

UPPER MONTGOMERY JOINT AUTHORITY  
MINUTES OF JANUARY 11, 2022 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday, January 11, 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 7:00 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 telephone  
Ryan Pugh  
Donna Paul  
Leon Ritchey  
Gregory Gaudreau  
Elizabeth DeJesus - absent

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.  
Greg Ede – Styer Associates  
Mark Shanley – 777 Hunter Drive, Pennsburg

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

Greg Ede reported on the audit that Styer Associates completed for the fiscal year 5/1/2020 through 4/30/2021.

#### VII. PUBLIC COMMENT PERIOD

None.

#### VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the December 14, 2021 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

Woodard and Curran attended the final walkthrough with Conservation in December. They have submitted the necessary paperwork for final closeout of the construction project.

#### 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 it was approved.

#### XI. FINANCIAL REPORTS

The Financial Reports were circulated for review and discussed.

#### XII. BILLS FOR PAYMENT

Mrs. Paul 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

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

#### 1. Miscellaneous Services (.2022)

- We include short-duration type projects in our miscellaneous work order, where the establishment of a separate work order is typically not warranted. This is based on past practice, but we can certainly set up individual work order numbers or tasks for each assigned project, if preferable to you.
- 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 is currently working with Authority staff to determine the remaining escrow amounts and status of each development.

#### 2. Consent Order Assistance (.0001)

- This Project includes professional services related to Consent Order Assistance to the Authority, including responding to the recently issued Consent Assessment of Civil Penalty and attendance and participation at meetings with the Pennsylvania Department of Environmental Protection (PA DEP) to negotiate and review enforcement relative to Wastewater Treatment Plant (WWTP) and collection system excursions.
- On December 16, 2021, a Conference Call was held with the PA DEP to review the Consent Assessment and Civil Penalties associated with WWTP Permit excursions. The penalty currently assessed to the Authority is **\$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 includes a fine for several sanitary sewer overflows (SSOs) within the collection system. In the meeting, we were able to obtain a 30-day extension to the response timeline to allow the Authority to properly respond to the assessment and to request some relief from these penalties. The response to the DEP is due by January 19, 2022. One of the arguments to be made formally to DEP is 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.

#### 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) is **due to DRBC on January 31, 2022**. This *Report* will be completed and submitted to the DRBC once the DMR data is received from the Operators.

- SSM will coordinate 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>.

The following summarizes Woodard and Curran activities this past month:

### **GIS**

Preparing proposal to support UMJA with transfer of data and training staff on management and map development. Once data is transferred and staff is trained, Woodard & Curran will continue to coordinate with UMJA to develop additional efficiencies and features available in GIS.

### **Biosolids**

Coordinating on evaluation options, including attendance at presentation by supplier on alternatives for thickening, in advance of development of biosolids alternatives analysis. Based on outcome of presentation, a thickening pilot study may be developed to further evaluate potential options.

### **Process Support**

Ongoing support on process optimization, including microbiological evaluation, PAC addition, and data analysis.

### **Conservation District Closeout**

Woodard & Curran attended a final walkthrough with Conservation District in December and submitted the NOT for project closeout. Conservation District identified some items for clarification and record purposes that are being resubmitted for final closeout.

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

- 1. Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:
  - a.** Mr. Philips conducted an executive session to discuss personnel issues with the board.
  - b.** Drafted revisions to the COVID 19 Policy pursuant to the Board's direction at the November 9, 2021 Meeting.
  - c.** Mr. Philips contacted the court regarding the outstanding personnel litigation.
  - d.** Mr. Philips discussed potential litigation regarding 350 Washington Street.

## 2. Collection of Delinquent Accounts.

- a. Mr. Philips worked with Staff regarding the timing of the posting of interest rates for the liens.
- b. Mr. Philips review open liens on the Rumsford Matter, drafted satisfaction documents for filing and satisfied 10 liens.

## 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 reviewed the developer's requested changes to the Development Agreement and spoke with Staff regarding the construction escrow for Phase II. Draft correspondence regarding payment of EDU fees 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 research regarding private laterals at the Pennsburg Shopping Center in regard to enforcement of the FOG Program.
- b. Failed Lateral Inspection Escrows.  
Mr. Philips worked with staff regarding the process of implementing escrow accounts and agreements for private laterals that fail inspection prior transfer of ownership.
- c. Descaling of Piping.

Mr. Philips spoke with the Executive Superintendent regarding the legal issues of backups caused by pipe lining and descaling UMJA's responsibility for removing the descaling debris.

**d. Enforcement of Rule, Rates & Regulations.**

Mr. Philips worked with the Executive superintendent and Staff on the process of issuing Notices of Violation and referring matters for citations to the municipalities for prosecution.

**e. Resolutions 2021-12 and 2021-13.**

Mr. Philips drafted resolutions to create a FOG program and set the copying rates for right to know requests.

**f. Right to Know.**

Mr. Philips worked with staff to review a Right to Know request that was filed on 444 Main Street, met with staff to review the file and draft a response.

**g. Rules, Rates and Regulations.**

Mr. Philips began updating the Authority's Rules, Rates & Regulations by drafting initial revisions to the industrial waste regulations to set out a separate FOG (fats, oils, and grease) program.

## XV. EXECUTIVE SUPERINTENDENT'S REPORT

### **Treatment Plant Information:**

- Rainfall: 1.21" in December

### **Sanitary Sewer Overflows & Violations:**

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

### **Committee Information:**

- No meetings were held this month.

### **Escrows:**

- No escrow accounts were opened this month.
- Escrow account 9190 (failed lateral account) is in the process of being closed. UMJA will open a savings account for future lateral projects.

### **Other General Information:**

- The Biosolids dryer is set to be repaired the week of January 8, 2022.
- The audit will be presented in January.

- The locker room renovation has begun.
- UMJA is waiting on a Cyber Security policy quote.
- Digester A blower was repaired in December. (It was not covered under warranty)

### **Land Development**

- Stillwater's Phase 2- The sewer work has been completed. Spears installed the mainline, laterals and several manholes. Pressure testing was also done. D.R Horton purchased 2 more EDUs. Ten EDU's still need to be purchased.
- Demeno Tract- The developer submitted an application for Reservation of Capacity agreement for 84 EDU's. We are waiting for the township to approve the project, before we approve the agreement.
- Bayberry- All EDUs are purchased. One lot still needs to be inspected.

### **Lateral Inspections:**

There were 16 Laterals inspections.

- 4 in E. Greenville -3 passed, 1 failed, but was re-inspected after it was cleaned and passed.
- 6 in Pennsburg- 5 passed, 1 failed and was rei-inspected and passed after the standpipe was fixed.
- 6 in Red Hill- 6 passed -1 was re-inspected after failing in November.

### **Collection System Updates:**

- UMJA staff televised a total of 2313 feet the month of December. Flow meters were moved on December 28, 2021.
- FOG program- UMJA continues to do meet and greets.
- Performance Pipeline Inc. was in town the first 3 weeks of December working on previously approved projects.

Mrs. Leister requested comment from the Board regarding the requirement of the thirty (30) day time frame to complete remediation work due to lateral repair or failure per the Rules and Regulations. Mrs. Leister noted that the thirty (30) day window for completion is challenging for residents and contractors. After discussion, the board agreed to amend Section 11. of the Rules and Regulations to allow ninety (90) days with extension as needed for remediation to be completed.

### **XVI. UNFINISHED BUSINESS**

None.

## XVII. NEW BUSINESS

Mr. Pugh made a motion to approve the Single Audit that was conducted by Styer Associates for year ended April 30, 2021. Mrs. Paul seconded the motion and it was unanimously approved.

After discussion, Mr. Ritchey made a motion to approve Resolution 2022-1 that establishes fees for Televised Inspection Services. The Fee Schedule was approved as follows:

1. New construction house lateral visual inspection including pressure testing will be \$200.00.
2. Lateral tie-in inspections connection to mainline including pressure testing for new installation will be \$300.00.
3. Manhole coring: \$250.00
4. Manhole inspection: \$500.00
5. Mainline inspection – visual (uncovered): \$2.25 per foot
6. Mainline inspection – television inspection (underground): \$4.50 per foot
7. Tap inspection: \$300.00
8. Existing residential inspection will be \$100.00 for the transfer/sale of a structure and,
9. \$200.00 if inspection will need to be completed through the main-line with television equipment.

Mr. Pugh seconded the motion and it was unanimously approved.

Mr. Pugh made a motion to add Resolution 2022-02 Item (C) to the Agenda under New Business. Resolution 2022-02 authorizes the Treasurer and Secretary to sign documents in the absence of the Board Chair and Vice Chair. Mr. Gaudreau seconded the motion and it was approved.

Mr. Gaudreau made a motion to approve Resolution 2022-02 which authorizes the Treasurer and Secretary to sign documents in the absence of the Board Chair and Vice Chair. Mr. Ritchey seconded the motion and it was approved.

## XVIII. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting and Mr. Gaudreau seconded.

Mr. Ingram adjourned the public meeting at 8:29 p.m.

Respectfully submitted,

  
Secretary (Assistant Secretary)



Meeting Date:

January 11, 2022

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

December 31, 2021

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
P&B Partitions	2971	1,140.30	-	-	0.14	1,140.44
Pennsburg Shopping Center	3615	5,286.78	-	-	0.67	5,287.45
Jefferson Street O&M	5297	29,283.64	-	-	3.69	29,287.33
HG Properties (Construction)	6253	15,881.22	-	-	2.00	15,883.22
HG Properties (Professional)	6261	3,919.91	-	-	0.51	3,920.42
Perkiomen School	6881	1,738.18	-	(424.00)	0.22	1,314.40
Stillwater - Hendricks	7954	28,172.37	74,411.00	(553.25)	5.53	102,035.65
Red Hill Garage - Sands	8101	1,808.78	-	(50.00)	0.23	1,759.01
Fox Clearing (Glenwood Chase)	8275	4,900.50	-	(998.75)	0.65	3,902.40
McIntosh - Pennsburg	8515	8,031.92	-	(1,115.00)	1.01	6,917.93
Hendricks (704 Mont Ave)	8564	11,895.39	-	(50.00)	1.51	11,846.90
Failed Laterals	9190	724.50	-	-	0.04	724.54
Engle - failed lateral	9588	7,775.97	-	-	0.98	7,776.95
		<b>\$ 120,559.46</b>	<b>\$ 74,411.00</b>	<b>\$ (3,191.00)</b>	<b>\$ 17.18</b>	<b>\$ 191,796.64</b>

**INCOME - December 2021**

Rentals	364.10	331,282.17
Laterals	364.40	1,950.00
Certifications	364.30	800.00
Inspections	364.60	-
EDU's	364.20	24,698.00
Cell Tower Income	342.53	2,666.33
Other Income	364.50	2.00
<b>TOTAL MONTHLY INCOME</b>		<b>\$ 361,398.50</b>

*Ryan Pugh*

**Ryan Pugh, Treasurer**

Meeting Date:

January 11, 2022

## Treasurer's Report - Uninvest Account Balances as of December 31, 2021

## Uninvest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Operating Checking	7514	3,500.18	439,275.35	(439,076.82)	0.43	3,699.14
Repurchase Operating	0153	85,000.00	215,000.00	(205,023.40)	23.40	95,000.00
Rental Income	7480	335.83	607,801.34	(607,785.96)	0.31	351.52
Repurchase Rentals	0179	10,000.00	275,000.00	(275,015.38)	15.38	10,000.00
Rental - Credit Card Income	7548	380.48	65,285.90	(64,039.69)	1.82	1,628.51
Capital Account	7522	23,806.43	2,666.33	-	3.49	26,476.25
Special Checking	7506	677.55	90,684.96	(87,198.88)	0.25	4,163.88
Repurchase Special Cking	0161	25,000.00	40,000.00	(50,003.97)	3.97	15,000.00
Revenue Fund	5061	696,593.04	366,436.25	(340,360.62)	26.49	722,695.16
Bond Redemption	7498	2,858.78	339.59	-	0.36	3,198.73
Repurchase Bond Redemp	0146	2,019,760.73	-	(37,829.58)	339.59	1,982,270.74
Depreciation Reserve	5087	400,001.25	5,475.00	-	17.11	405,493.36
Debt Service Fund	7530	202,717.45	100,633.67	-	43.81	303,394.93
Deb Service Reserve Fund	5079	1,209,182.48	-	-	51.35	1,209,233.83
<b>Totals</b>		<b>\$ 4,679,814.20</b>	<b>\$ 2,208,598.39</b>	<b>\$ (2,106,334.30)</b>	<b>\$ 527.76</b>	<b>\$ 4,782,606.05</b>

## QNB Accounts

Project Account \$2.5M	4733	4,151.62	-	-	-	4,151.62
Construction Project \$10M	4741	195,493.57	-	-	-	195,493.57
		<b>\$ 199,645.19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,645.19</b>

*Ryan M. Pugh*

**Ryan Pugh, Treasurer**

Meeting Date January 11, 2022

## Treasurer's Cash Report - Payroll - December 2021

### Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
12/2/2021	EFT	Salaries (Net)	426.10	\$ 9,738.94
12/2/2021	EFT	Payroll taxes	201.50	\$ 3,969.22
12/2/2021	EFT	Paychex Fee	400.11	\$ 67.60
<b>TOTAL</b>				<b>\$ 13,775.76</b>
12/9/2021	EFT	Salaries (Net)	426.10	\$ 9,599.24
12/9/2021	EFT	Payroll taxes	201.50	\$ 3,916.93
12/9/2021	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,597.77</b>
12/16/2021	EFT	Salaries (Net)	426.10	\$ 9,777.10
12/16/2021	EFT	Payroll taxes	201.50	\$ 3,930.21
12/16/2021	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,788.91</b>
12/23/2021	EFT	Salaries (Net)	426.10	\$ 9,665.29
12/23/2021	EFT	Payroll taxes	201.50	\$ 3,952.98
12/23/2021	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,699.87</b>
12/30/2021	EFT	Salaries (Net)	426.10	\$ 9,724.18
12/30/2021	EFT	Payroll taxes	201.50	\$ 3,880.86
12/30/2021	EFT	Paychex Fee	400.11	\$ 81.60
<b>TOTAL</b>				<b>\$ 13,686.64</b>
<b>TOTAL EFT Transfers for month</b>				<b>\$ 68,548.95</b>

*Ryan M. Pugh*

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