

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF JULY 12, 2022 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday, July 12, 2022 in the office of the Plant Administration Building, Mensch Dam Road, Pennsburg, Pennsylvania.

I. EXECUTIVE SESSION

The board held an Executive Session prior to the meeting to discuss personnel matters.

II. CALL TO ORDER

Mr. Ingram, Chair, called the meeting to order at 7:15 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
Elizabeth DeJesus

Also, in attendance were:

Jennifer Leister, Executive Superintendent
Gregory Philips, Yergey, Daylor, Allebach, Scheffey, Picardi, Solicitor
Marie Pellegrino, Administrative Assistant
Jamie Lorah, SSM Group
Dave Busch, Keystone Alliance

VI. VISITORS

Other visitors who joined the meeting were:

Darwin Hemans - Voltus
Garrett Washington – Performance Pipelining, Inc.

Mr. Hemans answered questions from the Board regarding the energy resource presentation from the June 14, 2022 meeting. The Board requested that Mr. Hemans consult with Mr. Philips and update the proposed agreement. The Board will review the changes and make a decision at a later date.

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 June 14, 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 Mrs. DeJesus seconded the motion. The Minutes were approved.

X. TREASURER AND INTEREST REPORTS

The Board reviewed the Treasurer's Report for July (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

Mrs. DeJesus 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. Paul 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)

- **RECAP:** A meeting was held on May 31st with the PA DEP to discuss the Authority's **Corrective Action Plan (CAP)**, the **Connection Management Plan (CMP)**, re-rating of the existing WWTP, compliance issues, and planning aspects. We had previously requested additional "credits" for relinquished or eliminated EDUs in the *Annual Chapter 94 Report*, and we had requested relief from the existing **CAP**. SSM will be preparing a revised **CMP**, and DEP will consider EDUs "relinquished" on a case-by-case basis following this submission. DEP is willing to provide approval for additional connections following the **CMP** request.
- **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. The next CFA meeting is scheduled for July 19th.
- **RECAP:** 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. The **Act 537 Plan** is outdated (@ 2003/2004). A paper re-rate will only be considered following a **Plan Update** revision. Note: good planning does not exist for Upper Hanover Twp.
- **UPDATE:** For now, SSM is re-creating the **Act 537 Planning** boundaries in the GIS database (and preparing a new map) in order to allow the Authority to track proposed developments and determine if the developments are in the Authority's planning area.
- **UPDATE:** SSM conducted FOG Inspections with Authority staff in order to train staff on inspections, things to look for, etc. SSM also assisted in training Authority staff on manhole inspections and property inspections looking for sources of inflow and infiltration, recommended remediation methods, etc.

2. Consent Order Assistance (.0001)

- **RECAP:** In January, a response was submitted to the PA DEP relative to 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**.⁰⁰, and the response to DEP included a waiver for the majority of the penalties, which occurred prior to and during construction of the WWTP.
- **RECAP:** DEP stated that they were willing to provide relief on the wet weather discharges and will *consider* relief of civil penalties for excursions during excessive wet weather events. A revised letter was submitted to DEP last month requesting relief on the

excursions and recommending payment of penalties in the amount of \$7,113.⁰⁰. We are awaiting response from DEP on this request.

3. **Glenwood Chase Development (.0004)**

- **UPDATE:** Additional submittals were reviewed last month, and a Pre-Construction Job Conference was held last month to review the ***Glenwood Chase Development*** construction-phase. Construction is expected to start by the end of July. SSM is able to provide a Construction Representative for the manhole and sewer line installation work, if needed.

4. **300 Penn Street – Pennsburg (Silver Rhino Holdings, LLC) (.0006)**

- No update.

5. **Still Waters Tract (.0007)**

- No Update.

6. **Lakeview Terrace Pennsburg – Stormwater Project (.0008)**

- **UPDATE:** A project has been opened in order to track our time and for possible reimbursement by Pennsburg. SSM notified GVC that a Plan review would be required relative to the plans for moving the sanitary sewer laterals. Nothing has been received to date for this project.

7. **Burger King – Pennsburg Square Shopping Center (.0009)**

- Development Plans were received and reviewed by SSM for the Burger King Development at the Pennsburg Square Shopping Center. The plans propose a new sanitary sewer lateral to include the sanitary waste, as well as a 1,200-gallon grease interceptor, which is to be fed by the “greasy” waste line. The grease interceptor was revised this past month, and letters have been sent to the developer. The developer recently proposed a revision to the grease interceptor for a non-traffic load bearing interceptor. This is currently being reviewed.

The following summarizes Woodard and Curran activities this past month:

GIS

Woodard & Curran met with UMJA to review web applications and maps showing lined sewer laterals and the required fields needed for symbolic representation of yes/no. Woodard & Curran will continue to work with UMJA to evaluate need for additional features.

Biosolids

UMJA has begun a pilot test for this month (rotary drum thickener) and is experiencing positive results. UMJA has provided preliminary pilot data to W&C for review. UMJA is considering a pilot of a second biosolids technology and is currently working with a second manufacturer. If a second pilot is completed, W&C will assist with a comparison evaluation to provide a final recommendation on next steps/selected pilot technology.

Collection System SSES

Since the last Board update, Woodard & Curran has continued with flow meter analysis and has met with UMJA Staff to discuss next steps. Smoke testing has occurred the week of June 27th. Woodard & Curran will review smoke testing findings and meet with UMJA on next steps.

Flow meter relocation will be evaluated after this smoke testing/manhole inventory work is complete and compared to against flow meter analysis data. This past month there were several rain events (6/2/2022, 6/9/2022, 6/17/2022 and 6/24/2022). The collection system was impacted most by the 6/2/2022 rain event, where rainfall was less than half an inch. Flow monitoring data displayed a dramatic increase/decrease from this storm, with the other storms not peaking as much.

Woodard & Curran reviewed UMJA's existing door hanger notification for residents/property owners. W&C also provided dye testing documentation forms that UMJA Operators can use to collect complete data while performing dye testing investigations. Lastly, W&C provided sample data to UMJA staff on flow monitoring inflow vs. infiltration data results.

Process Support

Ongoing support for process optimization and data analysis, including continued implementation of a portable mixer to reduce solids buildup in the Aeration Tank Effluent Channel.

XIV. SOLICITOR'S REPORT

- 1. Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:
 - a. Reviewed Pay and Overtime Issues regarding Donning and Duffing.
 - b. Reviewed Employee Handbook and recommend revisions to Vacation Policy.
 - c. Reviewed Statutory requirements for Board Appointments.
 - d. Discussed the possibility of employment contracts for certain staff positions.

2. Collection of Delinquent Accounts.

- a. Mr. Philips worked with Staff regarding a property owned by Deutsche Bank; researched the ownership of the property.

3. Development Plans.

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

- a. 11 Street Subdivision.
Worked with Mrs. Leister to get Developer to complete manhole repairs and other repairs to the System during the Maintenance Period.
- b. Glenwood Chase.
Mr. Philips worked with Mrs. Leister, Ms. Lorah and Developer to revise development agreement, finalize the Development agreement, and get it executed. Mr. Philips drafted improvement bond for Developers execution.
- c. Railroad Street Subdivision.
Nothing new on this subdivision.
- d. Still Waters Tract Subdivision.
Nothing new to report.
- e. 4th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- f. 6th Street Subdivision – Macintosh Homes.
Nothing new on this Subdivision.
- g. Demeno Tract.
Nothing new on this Subdivision.
- h. 300 Penn Street (Silver Rhino).
Nothing new on this Subdivision.

General Counsel Services.

- a. Agenda and Minutes.
Mr. Philips worked with Staff to review and revise July Agenda and review of June Meeting Minutes;
- b. In-Law Suites.
Mr. Philips worked with Staff to determine whether an In-Law Suite requires a separate EDU and is classified as a separate dwelling.
- c. Refund for Double Charges.
Mr. Philips worked with Staff to determine the amount of refund that should be credited to Church Customer.

- d. Rules, Rates & Regulations.
Mr. Philips drafted revisions to the Rules, Rates and Regulations in an effort to clarify language and align definitions with those used by the organizing municipalities.
- e. Resolutions. Resolution 2022-07 for the destruction of documents was adopted by the Board and executed. Mr. Philips provided a fully executed copy to Staff.

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

- Rainfall: 2.23"

Sanitary Sewer Overflows & Violations:

- There were no violations or SSO's.

Committee Information:

- A reorganization meeting was held on 6/30/2022.

Escrows:

- No escrow accounts were opened or closed this month.

Other General Information:

- A local machine shop will be onsite on Friday, July 8, 2022 to take a look at the actuator for the dryer.
- The UHA escrow was closed for the plant upgrade project on June 27, 2022.

Land Development

- Stillwater's-No updates
- Bayberry- All repairs have been made. A final escrow release has been requested.
- Glenwood Chase- A preconstruction meeting was held on June 28, 2022.
- 300 Penn Street- No updates
- Kershener Tract- Reservation of Capacity Agreements have been completed and sent to UMJA.

Lateral Inspections: 22 Inspections

East Greenville- 8 Inspections- All Passed

Pennsburg- 7 inspections- 1 failed but was repaired and passed
Red Hill- 7 inspections- 1 failed but was repaired and passed

Collection System Updates:

- There was no televising in the month of June.
- The Pennsburg Pump Station flow meter was replaced on June 22, 2022
- Performance Pipeline will be back in town on July 18, 2022.
- UMJA staff smoke tested Hickory Alley, Washington St, Church St, and Penn Street. Deficiencies are being addressed. A total of 7783 feet were smoke tested as of July 5, 2022. We plan to smoke test 6th Street and Arlington Street in East Greenville on July 6, 2022.
- The thickener pilot is still running well. We are working on a cost analysis.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

Mrs. DeJesus made a motion to add a new employment position to the Agenda under New Business Item "2". Mr. Pugh seconded the motion and it was approved.

Mr. Gaudreau made a motion to approve the posting of a new employment opportunity at UMJA. Mr. Ritchey seconded the motion and it was approved.

XVIII. ADDITIONAL BUSINESS

The board recognized Mrs. Leister's 10 years of service and presented her with an award as a thank you for her dedication to the Authority.

XIX. ADJOURNMENT

Mrs. DeJesus made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 9:15 p.m.

Respectfully submitted,



Secretary (Assistant Secretary)

Upper Montgomery Joint Authority

Meeting Date:

July 12, 2022

Treasurer's Report - Account Balances as of

June 30, 2022

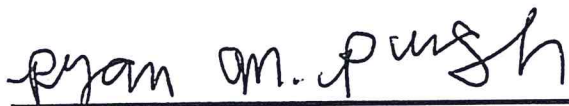
QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	101,199.04	170,351.42	(26.06)	(170,908.25)	22.68	100,638.83
Special Checking	1300	9,913.66	235,145.51	(10.51)	(235,145.51)	16.52	9,919.67
Rental Income	4741	23.00	361,666.99	(2.00)	(361,666.99)	26.89	47.89
Rental - Credit Card Income	2050	27.57	72,922.16	(10.00)	(72,922.16)	3.87	21.44
Revenue Fund	0478	330,597.30	380,263.59		(256,741.44)	109.57	454,229.02
Bond Redemption	0486	918,471.72	-		(234,455.01)	293.46	684,310.17
Depreciation Reserve	0494	433,101.23	5,475.00			161.27	438,737.50
Debt Service Fund	0544	203,127.06	100,633.67		-	94.98	303,855.71
Deb Service Reserve Fund	0551	1,209,893.22	-		-	447.49	1,210,340.71
Totals		\$ 3,206,353.80	\$ 1,326,458.34	\$ (48.57)	\$ (1,331,839.36)	\$ 1,176.73	\$ 3,202,100.94

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Operating Checking	7514	42,078.65	-	-	5.25	42,083.90
Rental Income	7480	108,062.50	-	-	13.47	108,075.97
Rental - Credit Card Income	7548	27,768.13	-	-	3.46	27,771.59
Capital Account	7522	39,834.94	2,666.33	-	6.85	42,508.12
Special Checking	7506	54,347.14	-	-	6.77	54,353.91
Totals		\$ 272,091.36	\$ 2,666.33	\$ -	\$ 35.80	\$ 274,793.49

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



 Ryan Pugh, Treasurer

Upper Montgomery Joint Authority

Meeting Date:

July 12, 2022

Treasurer's Report - Account Balances as of

June 30, 2022

QNB Escrow Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Red Hill Garage - Sands	0619	1,759.69	-			0.36	1,760.05
Fox Clearing (Glenwood Chase)	0627	11,391.14	112,908.00		(540.75)	16.80	123,775.19
Perkiomen School	0635	1,314.92	-			0.27	1,315.19
Silver Rhino	0643	9,050.37	-		(149.75)	1.84	8,902.46
McIntosh - Pennsburg	0668	6,416.47	-			1.32	6,417.79
Jefferson Street O&M	0676	29,298.80	-			6.02	29,304.82
P&B Partitions	0684	1,140.90	-			0.23	1,141.13
Pennsburg Shopping Center	0692	5,289.52	-			1.09	5,290.61
HG Properties (Construction)	0700	6,316.18	-			1.29	6,317.47
HG Properties (Professional)	0718	100.20	-			0.02	100.22
Stillwater - Hendricks	0726	26,132.35	-		(25.00)	5.37	26,112.72
Lateral Projects	0734	824.81	11,511.60			1.83	12,338.24
		\$ 99,035.35	\$ 124,419.60		\$ (715.50)	\$ 36.44	\$ 222,775.89

INCOME		2022-2023 Budget	Total to Date	%	June	May
Rentals	364.10	3,583,370.00	625,598.61	17%	356,851.34	268,747.27
EDU's	364.20	-	13,706.00		13,706.00	
Certifications	364.30	6,000.00	1,025.00	17%	500.00	525.00
Laterals	364.40	20,000.00	4,900.00	25%	2,900.00	2,000.00
Other Income	364.50	-	50.00		-	50.00
Inspections	364.60	-	1,800.00		1,000.00	800.00
Legal Fee Reimbursement	364.70	-	-			
FOG Program	364.80	-	300.00		75.00	225.00
Interest Income	341.10	6,000.00	2,416.66	40%	1,212.53	1,204.13
Cell Tower Income	342.53	26,000.00	5,332.66	21%	2,666.33	2,666.33
TOTAL MONTHLY INCOME		\$ 3,641,370.00	\$ 655,128.93	18%	\$ 378,911.20	\$ 276,217.73

Ryan Pugh, Treasurer

Upper Montgomery Joint Authority

X.B

Meeting Date July 12, 2022

Treasurer's
Cash Report - Payroll - June 2022

Payroll - EFT transfers
(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
6/2/2022	EFT	Salaries (Net)	426.10	\$ 10,072.11
6/2/2022	EFT	Payroll taxes	201.50	\$ 4,213.52
6/2/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,371.03
6/9/2022	EFT	Salaries (Net)	426.10	\$ 10,152.22
6/9/2022	EFT	Payroll taxes	201.50	\$ 4,203.33
6/9/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,440.95
6/16/2022	EFT	Salaries (Net)	426.10	\$ 10,051.51
6/16/2022	EFT	Payroll taxes	201.50	\$ 4,196.62
6/16/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,333.53
6/23/2022	EFT	Salaries (Net)	426.10	\$ 10,107.35
6/23/2022	EFT	Payroll taxes	201.50	\$ 4,205.61
6/23/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,398.36
6/30/2022	EFT	Salaries (Net)	426.10	\$ 10,097.62
6/30/2022	EFT	Payroll taxes	201.50	\$ 4,187.98
6/30/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,371.00
TOTAL EFT Transfers for month				\$ 71,914.87

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