

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

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday, March 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 7:00 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

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
Dave Busch, Keystone Alliance

VI. VISITORS

Other visitors who joined the meeting were:

Rachel Fox – HUB International HDH – via teleconference
Garrett Washington – Performance Pipelining, Inc. – via teleconference

Chad Wilson – Performance Pipelining, Inc. – via teleconference

Ms. Fox from HUB International attended the meeting to answer questions from the board regarding the Cyber Security Proposal from Coalition. The board requested that Ms. Fox obtain an additional quote that would increase the coverage from a \$1,000,000 limit to a \$2,000,000 limit. The current premium for \$1,000,000 in coverage is \$1,693.38.

Mr. Washington from Performance Pipelining, Inc. gave an update on the ongoing collection system projects and answered questions from the board. Mr. Washington is also working with the Authority Engineer to provide information that will assist in applying for a Local Share Account (LSA) Grant that will aid in the Collection System upgrades.

Mr. Busch from Keystone Alliance presented the board with a draft operating/capital budget for the 2022/2023 calendar year. Mr. Busch recommended that the board review the draft so that a discussion and approval can occur at the April board meeting.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the February 8, 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.

IX. TREATMENT PLANT UPDATE

Mrs. Leister informed the board that the Montgomery County Conservation District has approved a notice of termination for the conservation permit. When the final letter is received from Montgomery County Conservation District, the escrow account can be closed with the township.

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 Mr. Ritchey 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. Mr. Gaudreau 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.
- **RECAP:** The Authority's **Connection Management Plan (CMP)** was updated last month, and we will be requesting additional "credits" for previously-relinquished or eliminated EDUs following submission of the *Annual Chapter 94 Report* and corresponding *Corrective Action Plan*. This will be negotiated with DEP in coming months in order to access additional capacity at the WWTP.
- **RECAP:** Fats/Oils/Grease (FOG) brochures, sample inspection forms, and other sample documentation were previously provided to Authority staff to aid in inspections of commercial and industrial customers suspected of discharging FOG into the sewer system. SSM is working with the Authority to schedule a training session with staff on grease traps/interceptor inspections.
- **UPDATE:** A **Local Share Account (LSA) Grant** program was recently announced by the Dept. of Community and Economic Development (DCED). Eligible projects include: land acquisition, equipment procurement, sanitary sewer repairs, wastewater treatment plant equipment or improvements, etc. The **Grant Application is due to the DCED by March 15th**, and it requires a **Resolution** for the request of Grant funds. Projects must be greater than \$25,000 and less than \$1 Million. This program is expected to be available on an annual basis by DCED.

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**, including: several Fecal Coliform, Total Residual Chlorine (TRC), Ammonia-Nitrogen, and Total Phosphorus excursions, as well as a fine for collection system SSOs.

The response to DEP included a waiver for the majority of the penalties, which occurred prior to and during construction of the WWTP. We have not yet received a response from the DEP relative to our request for waiver of these penalties.

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

- SSM is in the process of preparing the **2021 Annual Chapter 94 Report** and associated **Corrective Action Plan (CAP)**, which is due to the PA DEP by March 31st. This past month, additional documentation was compiled to include pumping station and biosolids information, and the report mapping was completed for the pending and proposed developments.

4. **Macintosh/4th & Railroad Subdivision (.0003)**

- **RECAP:** DEP issued planning approval last month for the **Macintosh/4th & Railroad Subdivision**, a 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. **Glenwood Chase Development (.0004)**

- **UPDATE:** Questions were received this past month on the Pump Station design for the **Glenwood Chase Development**. Submittals for the Pump Station included hatch modifications, modifications to the bypass connection, Pump Station materials questions, etc. Additional submittals are currently under review.

6. **300 Penn Street – Pennsburg (Silver Rhino Holdings, LLC) (.0006)**

- **RECAP:** Preliminary Plans were submitted last 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. A Will Serve letter was issued to the developer, and the developer is preparing a *Sewage Planning Module* to the PA DEP.
- **UPDATE:** The Preliminary Plans were reviewed by SSM this past month. The existing sanitary sewer lateral is expected to be re-used. The lateral inspection indicated that the lateral passed inspection, and the lateral is expected to accommodate the anticipated sewer flows. A letter was issued to Authority staff relative to the findings of our review.

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

UPDATE: Work completed for the **Still Waters Tract** was reviewed last month. Recommendation for escrow release letters for **Phase 1** and **Phase 2** were revised this past month in order to separate **Phase 1** and **Phase 2** and to include the initial release for **Phase 1**. New escrow release letters were issued following coordination with Authority staff. A release of security was recommended in the amount of \$16,672⁰⁰ for **Phase 1**, and in the

amount of \$47,335.00 for **Phase 2**, for a total release of \$64,007.00 for **Phase 1 and 2** combined (Construction Funds only).

The following summarizes Woodard and Curran activities this past month:

GIS

W&C provided guidance documentation that reiterated items reviewed in the first training sessions and provided additional guidance on other GIS functions UMJA may be interested in learning.

Additionally, W&C has met several times with UMJA Staff and CCTV Software company, Cues Incorporated, to integrate Cues CCTV Software Granite with UMJA's GIS system. Troubleshooting and reconfiguration work was required to tie this CCTV software to UMJA's new GIS data set, to then update the truck. UMJA's CCTV truck now has a new map that works with CCTV software, to allow for Operators to access the most recent GIS data while in the field performing CCTV work. Currently, W&C is assisting to tie GIS system assets to CCTV inspection reports automatically, to allow for inspection reports to be automatically updated with pipe/system assets when an Operator is in the field performing this work.

Biosolids

UMJA has scheduled a pilot test for June 2022 of one of the options and Woodard & Curran will support UMJA in evaluating the pilot and begin working toward next steps for implementation. Woodard & Curran also assisted UMJA in drafting bid documents to solicit sludge disposal pricing.

Collection System SSES

UMJA authorized support for Sewer System Evaluation Survey (SSES) support. W&C will support UMJA as needed and as directed by UMJA. Work may include reviewing existing GIS data, past studies, metering data, as-built drawings, maintenance records, etc. W&C will assist UMJA with targeted infiltration and condition assessment investigations and will provide monthly summary reports once this work is underway.

Process Support

Ongoing support for process optimization and data analysis.

XIV. SOLICITOR'S REPORT

1. **Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:
 - a. Preparation for hearing before Judge Tolliver.

2. Collection of Delinquent Accounts.

- a. Mr. Philips worked with Mrs. Leister and staff regarding recoupment of EDU base charges and resolved with issue with customer.

3. Development Plans.

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

- a. 11 Street Subdivision.
Reviewed the Deed of Dedication for 11th Street and Revised Document to prepare it for e-filing.
- 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 EDU transfer request from developer and provided recommendations regarding the developer's ability to transfer EDUs from one project to a project that already has reserved capacity. Mr. Philips drafted the Deed of Dedication for the sewers in Still Waters and Peaceful Lanes. Mr. Philips worked with Developer's Engineer to obtain legal descriptions for the proposed permanent easements. Mr. Philips worked with Mrs. Leister and Mrs. Lorah regarding the release of construction escrow from Phase I and Phase II escrow accounts.
- 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.
Worked with staff to recoup EDU base rate for 2021.
- h. 300 Penn Street (Silver Rhino).
Mr. Philips reviewed SSM's preliminary review letter to developer.

General Counsel Services.

- a. Billing Software.
Mr. Philips worked with Staff regarding new software professional services and bidding requirements and provided recommendations.
- b. Agenda.
Mr. Philips worked with Staff to work through the Sunshine Act and the process for adding items to the Agenda; the requirements for posting and amending agenda items; and posting amended agendas on the website within 24 hours of the meeting.
- c. EDU transfers and relinquishments.

Mr. Philips worked with staff regarding the process of EDU relinquishments under the Rules, Rates and Regulations.

d. Water Termination Agreement.

Mr. Philips reviewed the proposed new Water Termination Agreement with East Greenville. Mr. Philips is currently working with East Greenville's Solicitor to revised the draft agreement.

Mr. Philips presented the board with Resolution 2022-03 authorizing the Executive Director to request a statewide Local Share Grant for lateral rehabilitation in East Greenville, PA in the sum of up to One Million (\$1,000,000) Dollars.

Mr. Philips presented the board with Resolution 2022-04 authorizing the Executive Director to request a statewide Local Share Grant for improvements to the sludge transfer pumps, level sensors, reconstruction of clarifier T-5B and upgrade of security cameras and locks at the Wastewater Treatment Plant in the sum of One Hundred Forty-Nine Thousand Nine Hundred Fifty-Two & 13/100 (\$149,952.13) Dollars.

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

- Rainfall: 2.99"
- Snow: 1.40"

Sanitary Sewer Overflows & Violations:

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

Committee Information:

- A safety committee meeting was held on February 10, 2022.

Escrows:

- No escrow accounts were opened this month.
- **Mr. Hendrick's is requesting to close the escrow for the Deerfield/Montgomery Avenue Tract.** The project will not be moving forward at this time.

Other General Information:

- The Biosolids dryer actuator is delayed. ETA June 2022. I have contacted a local machine shop to see if it can be rebuilt as we are waiting for the new part to arrive.

- The dryer and hopper were cleaned out on Friday, February 18, 2022. The dryer ran without any issues, unfortunately we are waiting on that actuator so that we can start producing product again.
- The wet wells at the stations were also cleaned out. Heavy grease was noted.
- The Cyber Security proposal is attached for you review. (Rachael from HUB will be on the phone to answer any specific questions that the board may have)
- Call with QNB regarding interest rates on our current bank accounts and compared them to Univest whom we currently bank with. The rates are better. We will discuss the rates and whether or not the board would like to bank at QNB instead.
- UMJA is still waiting for final approval from the Conservation District for closeout.
- Billing software updates- UMJA researched several different options regarding upgrading the billing system. I would like to discuss the various options.
- Meeting was held with EPWPCOA on March 1, 2022 regarding the open house.
- We are piloting a level sensor indicator at the moment on one of our final clarifiers.

Land Development

- Stillwater's- a total of 10 new lateral connection inspections have been completed to date. There are 6 left to inspect in Phase 1, then we will move on to Phase 2.
- Demeno Tract- No new updates.
- Bayberry- No new updates
- Deerfield/Montgomery Avenue Tract- the project has not been approved by the Borough. Mr. Hendrick's is asking that his escrow account be closed for this project.
- Glenwood Chase- UMJA/SSM/WC have been working with MGK regarding plan review for the pump station that will be built at Glenwood Chase.

Lateral Inspections:

In the month of February there were a total of 13 properties inspected.

East Greenville- 4 laterals inspected. A total of 3 failed for minor issues (caps) and all were re-inspected and passed. 1 lateral was inspected due to a blockage. Lateral passed issue determined to be internal.

Pennsburg- there were 8 laterals inspected. 1 failed for a minor issue (standpipe had a crack above ground) and was re-inspected and passed. 1 failed lateral (908 Montgomery Avenue) from January, was re-inspected and passed.

Red Hill- there was 1 lateral inspection with a passing result.

Collection System Updates:

- UMJA staff televised a total of 495 feet the month of February. Flow meters were moved on March 1, 2022 to new locations throughout the system.

- FOG program- UMJA continues to do meet and greets.
- Performance Pipeline Inc. has been in town over the past month working on previously approved projects.
- The collection system team has been meeting on a weekly basis to start entering and information into the GIS program.
- UMJA has been working with the Perkiomen School regarding some continued issues with a cracked pipe that was found and high flows. The Perkiomen School is committed to doing their part to repair any issues that have been identified.

XVI. UNFINISHED BUSINESS

Mrs. DeJesus made a motion to approve the following as consent items:

1. Cyber Security Proposal with a minimum premium of \$1,693.38
2. Billing System Upgrade in the amount of \$6,625.00
3. Resolution 2022-03 authorizing the Executive Director to request a statewide Local Share Grant for lateral rehabilitation in East Greenville, PA in the sum of up to One Million (\$1,000,000) Dollars.
4. Resolution 2022-04 authorizing the Executive Director to request a statewide Local Share Grant for improvements to the sludge transfer pumps, level sensors, reconstruction of clarifier T-5B and upgrade of security cameras and locks at the Wastewater Treatment Plant in the sum of One Hundred Forty-Nine Thousand Nine Hundred Fifty-Two & 13/100 (\$149,952.13) Dollars.

Mr. Pugh seconded the motion and it was approved.

XVII. NEW BUSINESS

Performance Pipelining Proposal of \$418,088.00 has been deferred as the Authority awaits information on the Local Share Assessment Grant.

XVIII. ADJOURNMENT

Mr. Gaudreau made a motion to adjourn the meeting.

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

Respectfully submitted,


 Secretary (Assistant Secretary)

Meeting Date:

April 12, 2022

Treasurer's Report - Univest Account Balances as of

March 31, 2022

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Operating Checking	7514	635.95	381,486.34	(378,636.77)	0.37	3,485.89
Repurchase Operating	0153	60,000.00	165,000.00	(170,015.15)	15.15	55,000.00
Rental Income	7480	4,949.28	644,038.86	(648,726.65)	0.38	261.87
Repurchase Rentals	0179	5,000.00	285,000.00	(280,017.22)	17.22	10,000.00
Rental - Credit Card Income	7548	386.42	76,321.72	(76,321.72)	2.49	388.91
Capital Account	7522	31,818.49	2,666.33	-	5.42	34,490.24
Special Checking	7506	555.05	203,230.53	(202,676.61)	0.19	1,109.16
Repurchase Special Cking	0161	35,000.00	110,000.00	(80,012.74)	12.74	65,000.00
Revenue Fund	5061	811,879.04	364,551.81	(317,579.86)	29.50	858,880.49
Bond Redemption	7498	3,673.36	182.94	-	0.47	3,856.77
Repurchase Bond Redemp	0146	1,156,519.37	-	(107,392.15)	182.94	1,049,310.16
Depreciation Reserve	5087	416,476.65	5,475.00	-	17.85	421,969.50
Debt Service Fund	7530	504,797.86	100,633.67	-	98.43	605,529.96
Deb Service Reserve Fund	5079	1,209,331.57	-	-	51.35	1,209,382.92
Totals		\$ 4,241,023.04	\$ 2,338,587.20	\$ (2,261,378.87)	\$ 434.50	\$ 4,318,665.87

QNB Accounts

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

Ryan M. Pugh

Ryan Pugh, Treasurer

Meeting Date:

April 12, 2022

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

March 31, 2022

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
P&B Partitions	2971	1,140.44	-	-	0.14	1,140.58
Pennsburg Shopping Center	3615	5,287.45	-	-	0.65	5,288.10
Jefferson Street O&M	5297	29,287.33	-	-	3.61	29,290.94
HG Properties (Construction)	6253	6,313.39	-	-	1.09	6,314.48
HG Properties (Professional)	6261	100.00	725.44	(190.44)	0.15	635.15
Perkiomen School	6881	1,314.40	-	-	0.17	1,314.57
Stillwater - Hendricks	7954	29,121.15	500.00	(2,650.47)	7.59	26,978.27
Red Hill Garage - Sands	8101	1,759.01	-	-	0.21	1,759.22
Fox Clearing (Glenwood Chase)	8275	3,640.40	-	(972.00)	0.42	2,668.82
McIntosh - Pennsburg	8515	6,413.93	-	-	0.82	6,414.75
Hendricks (704 Mont Ave)	8564	11,846.90	-	(11,848.11)	1.21	(0.00)
Engle - failed lateral	9588	7,776.95	-	-	0.96	7,777.91
Silver Rhino	0347	9,964.00	-	(473.00)	0.89	9,491.89
Lateral Projects	0313	824.57	-	-	0.07	824.64
		\$ 114,789.92	\$ 1,225.44	\$ (16,134.02)	\$ 17.98	\$ 99,899.32

INCOME		2021-2022 Budget	Total to Date	%	March	February	January
Rentals	364.10	3,317,850.00	3,216,839.16	97%	360,238.62	262,487.07	291,574.18
EDU's	364.20	-	208,525.00				-
Certifications	364.30	6,000.00	6,700.00	112%	600.00	425.00	400.00
Laterals	364.40	12,000.00	23,150.00	193%	2,300.00	2,400.00	1,600.00
Other Income	364.50	-	7,569.26				-
Inspections	364.60	-	29,093.90		400.00		22,157.50
Legal Fee Reimbursement	364.70	-	-				
FOG Program	364.80	-	675.00		675		
Interest Income	341.10	3,000.00	7,335.62	245%	434.50	402.95	505.31
Cell Tower Income	342.53	22,304.00	28,995.69	130%	2,666.33	2,666.33	2,666.33
TOTAL MONTHLY INCOME		\$ 3,361,154.00	\$ 3,528,883.63	105%	\$ 367,314.45	\$ 268,381.35	\$ 318,903.32

Ryan M. Pugh

Ryan Pugh, Treasurer

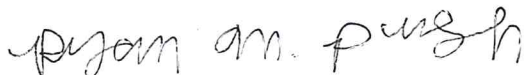
Meeting Date April 12, 2022

Treasurer's Cash Report - Payroll - March 2022

Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
3/3/2022	EFT	Salaries (Net)	426.10	\$ 9,594.12
3/3/2022	EFT	Payroll taxes	201.50	\$ 3,900.13
3/3/2022	EFT	Paychex Fee	400.11	\$ 81.60
TOTAL				\$ 13,575.85
3/10/2022	EFT	Salaries (Net)	426.10	\$ 9,648.78
3/10/2022	EFT	Payroll taxes	201.50	\$ 13,421.64
3/10/2022	EFT	Paychex Fee	400.11	\$ 81.60
TOTAL				\$ 23,152.02
3/17/2022	EFT	Salaries (Net)	426.10	\$ 9,675.81
3/17/2022	EFT	Payroll taxes	201.50	\$ 3,979.04
3/17/2022	EFT	Paychex Fee	400.11	\$ 81.60
TOTAL				\$ 13,736.45
3/24/2022	EFT	Salaries (Net)	426.10	\$ 9,741.16
3/24/2022	EFT	Payroll taxes	201.50	\$ 3,944.80
3/24/2022	EFT	Paychex Fee	400.11	\$ 81.60
TOTAL				\$ 13,767.56
3/31/2022	EFT	Salaries (Net)	426.10	\$ 9,784.19
3/31/2022	EFT	Payroll taxes	201.50	\$ 3,944.34
3/31/2022	EFT	Paychex Fee	400.11	\$ 81.60
TOTAL				\$ 13,810.13
TOTAL EFT Transfers for month				\$ 78,042.01



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