

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF JANUARY 10, 2023 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday January 10, 2023 in the office of the Plant Administration Building, Mensch Dam Road, Pennsburg, Pennsylvania.

I. EXECUTIVE SESSION

The board recessed into Executive Session after the meeting to discuss personnel matters.

II. CALL TO ORDER

Mr. Ingram, Chair called the meeting to order at 7:08 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 - absent
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

Seth Berry from Solar Renewable Energy, LLC presented a proposal to the Board for the installation of a ground mount solar project that would produce 1,455kW of power to the Authority. This installation could potentially be a cost savings of \$43,000 year 1 and \$4.4 Million over 40 years.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the December 13, 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. Gaudreau 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 Mrs. Paul 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. Gaudreau 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. Mr. Pugh 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 January 12, 2023 Meeting of the CFA.
- **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:** A meeting was held in November with the PA DEP at their office in Norristown in order to discuss the Authority’s **Corrective Action Plan (CAP)**, the **Connection Management Plan (CMP)**, compliance issues, and planning aspects. We discussed the need for additional connections in the **CMP**. A formal request was made and granted by the PA DEP to add 200 EDUs/Connections to the CMP.
- **UPDATE:** Last month, 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**.

2. Glenwood Chase Development (.0004)

- Sanitary sewer installation work at the Glenwood Chase Development site began on October 24, 2022 and continued intermittently in the months of November and December. SSM has provided a Construction Representative for the manhole and sewer line installation work. To date, over 1,819 LF of 8” diameter main line sewer has been installed on site, and 29 laterals have been installed.

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

- On December 6, 2022, a new set of Plumbing drawings was uploaded 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.

4. Still Waters Tract (.0007)

- The Developer requested an escrow release in July. As-Built drawings were forwarded, and other materials are still pending. 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.

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 has completed the initial Plan Review and has provided comments to the Authority and the developer. The Standard Details for the sewer system must be updated on the Plans; the 2007 Standard Sewer Details were used in this Plan Set. A review letter was issued to the Developer's Engineer.
- **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 response letter and revised Pumping Station Plan Set has been received and is currently under review. A **CMP** will eventually be issued to the PA DEP along with the completed Planning Module for this development.
- **UPDATE:** SSM recently addressed comments relative to the Plans for this development, and we are awaiting a re-submission of the Plans for review.

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) is **due to DRBC on January 31, 2023**. SSM has started this Report, but will need the DMR data for November and December 2022 in order to complete it. Information is also being requested from the Operators for preparation of the **2022 Annual Chapter 94 Report**, which is **due to the PA DEP by March 31st**.

XIV. SOLICITOR'S REPORT

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

- a. Discuss resignations;
- b. Attend Executive Session regarding personnel resignations;
- c. Review employment offer letters.
- d. Review Billing Clerk Job Advertisement.

2. Collection of Delinquent Accounts.

- a. Nothing to report this month

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.
Nothing new to report. Still waiting on information from the Developer.
- 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).
Review emails regarding replacement of sewer lateral; Draft professional services agreement; Send Professional Services Agreement to Developer.
- i. 1012 School House Road.
Review Engineering review letters and revised plans. Draft revisions to Sewer Connection Agreement. Telecon with SSM, Upper Hanover Township Manager, and the Developer's Engineer regarding requirements for the sewer connection agreement.
- j. Pennsburg Stormwater Project.
Nothing new on this matter.

General Counsel Services.

- a. Agenda and Minutes.
Mr. Philips worked with Staff to review December Agenda and review November Minutes;
- b. Policies.
Draft changes to the municipal billing policy;

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

Rainfall: 5.29"
Sanitary Sewer Overflows: None

Committee Information:

No meetings held.

Escrows:

Macintosh closed on 12/19/2022
Burger King closed on 12/13/2022

Other General Information:

The chlorine building roof will be replaced starting on January 9, 2023.

The second digester was inspected on 1/5/2023. (Waiting on report)

The Scada system security upgrade is complete.

Received two proposals for a solar project.

Lateral Inspections:

In the month of November 8 laterals were inspected.

East Greenville- 1 passed, 1 failed

Pennsburg- 3 passed

Red Hill- 3 passed, 1 reinspection

Collection System Updates:

UMJA staff was out televising and inspecting manholes this month. A total of 39 laterals were inspected by the mainline. A total of 2,100.7 of mainline feet was televised.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

Board Reorganization

Mr. Gaudreau made a motion for Board reorganization effective immediately. The following members have remained in their current positions:

- William Ingram, Chairman (Pennsburg)
- Elizabeth DeJesus, Vice Chair (Red Hill)
- Donna Paul, Secretary (Red Hill)
- Gregory Gaudreau, Vice Secretary (East Greenville)
- Ryan Pugh, Treasurer (East Greenville)
- Leon Ritchey, Assistant Treasurer (Pennsburg)

Mrs. DeJesus seconded the motion and it was unanimously approved.

Mr. Pugh made a motion to re-appoint Spotts, Stevens and McCoy (SSM Group) as the current Engineer of Record for another annual term. Mrs. DeJesus seconded the motion and it was approved.

Mr. Pugh made a motion to re-appoint Yergey, Daylor, Allebach, Scheffey and Picardi Attorneys at Law (YDASP Attorneys) as the Authority Solicitor for another annual term. Mrs. DeJesus seconded the motion and it was approved.

Mrs. Leister presented a letter to the Board from Verizon regarding the Cell Tower Lease Optimization Program. Verizon would like to reduce the rent payment amount from \$2,746.32 to \$2,500.00 commencing on April 1, 2023. The Authority will be eligible for a 10% increase every 5 years (next increase April 1, 2028) and 7 additional 5-year renewal terms.

After discussion, the Board have asked the Solicitor to review the Verizon Wireless Lease Optimization Program before a decision is made to amend the current Agreement.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Gaudreau made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 8:52 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Meeting Date:

JANUARY 10, 2023

Treasurer's Report - Account Balances as of

DECEMBER 30, 2022

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	85,896.67	219,841.53	-	(193,661.34)	26.64	112,103.50
Special Checking	1300	3,145.90	259,913.12	-	(254,394.06)	14.49	8,679.45
Rental Income	4741	88.94	299,131.69		(617.59)	56.28	298,659.32
Rental - Credit Card Income	2050	40.32	81,107.56		(648.42)	9.22	80,508.68
Revenue Fund	0478	921,886.60	216,693.54		(567,825.67)	337.95	571,092.42
Bond Redemption	0486	9,200.49				2.38	9,202.87
Depreciation Reserve	0494	167,019.35	5,475.00			87.54	172,581.89
Debt Service Fund	0544	204,242.50	100,663.67			136.91	305,043.08
Debt Service Reserve Fund	0551	1,213,024.07	-		-	623.13	1,213,647.20
Totals		\$ 2,604,544.84	\$ 1,182,826.11	\$ -	\$ (1,017,147.08)	\$ 1,294.54	\$ 2,771,518.41

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Capital Account	7522	50,652.60		-	18.73	50,671.33
Special Checking	7506	54,401.45	-	-	8.94	54,410.39
Totals		\$ 105,054.05	\$ -	\$ -	\$ 27.67	\$ 105,081.72

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

Ryan M. Pugh

Ryan Pugh, Treasurer

Meeting Date: JANUARY 10, 2023

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

DECEMBER 30, 2022

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Red Hill Garage - Sands	0619	1,761.90	-			0.46	1,762.36
Fox Clearing (Glenwood Chase)	0627	112,181.42	-		(2,608.00)	56.80	109,630.22
Perkiomen School	0635	1,316.57	-			0.34	1,316.91
McIntosh - Pennsburg	0668	5,668.40	-		(5,669.65)	1.25	-
Jefferson Street O&M	0676	29,280.68	-			10.06	29,290.74
P&B Partitions	0684	1,142.33	-			0.29	1,142.62
Pennsburg Shopping Center	0692	5,296.15	-			1.37	5,297.52
Stillwater - Hendricks	0726	24,679.25	42.59		-	7.44	24,729.28
Lateral Projects	0734	38,172.11	-			13.12	38,185.23
Kershner Village	1526	4,679.22	10,000.00	(0.30)	(6,275.50)	2.37	8,405.79
Silver Rhino	1724	1,500.51	1,500.00		(1,810.00)	0.40	1,190.91
Steve's Bobcat	1740	2,083.79	-	-	(1,704.50)	0.25	379.54
		\$ 227,762.33	\$ 11,542.59		\$ (18,067.65)	\$ 94.15	\$ 221,331.12

INCOME		2022-2023 Budget	Total to Date	%	December	November	October
Rentals	364.10	3,583,370.00	2,464,797.07	69%	377,873.62	304,732.43	265,581.91
EDU's	364.20	-	575,652.00		205,590.00	13,706.00	205,590.00
Certifications	364.30	6,000.00	3,350.00	56%	225.00	275.00	550.00
Laterals	364.40	20,000.00	12,800.00	64%	600.00	200.00	2,300.00
Other Income	364.50	-	3,768.14		2,428.54		
Inspections	364.60	-	3,160.00			400.00	360.00
Legal Fee Reimbursement	364.70	-	-				
FOG Program	364.80	-	900.00			150.00	75.00
Interest Income	341.10	6,000.00	10,829.44	180%	1,307.66	1,347.59	1,430.97
Cell Tower Income	342.53	26,000.00	21,626.60	83%	8,238.96		
TOTAL MONTHLY INCOME		\$ 3,641,370.00	\$ 3,096,883.25	85%	\$ 596,263.78	\$ 320,811.02	\$ 475,887.88

Ryan Pugh

Ryan Pugh, Treasurer

Meeting Date January 10, 2023

Treasurer's Cash Report - Payroll - December 2022

Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
12/1/2023	EFT	Salaries (Net)	426.10	\$ 10,187.11
12/1/2023	EFT	Payroll taxes	201.50	\$ 4,206.27
12/1/2023	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,478.78
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12/8/2023	EFT	Salaries (Net)	426.10	\$ 9,955.39
12/8/2023	EFT	Payroll taxes	201.50	\$ 4,134.95
12/8/2023	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,175.74
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12/15/2023	EFT	Salaries (Net)	426.10	\$ 10,092.17
12/15/2023	EFT	Payroll taxes	201.50	\$ 4,251.39
12/15/2023	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,428.96
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12/22/2023	EFT	Salaries (Net)	426.10	\$ 9,992.85
12/22/2023	EFT	Payroll taxes	201.50	\$ 4,186.30
12/22/2023	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,264.55
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12/29/2022	EFT	Salaries (Net)	426.10	\$ 10,097.21
12/29/2022	EFT	Payroll taxes	201.50	\$ 4,184.23
12/29/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,366.84
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TOTAL EFT Transfers for month				\$ 71,714.87
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 Ryan M. Pugh, Treasurer/Leon Ritchey, Asst Treasurer