

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

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday March 14th, 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 6:30 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 - absent

Also, in attendance were:

Jennifer Leister, Executive Director  
Gregory Philips, Yergey, Daylor, Allebach, Scheffey, Picardi, Solicitor  
Jamie Lorah, SSM Group  
Dave Busch, Keystone Alliance

VI. VISITORS

Mark Shanley – 777 Hunter Drive, Pennsburg  
Seth Berry – Solar Renewable Energy, LLC

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 1,600kW of power to the Authority. This installation could potentially be a cost savings of \$50,000 year 1 and \$4.9 Million over 40 years.

After discussion, Mrs. Paul made a motion to accept the Solar Project. Mr. Pugh seconded the motion and it was approved.

Mr. Busch from Keystone Alliance presented the board with a preliminary operating/capital budget for the 2023/2024 calendar year. Mr. Busch recommended that the board review the budget so that an approval can be made at the April board meeting.

#### VII. PUBLIC COMMENT PERIOD

Mr. Shanley commented that the board should consider researching other companies for the solar project before a decision is made. He commented that there are other vendors that provide similar services to Solar Renewable Energy, LLC and that there may be a better opportunity for the Board to consider. He also commented that the if the Board choses to purchase the system 5 years after installation that the Board should receive a warranty.

#### VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the February 14, 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 February (copy of which is attached hereto). A motion was made by Mr. Gaudreau to accept the Treasurer's Report. The motion was seconded by Mr. Pugh 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. Ritchey seconded the motion and it was approved.

### XIII. ENGINEER'S REPORT

#### 1. Miscellaneous Services (.2023)

- **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.<sup>13</sup> and the **East Greenville Borough - State, Valley and 4th Street Sanitary Sewer Lateral and Manhole Rehabilitation Project** in the amount of \$967,813.<sup>78</sup>.
  - **UPDATE:** The LSA Grant Applications are to be considered now at the March 16, 2023 Meeting of the CFA. The January meeting was canceled. There may be an additional delay but, for now, the meeting is still scheduled.
- **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 Township considerations.
  - **UPDATE:** SSM has suggested applying for a Grant for the **Act 13 Program** through the DCED in the Spring 2023 for **Act 537 Plan Updates**. Grant Applications are due May 31<sup>st</sup> and involve a 50% match up to \$100,000. 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 **PA Small Water & Sewer Grant Application** was submitted in the amount of \$423,576.<sup>00</sup> for the **Lateral Lining and Rehabilitation Project: East Greenville & Pennsburg;** the Authority's contribution would be \$74,749.<sup>50</sup>.
  - The **H2O Grant Application** was submitted in the amount of \$1,377,520.<sup>00</sup> 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.<sup>00</sup>.
  - **UPDATE:** CFA has sent confirmation that the Grants *may* be awarded in July or September 2023.
- **Technical Assistance** – has been offered by the PA DEP and Pennvest to UMJA for consulting and engineering services related to technical projects that may require eventual funding by Pennvest. Two (2) meetings have been held with the engineer that may be supplying this technical assistance, Gannett Fleming. Projects that have been discussed included the Alternatives Analysis that is required under the **Act 537 Planning**,



the possible connection and service to Upper Hanover Township's Perkiomen Heights, and the WWTP Biosolids Evaluation. Information was provided to Gannett Fleming for submission to DEP and Pennvest for further consideration.

## **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:** All gravity sanitary sewers have been installed, all laterals have been installed to the right-of-way lines, and the force main has been installed up to the area where directional drilling will occur. This past month, the final 4" diameter laterals were installed on the site. All gravity sewer runs have been tested and passed inspection with the exception of one sanitary sewer section. The sewer lateral testing remains for completion prior to tie-in of the laterals. Additionally, the wet well and valve pit for the pumping station has also been installed.
  - **UPDATE:** SSM has reviewed and approved plans this past month for directional drilling along Cedar Lea Court for the connection of the force main which is scheduled for April 6, 2023. The Developer has also requested an approximately 48% overall reduction in the escrow amount for the installation of the sanitary sewer improvements and pump station installation. This is currently under consideration.

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

- **UPDATE:** The installation of the new sanitary sewer lateral, the abandonment of the existing lateral, and the connection to UMJA's system is proposed for the week of March 6, 2023. SSM's Construction Inspector will be present at the time of installation in order to properly document the conditions and the installation. A report will be provided to UMJA following installation and testing of this lateral connection.

## **4. Still Waters Tract (.0007)**

- **UPDATE:** The Developer had requested an escrow release in July. As-Built drawings have been provided and have been approved. The Solicitor is currently working on obtaining signed Certifications for Phase I and II. Funds in the amount of \$19,000 or more are proposed to be held for the Maintenance Escrow during the 18-month maintenance/warranty period. Typically, the Solicitor requires 15% of the total work completed, and the \$19,000 in construction escrow should cover this amount.

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

- **UPDATE:** This past month, meetings were held with Pennsburg Borough and John Rundy, RVE, the Engineer for the Borough. In those meetings, we covered the installation needs for the sanitary sewer laterals and the need for an 18" vertical separation distance between the laterals and the storm sewer. In the event that this separation distance

cannot be provided, approximately 10 feet on either side of the storm sewer, the lateral will need to be encased in concrete. There are five (5) laterals that are currently in the vicinity of the storm sewer and may need to be lowered as part of this project.

**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.
- **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.
- **RECAP:** A second set of Plans was received, and a response was sent to the Developer's engineers. A second Pumping Station Plan Set has been received and is currently under final review by SSM's structural engineer. 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 31<sup>st</sup>.**

**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. A conversation was held with the Developer's engineer this past



month relative to the coverage over the grease interceptor. We are awaiting the revised submission for review.

**10. Developer Review – P&B Partitions (.0015)**

- A Plan Set was submitted and reviewed this past month for a warehouse and office facility to be located off of 6<sup>th</sup> Street and St. Paul's Church Road in Upper Hanover Township. The Plan Set shows a grinder pump will be needed in order to connect to the 10" diameter gravity sewer at Manhole MH# R515 in Red Hill Borough (off of 6<sup>th</sup> Street).

**11. Colonial Village Survey – Phase I (.0016)**

- SSM is planning to conduct a survey the week of March 6<sup>th</sup> in the area of Colonial Village which recently had a sewer main dig-up and repair. This is in the 500 Block of 3<sup>rd</sup> Street and a small portion of 4<sup>th</sup> Street and Blaker Drive, where fencing exists within the sanitary sewer easement at the back of these properties. The sanitary sewer easement is being surveyed as part of this work, and there are also two (2) properties which will need sanitary easements within their deeds. We hope to resolve this as part of the sanitary easement survey.

**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. Carr.  
Mr. Philips reviewed this file's payment history and sent a 30-day demand letter for the outstanding payment.
- b. Gugger Estate.  
Mr. Philips reviewed this file and sent a thirty-day demand letter. No estate has been opened so far for the deceased owner. However, the Authority, as a creditor could open the estate for the purpose of being paid.
- c. Hansell.  
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. Customer is making payments in accordance with the re-payment plan, but the payments are not making a dent in the amount owed. Mr. Philips is looking at how to get the customer to pay more per month and still make quarterly payments.
- e. Wild.  
Mr. Philips reviewed the payment history and sent a thirty-day demand letter.

### 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 received the Bill of Sale for the Deed of Dedication. Final As Built drawings are completed and filed with the Authority and waiting on the final numbers for the maintenance bond.
- d. 4<sup>th</sup> Street Subdivision – Macintosh Homes.  
Nothing new on this Subdivision.
- e. 6<sup>th</sup> 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).  
The Sewer Connection and Construction Escrow Agreement was completed and fully executed by the parties. Construction is underway.
- i. 1012 School House Road.  
Mr. Philips is awaiting the easements from the Church and the Perkiomen School.
- j. Lakeview Terrace (Pennsburg Stormwater Project).  
Mr. Philips spoke with the Borough's New engineer regarding the Borough's project reviews by the Authority.
- k. Perkiomen Heights.

Mr. Philips has reviewed the various meeting memos for the issues in Upper Hanover Township and discussed the implication of the project with Mrs. Leister.

### **General Counsel Services.**

- a. Enforcement of Sanitary Easements at Colonial Village.  
Mr. Philips worked with Mrs. Leister to resolve issues of obstructions in the easement at the Colonial Village Development. Fences, sheds and other obstructions have been placed in the Authority's 20'-0" sanitary easement throughout the Colonial Village development. This became an issue when the Authority discovered a main breach and there was fencing directly over the line. Mr. Philips drafted a letter notifying the owners that the obstructions need to be removed. The owners directly affected by the sewer main break received the first notices. Eventually all of the owners that have properties with an easement will receive the notification letter. There are some owners of property in the Colonial Village Development that do not have recorded easements. The Authority will have to negotiate with these owners to have the easements completed and recorded.
- b. Policies.  
Mr. Philips is working on a water shutoff policy for multi-family buildings.
- 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. The concern is that the Zoning Code does not allow this type of use. Mr. Philips will reach out to the vendor to discuss the legal issued that need to be addressed before the construction of the solar farm.
- d. Water Shutoff Policy for Multifamily apartments.  
Mr. Philips reviewed the law and some PUC information regarding water shutoff of multi-family apartment buildings. Mr. Philips is preparing a policy for the Authority to review and adopt.
- e. Verizon Cell Tower Lease.  
Mr. Philips reviewed and presented the final term sheet to the board for concurrence. Mr. Philips is waiting on the written contract addendum from Verizon.

## **XV. EXECUTIVE DIRECTOR'S REPORT**

### **Treatment Plant Information:**



Rainfall: 1.350" There were no Sanitary Sewer Overflows or Violations.

**Committee Information:**

Budget committee met on March 8, 2023.

**Escrows:**

There were no opened or closed escrows the month of February.

**Other General Information:**

Safety Training- Confined Space Training was reviewed internally on February 27, 2023.

The EPS Wet Well building roof will be replace this month.

The Biosolids Dryer parts are in stock. We are waiting for a date for repairs.

Dave Busch will present the draft budget for the 2023-2024 fiscal year.

The valve box at the Pennsburg Pump Station is in need of a new check valve and new piping. I am currently obtaining estimates.

A survey of the first phase of Colonial Village was conducted on March 9, 2023 by SSM.

**Lateral Inspections:**

In the month of February 7 laterals were inspected.

- East Greenville- (2)
- Pennsburg- (3) One failed. An escrow has been opened for a repair.
- Red Hill- (2)

**Collection System Updates:**

In the month of February 2023, the collection system team conducted 40 manhole inspections. Five failed due to infiltration in the manholes. They will be added to the repair list. We have 23 manholes that are ready for Obic coating.

**XVI. UNFINISHED BUSINESS**

None.

XVII. NEW BUSINESS

The board discussed the request for the reduction in bond for Glenwood Chase Development. Mrs. Paul made a motion to reduce the bond for the Glenwood Chase in the amount of \$553,685.54. Mr. Ritchey seconded the motion and it was approved.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 9:08 p.m.

Respectfully submitted,



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Secretary (Assistant Secretary)



Meeting Date:

March 14, 2023

## Treasurer's Report - Account Balances as of February 28, 2023

## QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	92,010.60	199,865.51	-	(252,679.20)	20.07	39,216.98
Special Checking	1300	10,547.46	87,570.12	-	(87,938.78)	5.00	10,183.80
Rental Income	4741	145.22	204,632.76		(204,632.76)	-	145.22
Rental - Credit Card Income	2050	58.10	67,789.80		(67,789.80)	3.48	61.58
Revenue Fund	0478	1,052,303.19	271,676.76		(376,646.28)	577.63	947,911.30
Bond Redemption	0486	114,334.43				70.17	114,404.60
Depreciation Reserve	0494	178,163.73	5,475.00			111.02	183,749.75
Debt Service Fund	0544	405,938.44	100,663.67			280.01	506,882.12
Debt Service Reserve Fund	0551	1,214,382.04	-		-	745.26	1,215,127.30
<b>Totals</b>		<b>\$ 3,067,883.21</b>	<b>\$ 937,673.62</b>	<b>\$ -</b>	<b>\$ (989,686.82)</b>	<b>\$ 1,812.64</b>	<b>\$ 3,017,682.65</b>

## QNB Escrow Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Fox Clearing (Glenwood Chase)	0627	104,637.89	-		(9,540.30)	61.29	95,158.88
Perkiomen School	0635	1,317.32	-			0.41	1,317.73
Jefferson Street O&M	0676	29,302.46	-			11.24	29,313.70
P&B Partitions	0684	1,142.98	-			0.35	1,143.33
Pennsburg Shopping Center	0692	5,299.19	-			1.63	5,300.82
Stillwater - Hendricks	0726	24,738.12	-		(513.08)	8.45	24,233.49
Lateral Projects	0734	28,443.78	-			10.91	28,454.69
Kershner Village	1526	7,512.24	-	-	(1,905.00)	2.02	5,609.26
Silver Rhino	1724	1,751.67	-		(762.25)	0.33	989.75
Steve's Bobcat - Schoolhouse Rd	1740	3,380.09	-		(3,041.39)	0.18	338.88
Steve's Bobcat - Tosco's Delight	2078	2,500.67	-		(1,166.00)	0.59	1,335.26
<b>Totals</b>		<b>\$ 210,026.41</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (16,928.02)</b>	<b>\$ 97.40</b>	<b>\$ 193,195.79</b>

*Ryan M. Pugh*

**Ryan Pugh, Treasurer**

Meeting Date:

March 14, 2023

Treasurer's Report - Account Balances as of February 28, 2023

INCOME		2022-2023 Budget	Total to Date	%	February	January	December
Rentals	364.10	3,583,370.00	2,993,914.90	84%	270,136.76	258,981.07	377,873.62
EDU's	364.20	-	657,888.00			82,236.00	205,590.00
Certifications	364.30	6,000.00	3,700.00	62%	250.00	100.00	225.00
Laterals	364.40	20,000.00	14,500.00	73%	1,300.00	400.00	600.00
Other Income	364.50	-	3,768.14				2,428.54
Inspections	364.60	-	3,260.00			100.00	
Legal Fee Reimbursement	364.70	-	-				
FOG Program	364.80	-	900.00				
Interest Income	341.10	6,000.00	14,355.94	239%	1,828.32	1,698.18	1,307.66
Cell Tower Income	342.53	26,000.00	24,372.92	94%		2,746.32	8,238.96
<b>TOTAL MONTHLY INCOME</b>		<b>\$ 3,641,370.00</b>	<b>\$ 3,716,659.90</b>	<b>102%</b>	<b>\$ 273,515.08</b>	<b>\$ 346,261.57</b>	<b>\$ 596,263.78</b>

*Ryan M. Pugh*

Ryan Pugh, Treasurer



Meeting Date March 14, 2023

## Treasurer's Cash Report - Payroll - February 2023

### Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
2/2/2023	EFT	Salaries (Net)	426.10	\$ 9,089.14
2/2/2023	EFT	Payroll taxes	201.50	\$ 3,641.98
2/2/2023	EFT	Paychex Fee	400.11	\$ 82.45
<b>TOTAL</b>				<b>\$ 12,813.57</b>
<hr/>				
2/9/2023	EFT	Salaries (Net)	426.10	\$ 10,637.55
2/9/2023	EFT	Payroll taxes	201.50	\$ 4,450.06
2/9/2023	EFT	Paychex Fee	400.11	\$ 85.40
<b>TOTAL</b>				<b>\$ 15,173.01</b>
<hr/>				
2/16/2023	EFT	Salaries (Net)	426.10	\$ 9,467.61
2/16/2023	EFT	Payroll taxes	201.50	\$ 3,793.19
2/16/2023	EFT	Paychex Fee	400.11	\$ 85.40
<b>TOTAL</b>				<b>\$ 13,346.20</b>
<hr/>				
2/23/2023	EFT	Salaries (Net)	426.10	\$ 9,390.39
2/23/2023	EFT	Payroll taxes	201.50	\$ 3,747.18
2/23/2023	EFT	Paychex Fee	400.11	\$ 85.40
<b>TOTAL</b>				<b>\$ 13,222.97</b>
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<b>TOTAL EFT Transfers for month</b>				<b>\$ 54,555.75</b>

*Ryan M. Pugh*

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