

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF SEPTEMBER 13, 2022 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday, September 13, 2022 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 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
Ryan Pugh
Donna Paul
Leon Ritchey
Gregory Gaudreau
Elizabeth DeJesus

Also, in attendance were:

Jennifer Leister, Executive Superintendent via teleconference
Gregory Philips, Yergey, Daylor, Allebach, Scheffey, Picardi, Solicitor
Greg Young, Assistant Superintendent
Marie Pellegrino, Administrative Assistant
Jamie Lorah, SSM Group

VI. VISITORS

Garrett Washington – Performance Pipelining, Inc. via teleconference
Mark Shanley – 777 Hunter Drive, Pennsburg

VII. PUBLIC COMMENT PERIOD

Mr. Ingram noted that Upper Montgomery Joint Authority received 4 awards in August.

Innovation Award

Plant Safety Award

Operations and Maintenance Award

Communications Award

Mark Shanley requested the board members and staff explore the possibility of adding solar power to the plant. Mr. Shanley suggested that solar power would be beneficial for the future as the world moves towards clean energy. Mr. Shanley sent information to Mr. Ingram via email and requested that he share with the staff and board. Mrs. Lorah advised that SSM recently acquired Practical Energy Solutions that reports on alternate energy solutions. Mrs. Lorah would be willing to help with the energy study if UMJA would be interested.

Mr. Ingram agreed to investigate solar power as an option and report back to Mr. Shanley.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the August 9, 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 September (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

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

XIII. ENGINEER'S REPORT

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:** 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 re-created the **Act 537 Planning** boundaries in the GIS database and has prepared a new large format map for the Authority's use in tracking proposed developments and to determine if proposed developments are in the Authority's existing *Planning* area.
- **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 Grant Applications will not be considered until the November 15th Meeting of the CFA.
- **UPDATE:** SSM re-created all flow metering graphs and flow meter mapping for the Authority in GIS. A flow metering layer was added to the Authority's GIS database/portal for tracking purposes and review. The smoke testing mapping is also being re-created, and SSM has added smoke testing results to the GIS Database as well. GIS technicians performed a demonstration this past month to show Authority staff where all updates have been made to the database and to discuss positioning of the lateral connections and cleanouts.

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. 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 previously submitted to DEP requesting relief on the excursions and recommending payment of penalties in the amount of \$7,113.⁰⁰.
- **UPDATE:** We are still awaiting response from DEP on this request. DEP's Bob Bauer responded that DEP has experienced "staffing changes" over the past few weeks.

3. Glenwood Chase Development (.0004)

- **UPDATE:** Updated submittals were again provided for review this past month prior to purchase of the materials by the developer. SSM reviewed these submittals and requested updated submittals for some of the materials; these are pending. 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. This project is likely ready for escrow close-out.

5. Still Waters Tract (.0007)

- The Developer requested an escrow release in July. Deliverables, including As-Built drawings and other materials are still pending. Funds in the amount of \$19,000 or more will be held for the Maintenance Escrow during the 18-month maintenance/warranty period.

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. Plans have not yet been reviewed until confirmation has been received relative to the escrow with the Authority. The only tasks performed to date have been correspondence with GVC regarding the stormwater plans.

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

- No update. Plans were found to be complete.

8. Developer Review – Kershner Tract (.0011)

- A Plan Set was received this past month for the review of 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 this past week. The pumping station design details and Sewage Planning Module are to be provided under separate cover by Ebert Engineering. The Planning Module has not yet been submitted to the Authority for

review. Previously, the Planning Module was submitted for connection to the Macoby system in Upper Hanover Township.

- **Note:** 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; we are reviewing these reports to see if any of this information still applies.

XIV. SOLICITOR'S REPORT

1. **Personnel.** Mr. Philips worked with Mrs. Leister regarding the following items:
 - a. Continue revisions to Employee Handbook.
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. 11 Street Subdivision.
Nothing new to report this month.
- b. Glenwood Chase.
Nothing new to report this month.
- 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 August Agenda and review of August Meeting Minutes;
- b. Voltus Energy Contract.
Mr. Philips worked with Mrs. Leister re: updated Voltus Energy Contract to be presented to the Board in October.

Mr. Philips noted that UMJA does have the ability to sell biosolids provided the permits are obtained from EPA and DEP.

XV. EXECUTIVE SUPERINTENDENT'S REPORT

Treatment Plant Information:

Rainfall: 2.4" There were no SSO's or violations.

Committee Information:

Safety Meeting was held on September 1st on hearing protection. Fall Protection Training is scheduled for September 9th.

Escrows:

Silver Rhino (300 Penn Street) closed on August 5th.

HG Professional and Construction closed on August 5th.

Kershner Village Escrow Account with an opening deposit of \$10,000.00 on August 12th.

Other General Information:

- Bachman's Roofing is moving along with the replacement of old administration roof. ETA for completion is 2 weeks. Photos were emailed to the board.

Land Development

- Stillwater's- The developer has requested that the solicitor prepare a deed of dedication agreement. A maintenance bond needs to be set up. A review of the escrow and work completed is in progress. 9 EDU's still need to be purchased.
- Glenwood Chase- No updates from UMJA.
- Kershner Village- A professional services agreement was opened on August 12, 2022.
- Burger King- No updates

Lateral Inspections:

In the month of August there were 13 lateral inspections done- 2 for smoke testing and 11 for sales.

- *East Greenville* 4 inspections- 3 Passed- 1 inspection done after smoke testing failed.
- *Pennsburg* 5 inspections were done and all 5 passed.
- *Red Hill* 4 inspections- 3 Passed- 1 inspection done after smoke testing failed

Collection System Updates:

- *Performance Pipeline* was in town the month of August lateral lining on Long Alley in East Greenville/Pennsburg, Washington Street in East Greenville, Hickory Alley in East Greenville, Lake Lane in Pennsburg, Lakeview Terrace in Pennsburg. Manhole frames and covers were rehabilitated in Red Hill on Moyer Road and Stonehaven Drive. On Washington Street in Red Hill, home inspections were performed.
- UMJA staff smoke tested Meadowland Drive, Ott Road and the entire Perkiomen School Campus. The reports and findings were emailed to the board members. To date, 4.2 miles have been smoke tested this summer.
- *Flow meters:* no updates as there has not been any precipitation for the month of August.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

Mr. Philips presented the 2023 Minimum Municipal Obligation (MMO) Pension Plan paperwork and Resolution 2022-08 authorizing the Executive Superintendent to submit the worksheet to the Pennsylvania Municipal Retirement System to the Board for consideration.

Mr. Pugh made a motion to approve Resolution 2022-08 and Mrs. DeJesus seconded the motion. The motion was unanimously approved.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Gaudreau made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 7:33 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "David M. Paul". The signature is written in black ink and is positioned above a horizontal line.

Secretary (Assistant Secretary)

Meeting Date:

September 13, 2022

Treasurer's Report - Account Balances as of

August 31, 2022

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	115,038.43	139,373.58	-	(172,214.97)	27.58	82,224.62
Special Checking	1300	7,153.64	294,005.83	-	(291,172.32)	17.83	10,004.98
Rental Income	4741	47.89	285,534.89	-	(285,534.89)	-	47.89
Rental - Credit Card Income	2050	24.13	70,939.03	-	(70,939.03)	4.65	28.78
Revenue Fund	0478	461,446.19	288,640.57	-	(244,682.25)	153.66	505,558.17
Bond Redemption	0486	747,476.99	-	-	(273,384.44)	250.32	474,342.87
Depreciation Reserve	0494	444,381.47	5,475.00	-	-	207.04	450,063.51
Debt Service Fund	0544	404,629.09	100,633.67	-	-	221.67	505,484.43
Debt Service Reserve Fund	0551	1,210,803.29	-	-	-	558.96	1,211,362.25
Totals		\$ 3,391,001.12	\$ 1,184,602.57	\$ -	\$ (1,337,927.90)	\$ 1,441.71	\$ 3,239,117.50

Univest Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Withdraws	Interest Earned	Ending Balance
Capital Account	7522	45,190.80	2,666.33	-	17.30	47,874.43
Special Checking	7506	54,365.10	-	-	9.23	54,374.33
Totals		\$ 99,555.90	\$ 2,666.33	\$ -	\$ 26.53	\$ 102,248.76

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:

September 13, 2022

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

August 31, 2022

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Red Hill Garage - Sands	0619	1,760.43	-			0.37	1,760.80
Fox Clearing (Glenwood Chase)	0627	120,048.65	-		(1,479.37)	54.91	118,624.19
Perkiomen School	0635	1,315.47	-			0.28	1,315.75
Silver Rhino	0643	8,832.34	-		(8,832.58)	0.24	0.00
McIntosh - Pennsburg	0668	6,419.15	-		(36.00)	1.36	6,384.51
Jefferson Street O&M	0676	29,311.05	-			8.55	29,319.60
P&B Partitions	0684	1,141.37	-			0.24	1,141.61
Pennsburg Shopping Center	0692	5,291.73	-			1.12	5,292.85
HG Properties (Construction)	0700	6,318.81	-		(6,318.99)	0.18	0.00
HG Properties (Professional)	0718	100.24	158.21		(258.45)	-	-
Stillwater - Hendricks	0726	26,055.55	-		-	7.60	26,063.15
Lateral Projects	0734	12,340.86	-			3.11	12,343.97
Burger King	1088	2,500.53	2,500.00	(0.30)	(3,696.00)	0.54	1,304.77
Kershner Village	1526	-	10,000.00	-	-	1.07	10,001.07
		\$ 221,436.18	\$ 12,658.21		\$ (20,621.39)	\$ 79.57	\$ 213,552.27

INCOME

		2022-2023 Budget	Total to Date	%	August	July	June
Rentals	364.10	3,583,370.00	1,170,913.83	33%	284,009.89	261,305.33	356,851.34
EDU's	364.20	-	27,412.00			13,706.00	13,706.00
Certifications	364.30	6,000.00	1,900.00	32%	325.00	550.00	500.00
Laterals	364.40	20,000.00	7,500.00	38%	1,000.00	1,600.00	2,900.00
Other Income	364.50	-	250.00		200.00	-	-
Inspections	364.60	-	2,000.00		200.00	-	1,000.00
Legal Fee Reimbursement	364.70	-	-		-	-	-
FOG Program	364.80	-	300.00		-	-	75.00
Interest Income	341.10	6,000.00	5,155.38	86%	1,468.24	1,270.48	1,212.53
Cell Tower Income	342.53	26,000.00	10,665.32	41%	2,666.33	2,666.33	2,666.33
TOTAL MONTHLY INCOME		\$ 3,641,370.00	\$ 1,226,096.53	34%	\$ 289,869.46	\$ 281,098.14	\$ 378,911.20

Ryan M. Pugh

Ryan Pugh, Treasurer

Meeting Date September 13, 2022

Treasurer's Cash Report - Payroll - August 2022

Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
8/4/2022	EFT	Salaries (Net)	426.10	\$ 9,973.03
8/4/2022	EFT	Payroll taxes	201.50	\$ 4,154.48
8/4/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,212.91
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8/11/2022	EFT	Salaries (Net)	426.10	\$ 10,003.52
8/11/2022	EFT	Payroll taxes	201.50	\$ 4,114.75
8/11/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,203.67
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8/18/2022	EFT	Salaries (Net)	426.10	\$ 10,006.56
8/18/2022	EFT	Payroll taxes	201.50	\$ 4,180.23
8/18/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,272.19
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8/25/2022	EFT	Salaries (Net)	426.10	\$ 10,001.57
8/25/2022	EFT	Payroll taxes	201.50	\$ 4,147.13
8/25/2022	EFT	Paychex Fee	400.11	\$ 85.40
TOTAL				\$ 14,234.10
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TOTAL EFT Transfers for month				\$ 56,922.87



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