UPPER MONTGOMERY JOINT AUTHORITY MINUTES OF APRIL 11, 2023 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday April 11th, 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 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 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 Laura Dieckhoff - (daughter of Patricia Santiago - 667 Jefferson Street, Red Hill) Scott Lehr – Custom Processing Services - 461 State Street, East Greenville Mr. Busch from Keystone Alliance presented the Board with a draft operating/capital budget for 2023/2024 calendar year. Mr. Busch recommended an increase of 3% for sewer rates with the driving factor being capital expenses and inflation.

Mrs. DeJesus made a motion to add the adoption of the 2023/2024 Budget to the Agenda as Item (C) under New Business. Mr. Gaudreau seconded the motion and it was approved.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the March 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. Gaudreau seconded the motion. The Minutes were approved.

X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for April (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. Pugh 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 Applications for the Authority in March 2022. 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.

- One (1) LSA Grant was awarded to UMJA at the March 16, 2023

 Meeting of the CFA in the full amount of \$149,952.¹³ for the WWTP

 Improvements Project to include: procurement and installation of process, treatment, pumping, and security equipment for the plant. This includes: two (2) new primary sludge transfer pumps and sludge blanket level sensors, as well as rebuild of the existing final clarifier and installation of security equipment throughout the plant.
- 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 <u>Act 537 Plan Update would</u> 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 31st and involve a 50% match up to \$100,000. These Grants are typically awarded in the Fall of each year.
- RECAP: In December 2022, SSM submitted two (2) separate CFA Grant Applications:
 - o The *PA Small Water & Sewer Grant Application* was submitted in the amount of \$423,576.00 for the *Lateral Lining and Rehabilitation Project: East Greenville & Pennsburg;* the Authority's contribution would be \$74,749.50.
 - The *H20 Grant Application* was submitted in the amount of \$1,377,520.00 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 \$688,950.00.
 - 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 and the WWTP Biosolids Evaluation. Information was provided to Gannett Fleming for submission to DEP and Pennvest for further consideration. We have heard nothing additional from Gannett Fleming this past month.
- Emergency Response Plan (ERP) and Vulnerability Assessment (VA, or Risk & Resilience Assessment) for the WWTP SSM prepared an updated the WWTP's ERP and VA for submittal to the USDA. This was a requirement of the USDA loan. Copies have been forwarded to Authority staff for review.

2. Glenwood Chase Development (.0004)

- Sanitary sewer installation work at the Glenwood Chase Development site began in October 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.
 - O 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. The directional drilling was started April 3rd with some utility conflicts. The Contractor has requested permission to relocate the force main connection to the side of Manhole R-21, which is currently under review. The Bond Reduction paperwork was also completed this past month.

3. 300 Penn Street - Pennsburg (Silver Rhino Holdings, LLC) (.0006)

UPDATE: The installation of the new sanitary sewer lateral was on hold due to an
elevation issue with the existing lateral. The Developer has had to re-submit plans for an
E/One Grinder Pumping Station, which we have reviewed. The pump supplier has
recommended the use of a larger model pump, and this is currently in the review and
approval stages.

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, as well as signed Certifications for Phase I and II. Funds in the amount of \$16,296 or more are expected to be held for the Maintenance Escrow during the 18-month maintenance/warranty period. Typically, the Solicitor requires 15% of the total work completed. At this time, we are not recommending a release of the remaining funds, as this can be used for the Maintenance Bond. However, we defer this to the Solicitor.

5. <u>Lakeview Terrace Pennsburg – Storm Sewer Project (.0008)</u>

• UPDATE: Only one (1) sewer lateral had to be relocated (not shown on the plans that were reviewed), and concrete was poured around it where it was relocated to below the storm sewer. SSM was contacted to provide Construction Observation and to review the work on the opposite side of Lakeview Terrace. It is our understanding that the remainder of the work was completed this past month with no additional calls from the Contractor.

6. <u>Developer Review - Kershner Tract (.0011)</u>

- 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. The Development Plans and Pumping Station Plan Set have been reviewed and have been returned to the

Developer. We are awaiting final Plans for review. 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 Sewage
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 Chapter 94 Report**, was submitted this past month to the PA DEP, again showing 30% to 40% flow reduction from previous years. Copies of this **Report** were provided electronically to Authority staff.

9. Developer Review - Tosco's Italian Delight (.0014)

- No Update.
- 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. <u>Developer Review – P&B Partitions (.0015)</u>

- No Update.
- A Plan Set was submitted and reviewed last month for a warehouse and office facility to be located off of 6th 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 6th Street).

11. Colonial Village Survey - Phase I (.0016)

• UPDATE: SSM conducted a survey the week of March 6th in the area of Colonial Village, which recently had a sewer main dig-up and repair. This was in the 500 Block of 3rd Street and a small portion of 4th Street and Blaker Drive, where fencing and sheds are installed within the sanitary sewer easement at the back of these properties. The sanitary sewer easement was surveyed and marked by way of stakes as part of this work. Customers with conflicts in the sewer easement are being contacted by Authority staff in order to

resolve this situation. There are still two (2) properties which will need sanitary easements within their deeds.

12. Custom Processing Services (CPS) Inspection - (.0017)

SSM conducted an inspection of this Commercial Aqueous Solutions processing facility, located on State Street in East Greenville, on March 28th. This is an industrial customer that wishes to add residual wash water to their sanitary sewer discharge. The inspection determined that the solution/wash water is produced during wash down of dry chemicals from processing equipment. It is expected to be a dilute discharge of about 150 gallons per day (gpd). The chemicals currently being processed are Herbicides and Wood Preservatives, both with moderate to high level toxicity to fish and plant life. The Inspection Report was forwarded to Authority staff, along with photographs and copies of the SDS Sheets from the chemicals produced in the process. The customer is looking for approval to connect this additional waste stream, but sampling would be required. We are looking for direction from the Authority relative to this.

Mr. Scott Lehr from Custom Processing explained the processes of his facility in East Greenville. He answered questions and agreed to chemical test the residual water that would discharge to the treatment plant if the Board would agree to sanitary discharge.

The Board decided it would be best to discuss this matter with reservoir owner, Aqua Water, before agreeing to allow Custom Processing to discharge to the plant.

XIV. SOLICITOR'S REPORT

- 1. Personnel. Mr. Philips worked with Mrs. Leister regarding the following items:
 - a. Nothing to report this month.
- 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. Farraco.
 - Mr. Philips worked with Mrs. Leister regarding tenants at the Farraco Property, water shut off procedures, and tenant complaints.

estate has still not been opened yet for the deceased owner. However, the

Gugger Estate.
 Mr. Philips reviewed this file and sent a ten-day demand letter. The Ten-Day letter was not returned and a Municipal Claim was filed against the property. An

Authority, as a creditor, could open the estate for the purpose of being paid. (Update - there is a reverse mortgage on the property that is in the process of being foreclosed. However, the foreclosure case has been pending since 2017)

Mr. Ingram made a motion to approve the Authority opening an estate on behalf of Mrs. Gugger for the purpose of being paid.

Mr. Ingram voted Yay

Mrs. DeJesus voted Yay

Mrs. Paul voted Yay

Mr. Ritchey voted Yay

Mr. Pugh voted Yay

Mr. Gaudreau voted Nay

Five board members voted yes. Mr. Gaudreau voted no. The motion was approved by a vote of 5 to 1.

c. Hansell.

Mr. Philips reviewed this file and sent a thirty-day demand letter. (*Update – Mr. Philips received correspondence from an attorney representing the Hansell's requesting payoff amount*)

d. Santiago.

Mr. Philips corresponded and spoke with owner and her daughter to discuss the outstanding balance. Mr. Philips drafted a repayment agreement for the Board's consideration and to be sent to Mrs. Santiago for agreement and signature.

Mr. Pugh made a motion to waive the penalties and interest fees from Mrs. Santiago's account with the agreement that she remains current with payment agreement drafted by Mr. Philips. Mrs. Paul seconded the motion and it was unanimously approved.

e. Wild.

Mr. Philips to prepare and file a municipal claim if payment is not received.

3. Development Plans.

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

a. Glenwood Chase.

Review Developer and Engineer emails.

b. Railroad Street Subdivision.

Nothing new on this Subdivision.

c. Still Waters Tract Subdivision.

Mr. Philips reviewed Developer emails, drafted maintenance agreement, and discussed final inspection date and maintenance escrow amounts with the Executive Superintendent and Authority Engineer.

Mr. Philips presented Resolution 2023-01 to the Board for consideration.

Mr. Gaudreau made a motion to approve Resolution 2023-01 to accept Dedication of Sanitary Sewer Infrastructure constructed during Phase I and II of the Stillwaters Tract Development from The Hendricks Group Developers, LLC. Mrs. DeJesus seconded the motion and it was unanimously approved.

- d. 6th Street Subdivision Macintosh Homes.
 Nothing new on this Subdivision.
- e. <u>Jefferson Street O&M</u>.

Nothing new on this Subdivision.

f. Kershner Village LLC.

Nothing new on this Subdivision.

g. 300 Penn Street (Silver Rhino).

Review Developer's Letter of Credit.

h. 1012 School House Road.

Mr. Philips is awaiting the easements from the Church and the Perkiomen School.

i. Lakeview Terrace (Pennsburg Stormwater Project).

Nothing new on this Project.

j. Perkiomen Heights.

Review Authority emails; draft recommendations to the Board regarding Upper Hanover requests.

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. SSM has completed the first phase

survey and marked the easement line on each property. The research on the 400 block of Blaker Drive indicated that the original development recorded plans showed a 20' wide easement over these properties and that a bulk easement was filed with the Recorder of Deeds. Enforcement letters are being prepared for this block to alert the owners to the need to remove the obstructions from the easement.

b. Policies.

Mr. Philips is working on a water shutoff policy for multi-family buildings.

c. Solar Energy Panels.

Mr. Philips reached out to the vendor to discuss the legal issues that need to be addressed in order to get approval for construction of the solar project. Mr. Philips received the draft contract from SRE Energy, but has not reviewed the contract based on direction from the Board at the March meeting requesting additional vendor quotes.

After discussion, the Board agreed to have Mr. Philips review the solar energy renewal contract from SRE Energy.

d. Verizon Cell Tower Lease.

Mr. Philips is waiting on the written contract addendum from Verizon.

XV. EXECUTIVE DIRECTOR'S REPORT

Treatment Plant Information:

Rainfall: 2.45. There were no Sanitary Sewer Overflows or Violations.

Committee Information:

Salary committee met on March 17, 2023.

Escrows:

There were 2 escrows opened this month. March 24, 2023 for Upper Hanover Township and March 31, 2023 for Custom Processing.

Other General Information:

The EPS Wet Well building roof was replaced on April 3, 2023.

The Biosolids Dryer is scheduled to be repaired the week of April 3, 2023.

The valve box and check valves at the Pennsburg Pump Station and Red Hill Estates will be replaced the week of May 8, 2023.

Four manholes in the Perk School easement were raised to grade.

Four pump stations were pumped out due to heavy grease.

Dutchland Inc. came out to inspect the activated sludge tank after we found some cracks and areas of concern. A formal report and repair will be scheduled. It is covered under warranty.

UMJA was awarded the LSA grant in the amount of \$149k.

One of the utility water pumps was sent out for service on April 4,2023.

The Chapter 94 was completed and submitted on March 31, 2023.

Greg Gaudreau and Jenn Leister attended the PMMA Board Member Training class on March 30, 2023.

A solar site visit was conducted at University Area Joint Authority on March 28, 2023.

UMJA staff attended the Source water Protection Meeting in East Greenville on March 23, 2023.

Lateral Inspections:

In the month of March, 9 laterals were inspected.

- East Greenville- 4
- Pennsburg- 4 (1 failed and is scheduled to be repaired)
- Red Hill- 1

Collection System Updates:

In the month of March 2023, UMJA televised a total of 370 linear feet of mainline in the areas of Long Alley, Dott's Street and Jackson Street in Pennsburg. A total of 1,467 linear feet of sewer laterals were televised.

Performance Pipeline installed (5) T Liners in Pennsburg Borough (3 on Seminary Street & 2 on Lake Lane). With the T Liners being installed, Performance Pipeline has also been conducting Vac-a-Tee restorations throughout all three boroughs.

XVI. UNFINISHED BUSINESS

None.

XVII. NEW BUSINESS

Mrs. DeJesus made a motion to approve the adoption of the 2023-24 budget with a rate increase of 3%. Mr. Gaudreau seconded the motion and it was unanimously approved.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 10:05 p.m.

Respectfully submitted,

--- DocuSigned by:

Secretary (Assistant Secretary)

Meeting Date:

April 11, 2023

Treasurer's Report - Account Balances as of March 31, 2023

QNB Accounts

	last 4 digits of						
Account Name	acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	39,216.98	201,513.33	-	(197,396.34)	13.08	43,347.05
Special Checking	1300	10,183.80	123,932.72	-	(119,792.05)	8.70	14,333.17
Rental Income	4741	145.22	320,939.74		(320,939.74)	51.33	196.55
Rental - Credit Card Income	2050	61.58	65,480.76		(65,480.76)	3.86	65.44
Revenue Fund	0478	947,911.30	421,284.30		(397,696.20)	866.33	972,365.73
Bond Redemption	0486	114,404.60				115.85	114,520.45
Depreciation Reserve	0494	183,749.75	5,475.00			189.60	189,414.35
Debt Service Fund	0544	506,882.12	100,663.67			578.25	608,124.04
Debt Service Reserve Fund	0551	1,215,127.30	=		-	1,230.44	1,216,357.74
Totals		\$ 3,017,682.65	\$ 1,239,289.52	\$ -	\$ (1,101,305.09)	\$ 3,057.44	\$ 3,158,724.52

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	95,158.88			(9,701.66)	90.09	85,547.31
Perkiomen School	0635	1,317.73	-			0.52	1,318.25
Jefferson Street O&M	0676	29,313.70	-			18.07	29,331.77
P&B Partitions	0684	1,143.33	1,357.02		(894.00)	0.78	1,607.13
Pennsburg Shopping Center	0692	5,300.82				2.09	5,302.91
Stillwater - Hendricks	0726	24,233.49	=		(2,388.50)	10.28	21,855.27
Lateral Projects	0734	28,454.69	4,971.33		(21,741.72)	10.29	11,694.59
Kershner Village	1526	5,609.26		=	(1,148.50)	1.94	4,462.70
Silver Rhino	1724	989.75	E		(314.14)	0.32	675.93
Steve's Bobcat - Schoolhouse Rd	1740	338.88	=			0.14	339.02
Steve's Bobcat - Tosco's Delight	2078	1,335.26				0.52	1,335.78
UHT Perkiomen Heights	2797	₩	2,500.00			0.31	2,500.31
Custom Processing	2888		1,000.00			0.04	1,000.04
		\$ 193,195.79	\$ 9,828.35	,	(36,188.52)	\$ 135.39	\$ 166,971.01

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Ryan Pugh, Treasurer

Meeting Date:

April 11, 2023

Treasurer's Report - Account Balances as of March 31, 2023

INCOME		2022-2023 Budget	Total to Date	%	March	February	January
Rentals	364.10	3,583,370.00	3,378,132.56	94%	384,129.66	270,136.76	258,981.07
EDU's	364.20		685,325.00		27,412.00		82,236.00
Certifications	364.30	6,000.00	4,150.00	69%	450.00	250.00	100.00
Laterals	364.40	20,000.00	14,500.00	73%		1,300.00	400.00
Other Income	364.50	. .	3,768.14				
Inspections	364.60	.=	7,182.60		1,400.00		100.00
Legal Fee Reimbursement	364.70	-	å				
FOG Program	364.80	-	900.00				
Interest Income	341.10	6,000.00	17,494.77	292%	3,067.73	1,828.32	1,698.18
Cell Tower Income	342.53	26,000.00	29,865.56	115%	5,492.64		2,746.32
TOTAL MONTHLY INCOME		\$ 3,641,370.00	\$ 4,141,318.63	114% \$	421,952.03	\$ 273,515.08	\$ 346,261.57

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Ryan Pugh, Treasurer

Upper Montgomery Joint Authority

Meeting Date

April 11, 2023

Treasurer's Cash Report - Payroll - March 2023

Payroll - EFT transfers

(Automatic withdraw)

Pay Date Check #	NAME & DESCRIPTION	Account	ΑN	TOUNT
3/2/2023 EFT	Salaries (Net)	426.10	\$	9,192.14
3/2/2023 EFT	Payroll taxes	201.50	\$	3,650.63
3/2/2023 EFT	Paychex Fee	400.11	\$	85.40
	TOTAL		\$	12,928.17
3/9/2023 EFT	Salaries (Net)	426.10	\$	9,914.04
3/9/2023 EFT	Payroll taxes	201.50	\$	3,951.80
3/9/2023 EFT	Paychex Fee	400.11	\$	85.40
	TOTAL		\$	13,951.24
3/16/2023 EFT	Salaries (Net)	426.10	\$	10,408.66
3/16/2023 EFT	Payroll taxes	201.50	\$	4,489.91
3/16/2023 EFT	Paychex Fee	400.11	\$	85.40
	TOTAL		\$	14,983.97
3/23/2023 EFT	Salaries (Net)	426.10	\$	9,848.40
3/23/2023 EFT	Payroll taxes	201.50	\$	3,952.78
3/23/2023 EFT	Paychex Fee	400.11	\$	85.40
	TOTAL		\$	13,886.58
3/30/2023 EFT	Salaries (Net)	426.10	\$	10,869.01
3/30/2023 EFT	Payroll taxes	201.50	\$	4,354.42
3/30/2023 EFT	Paychex Fee	400.11	\$	88.35
	TOTAL		\$	15,311.78

TOTAL EFT Transfers for month	\$ 71,061.74
TOTAL EFT Transfers for infolicit	\$ 71,001.74

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