for each excursion, including the fact that these excursions primarily occurred prior to and/or during the construction of the WWTP Upgrade, which was partially performed in response to a need for additional chlorine contact time and storage. The additional chlorine contact storage has enhanced chlorination and provided more effective Fecal kills. We have not yet received a response from the DEP relative to our request to waive these penalties.

## 3. 2021 Annual Chapter 94 Report and DRBC Annual Effluent Monitoring Report (.0002)

- The **2021 Annual Effluent Monitoring Report** to the Delaware River Basin Commission (DRBC) was submitted to the DRBC by its **January 31, 2022** deadline.
- SSM has been coordinating with the Authority Operations staff in order to prepare the **2021 Annual Chapter 94 Report**, which is due to the PA DEP by **March 31<sup>st</sup>**. This past month, the DMRs and supplemental information were gathered, as well as the Capital Projects information required in order to update the **Corrective Action Plan (CAP)**, as well as the mapping for the pending and proposed developments.

4. **Developer Review – Macintosh/Fourth Street Subdivision (.0003)**

SSM coordinated with the Developer and Authority staff this past month in order to address questions from DEP relative to the Sewage Planning Module submission for the **Macintosh/Fourth Street Subdivision**, including the Clean Streams permitting, and revisions to the *Connection Management Plan (CMP)* for the new development. DEP issued planning approval this past month for the proposed two-lot residential subdivision to be located on Fourth Street, between Seminary Street and Railroad Street in Pennsburg. Previously, this project included five (5) EDUs, but it has since been modified.

5. **Developer Review – Glenwood Chase Development (.0004)**

A few questions were received this past month on the Pump Station design for the **Glenwood Chase Development**. We have requested Developer Plans from the Authority's previous Engineer in order to fully address these questions. We have also requested an updated submittal for the Pump Station to include hatch modifications and a modified bypass connection.

6. **Developer Review – Sixth Street Subdivision (.0005)**

A Sewage Planning Module Mailer was submitted to DEP for eight (8) single family twin units. The Sixth Street Subdivision is currently in the Planning Module preparation phase, and the development is proposed to be located on the southwest corner of Sixth Street at Graber Alley in Red Hill Borough.

7. **Developer Review – 300 Penn Street Pennsburg (.0006)**

- Preliminary Plans were submitted this past month for review of the 300 Penn Street, Pennsburg development, which involves the renovation of a former industrial building into a 13-unit residential apartment building. The Preliminary Plans are currently under review. An escrow was recently opened for this project.
- A Will Serve letter was issued to the developer, and the *Connection Management Plan* was updated and submitted to the developer for their use in the preparation and submittal of the Sewage Planning Module to the PA DEP.

8. **Developer Review – Still Waters Tract (.0007)**

A review of the escrow release for the Still Waters Tract is in progress. We will coordinate with Authority staff for the release of escrow funds for the Still Waters Tract, once work is completed.

The following summarizes Woodard and Curran activities this past month:

### **GIS**

UMJA authorized support for transfer of GIS data to ESRI Online and to provide training for UMJA staff. The transfer has been completed, data reviewed, and an initial training session was conducted with UMJA staff on February 2<sup>nd</sup>. Ongoing work will include follow up training and support as needed to implement additional efficiencies and features.

### **Biosolids**

Woodard & Curran supported UMJA at a vendor presentation of five different thickening equipment options. UMJA has scheduled a pilot test for May 2022 of one of the options and Woodard & Curran will support UMJA in evaluating the pilot and begin working toward next steps for implementation.

### **Process Support**

Ongoing support for process optimization and data analysis.

### **Conservation District Closeout**

Woodard & Curran revised the NOT based on Conservation District comments and is following up to confirm acceptance and final closeout.

## **XIV. SOLICITOR'S REPORT**

- 1. Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:
  - a. Mr. Philips reviewed the Montgomery County Court of Common Pleas Rule Return Order regarding pending litigation; served the Order on Defendant and drafted a certificate of service.
- 2. Collection of Delinquent Accounts.**
  - a. Mr. Philips provided information to the Board and Staff with two of the Commonwealth's programs to pay utility bills for customers affected by the COVID Pandemic.

- 3. Development Plans.**

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

- a. 11 Street Subdivision.  
Nothing new on this Subdivision.
- b. Glenwood Chase.  
Nothing new on this Subdivision.
- c. Railroad Street Subdivision.  
Nothing new on this subdivision.
- d. Still Waters Tract Subdivision.  
Mr. Philips discussed with the Executive Superintendent and provided recommendations regarding the developer's escrow request for Phase II.
- e. 4<sup>th</sup> Street Subdivision – Macintosh Homes.  
Nothing new on this Subdivision.
- f. 6<sup>th</sup> Street Subdivision – Macintosh Homes.  
Nothing new on this Subdivision.
- g. Demeno Tract.  
Nothing new on this subdivision.
- h. Sands Ford.  
Nothing new on this subdivision.

**General Counsel Services.**

- a. Pennsburg Shopping Center.  
Mr. Philips conducted researched the ownership of the private sewer mains and laterals at the Pennsburg Shopping Center; discussed findings with Staff and provided recommendations for inspection and enforcement.
- b. 2021-2022 Audit  
Mr. Philips reviewed the Styer Management letter. Worked with staff regarding the process of implementing escrow accounts and agreements for private laterals that fail inspection prior transfer of ownership.
- c. Professional Services Contract.  
Mr. Philips reviewed a professional services contract and worked with staff to have some changes implemented.
- d. Resolution 2022-01  
Mr. Philips worked with staff to draft rules and rats for the television inspections services offered by the Authority. Mr. Philips drafted revisions to Resolution 2022-01 based on Board input from the January Meeting.
- e. Resolution 2022-02.  
Mr. Philips drafted resolution 2022-02 to allow the Treasurer and Secretary to sign official documents of the Board in the absence of the Chair and Vice Chair.

## XV. EXECUTIVE SUPERINTENDENT'S REPORT

### Treatment Plant Information for January 2022

- Rainfall: 2.87 "
- Snowfall: 4.60"

### Sanitary Sewer Overflows & Violations

- There were no Sanitary Sewer Overflow's or Violations.

### Committee Information

- A budget committee meeting was held on 1/27/2022 (Jennifer Leister, David Busch, Liz DeJesus and Gregory Gaudreau).

### Escrows

**Two new accounts were opened-** An escrow for Silver Rhino (300 Penn Street) and a savings account for failed laterals were opened on January 25, 2022. The original failed lateral escrow account ending in 9190 was closed on January 31, 2022.

### Other General Information

- The Biosolids dryer screw was replaced in January. We are still having issues sourcing the correct actuator for the door. The incorrect one was sent from the manufacturer. The lead time is 120 days until we can get the proper part in house.
- I have included a Cyber Security quote in your packet for review and consideration through our current insurance carrier MRM. (NTE 8k/year)
- UMJA is looking into a new billing software system. The current system in use was purchased in 2000. We are very limited to what we can do with the program. There is limited support through Diversified as well. We have already interviewed Muni-Link, but are waiting to speak to a few more. I will present more information next month.
- The Mussel Program Update the Academy/PDE/UMJA/Aqua mussel propagation program within Green Lane has grown out 1,000+ mussels that are currently submerged within the reservoir near the boat ramp, opposite our facility. They have survived 1-2 years within their enclosures and have very good growth rates compared to mussels being held at other satellite facilities. Green Lane water quality and food availability seem ideal to grow out mussels. Fred Gerloff, Project Engineer at Essential Utilities Inc, has reviewed our tentative plans for the possible future use of the discontinued UMJA concrete treatment tank and believes the tank will be suitable for use in the mussel grow out activities we've been discussing. He

has begun to draft a list of materials and options for getting water from the reservoir to the tank. We will have to estimate the outfitting costs before proceeding with any next phase. The Academy is looking for any in-kind contributions that may defray the retrofit costs. The Academy has submitted a draft MOU to be reviewed by UMJA management and the Partnership for the Delaware Estuary. (Included in your packet) The goal is to review potential next steps in the evaluation and potential retrofit of the discontinued concrete treatment tank. Roger Thomas was approached by Ryan Beltz, Executive Director of the Perkiomen Watershed Conservancy, to participate in some of their Floating Classroom Science Program events held at Green Lane, focused on the freshwater mussel propagation program. Roger will also be here for our Open House on May 20, bringing some display materials and a small tank with live mussels for visitors to see.

- Planning has started for the Open House has started. We had a meeting with EPWPCOA on 2/3/2022. The Open House will be held on May 20, 2022.
- UMJA will be piloting a thickener on May 2, 2022 for 2 weeks. Currently, our sludge is too thin to centrifuge with the new treatment plant process. UMJA is working with Woodard and Curran to put together a biosolids analysis study.
- GIS integration and training started with Woodard and Curran on 2/2/2022.

### **Land Development**

- Stillwater's Phase 2- Sewer work has been completed. Mr. Hendrick's is asking the board for their consideration to release escrow funds for all completed work. A letter is attached to your packet. The engineer has reviewed quantities against what UMJA staff has inspected.
- Demeno Tract- No new updates.
- Bayberry- All EDUs are purchased and all sewer inspections have been completed.
- 300 Penn Street- plans have been received and sent to the engineer for review. An escrow was opened on January 25, 2022.

### **Lateral Inspections**

**There was a total of 16 lateral inspections done in January of 2022**

- There was 1 inspection done in East Greenville, which passed.
- 9 inspections done in Pennsburg, plus 1 re-inspection. 1 failed due to roots in the standpipe and was re-inspected and passed. 1 failed due to roots in the lateral. Owner is working on quotes. Property is pending- no known settlement date.
- There were 5 inspections done in Red Hill. 4 Passed and 1 failed for a vent cap which was replaced.



## Collection System Updates

- UMJA staff televised a total of 1167 feet the month of January. Flow meters were moved on Jan 19, 2022. Washington Street in Red Hill needs to be lined. (See attached photos)
- Long Alley in Pennsburg is leaking behind the liner. (Old installation - not PPI) The laterals are also leaking. They were not all lined previously. (See attached video)
- FOG program- UMJA continues to do meet and greets. SSM has offered support to staff if needed to get the program off the ground. We are seeing an excessive amount of FOG at the stations and the treatment plant.
- Performance Pipeline Inc. has been in town working on previously approved projects. PPI will be presenting a proposal for consideration.

## XVI. UNFINISHED BUSINESS

None.

## XVII. NEW BUSINESS

Mrs. DeJesus made a motion to add Worth and Company, Inc invoice in the amount of \$19,539.75 as item (D) to the Agenda under New Business. Mr. Pugh seconded the motion and it was approved.

Mrs. DeJesus made a motion to pay Worth and Company, Inc in the amount of \$19,539.75 and Mr. Pugh seconded. The motion was approved.

Mr. Ritchey made a motion to add Lucky Squirrel invoice in the amount of \$3,226.00 as item (E) to the Agenda under New Business. Mr. Pugh seconded the motion and it was approved.

Mrs. DeJesus made a motion to pay Lucky Squirrel in the amount of \$3,226.00. Mrs. Paul seconded the motion and it was approved.

Mr. Pugh made a motion to approve the release of escrow funds for Stillwaters Development in the amount of up to \$78,979.00 as recommended by Spotts, Stevens and McCoy Group (SSM). Mrs. DeJesus seconded the motion and it was approved.

Mrs. DeJesus made a motion to approve Performance Pipelining, Inc proposal in the amount of \$327,489.00 for mainline lining in Red Hill. Mr. Pugh seconded the motion and it was approved.

Mrs. Leister presented a Cyber Security Policy Proposal to the board with several coverage options to the board for consideration. The board requested an updated premium from the insurance provider (MRM) before making a decision.

XVIII. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 9:09 p.m.

Respectfully submitted,

  
Secretary (Assistant Secretary)

Meeting Date:

March 08, 2022

Treasurer's Report - Univest Account Balances as of

February 28, 2022

## Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Operating Checking	7514	606.68	254,085.24	(254,056.27)	0.30	635.95
Repurchase Operating	0153	110,000.00	90,000.00	(140,015.20)	15.20	60,000.00
Rental Income	7480	300.99	475,617.03	(470,969.05)	0.31	4,949.28
Repurchase Rentals	0179	10,000.00	205,000.00	(210,009.97)	9.97	5,000.00
Rental - Credit Card Income	7548	384.78	62,390.10	(62,390.10)	1.64	386.42
Capital Account	7522	29,147.67	2,666.33	-	4.49	31,818.49
Special Checking	7506	409.92	761,567.20	(761,422.18)	0.11	555.05
Repurchase Special Cking	0161	15,000.00	390,000.00	(370,016.90)	16.90	35,000.00
Revenue Fund	5061	765,723.98	266,307.24	(220,178.71)	26.53	811,879.04
Bond Redemption	7498	3,481.19	191.77	-	0.40	3,673.36
Repurchase Bond Redemp	0146	1,483,416.67	-	(327,089.07)	191.77	1,156,519.37
Depreciation Reserve	5087	410,985.73	5,475.00	-	15.92	416,476.65
Debt Service Fund	7530	404,091.17	100,633.67	-	73.02	504,797.86
Deb Service Reserve Fund	5079	1,209,285.18	-	-	46.39	1,209,331.57
<b>Totals</b>		<b>\$ 4,442,833.96</b>	<b>\$ 2,613,933.58</b>	<b>\$ (2,816,147.45)</b>	<b>\$ 402.95</b>	<b>\$ 4,241,023.04</b>

## QNB Accounts

Project Account \$2.5M	4733	4,151.62	-	-	-	4,151.62
Construction Project \$10M	4741	172,493.57	-	-	-	172,493.57
		<b>\$ 176,645.19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,645.19</b>

*Ryan am. Pugh*

**Ryan Pugh, Treasurer**

Meeting Date:

March 08, 2022

Treasurer's Report - Univest Account Balances as of  
Escrow Accounts (Univest)

February 28, 2022

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
P&B Partitions	2971	1,140.44	-	-	-	1,140.44
Pennsburg Shopping Center	3615	5,287.45	-	-	-	5,287.45
Jefferson Street O&M	5297	29,287.33	-	-	-	29,287.33
HG Properties (Construction)	6253	6,413.39	-	(100.00)	-	6,313.39
HG Properties (Professional)	6261	-	100.00	-	-	100.00
Perkiomen School	6881	1,314.40	-	-	-	1,314.40
Stillwater - Hendricks	7954	93,128.15	-	(64,007.00)	-	29,121.15
Red Hill Garage - Sands	8101	1,759.01	-	-	-	1,759.01
Fox Clearing (Glenwood Chase)	8275	3,746.40	-	(106.00)	-	3,640.40
McIntosh - Pennsburg	8515	6,917.93	-	(504.00)	-	6,413.93
Hendricks (704 Mont Ave)	8564	11,846.90	-	-	-	11,846.90
Engle - failed lateral	9588	7,776.95	-	-	-	7,776.95
Silver Rhino	0347	10,000.00	-	(36.00)	-	9,964.00
Lateral Projects	0313	824.57	-	-	-	824.57
		<b>\$ 179,442.92</b>	<b>\$ 100.00</b>	<b>\$ (64,753.00)</b>	<b>\$ -</b>	<b>\$ 114,789.92</b>

**INCOME**

		2021-2022 Budget	Total to Date	%	February	January	December
Rentals	364.10	3,317,850.00	2,856,600.54	86%	262,487.07	291,574.18	331,282.17
Laterals	364.40	12,000.00	20,850.00	174%	2,400.00	1,600.00	1,950.00
Certifications	364.30	6,000.00	6,100.00	102%	425.00	400.00	800.00
Inspections	364.60	-	28,693.90			22,157.50	-
EDU's	364.20	-	208,525.00			-	24,698.00
Cell Tower Income	342.53	22,304.00	26,329.36	118%	2,666.33	2,666.33	2,666.33
Interest Income	364.10	3,000.00	6,901.12	230%	402.95	505.31	528.38
Other Income	364.50	-	7,569.26			-	2.00
<b>TOTAL MONTHLY INCOME</b>		<b>\$ 3,361,154.00</b>	<b>\$ 3,161,569.18</b>	<b>94%</b>	<b>\$ 268,381.35</b>	<b>\$ 318,903.32</b>	<b>\$ 361,926.88</b>

*Ryan M. Pugh*  
 Ryan Pugh, Treasurer

Meeting Date March 08, 2022

## Treasurer's Cash Report - Payroll - February 2022

### Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
2/3/2022	EFT	Salaries (Net)	426.10	\$ 9,747.93
2/3/2022	EFT	Payroll taxes	201.50	\$ 3,906.89
2/3/2022	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,736.42</b>
2/10/2022	EFT	Salaries (Net)	426.10	\$ 9,939.29
2/10/2022	EFT	Payroll taxes	201.50	\$ 4,124.01
2/10/2022	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 14,144.90</b>
2/17/2022	EFT	Salaries (Net)	426.10	\$ 9,786.26
2/17/2022	EFT	Payroll taxes	201.50	\$ 4,007.70
2/17/2022	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,875.56</b>
2/24/2022	EFT	Salaries (Net)	426.10	\$ 9,726.92
2/24/2022	EFT	Payroll taxes	201.50	\$ 3,917.01
2/24/2022	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,725.53</b>
<b>TOTAL EFT Transfers for month</b>				<b>\$ 55,482.41</b>

*Ryan M. Pugh*

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