

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF SEPTEMBER 5, 2023 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday September 5th, 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 - absent
Donna Paul
Leon Ritchey
Gregory Gaudreau

Also, in attendance were:

Jennifer Leister, Executive Director
Jamie Lorah, SSM Group

VI. VISITORS

None.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the August 8, 2023 meeting had been distributed previously and presented tonight. Mr. Ingram asked if there were any corrections to the minutes. Mr. Ritchey 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 September (copy of which is attached hereto). A motion was made by Mr. Ritchey to accept the Treasurer's Report. The motion was seconded by Mr. Gaudreau and it was approved.

XI. FINANCIAL REPORTS

The Financial Reports were circulated for review and discussed.

XII. BILLS FOR PAYMENT

Mrs. Paul 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:** In December 2022, SSM submitted two (2) separate CFA Grant Applications:
 - 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 ***H2O 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 may award grants now at its September 2023 meeting.
- **Technical Assistance** – had 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. We were told last month that the program has been

“paused,” and we have requested an update relative to UMJA's application several times. We have not yet received a response.

2. Glenwood Chase Development (.0004)

- **UPDATE:** All gravity sanitary sewers and force mains have been installed, all laterals have been installed to the right-of-way lines, and the remaining force main has been installed and tested. All sewer manholes have been tested and have passed inspection. SSM continues to inspect the installation of the house laterals and cleanouts, as needed. So far, at least eight (8) laterals have been inspected and have passed inspection.
- **UPDATE:** Work at the pumping station is nearly complete, and official start-up is scheduled for August 28th. The electrical service has been provided to the site, and the majority of the requested changes have been made by MGK. MGK is also installing the electrical service to the valve vault for the installation of a sump pump. Additionally, SSM is currently adding the new manholes for this development into the GIS database.

3. Still Waters Tract (.0007)

- **RECAP:** The Developer had requested an escrow release last 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. We defer to the Solicitor for further updates on this.
- **UPDATE:** The Manholes in this development are currently being added to the GIS database.

4. Developer Review – Kershner Tract (.0011)

- **RECAP:** The Plan Sets were 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. The development is proposing to connect to Manhole MH R-21, which is the same manhole being utilized by the Glenwood Chase Development.
- **UPDATE:** The third set of plans for the Pumping Station were reviewed, and a review letter was returned to Ebert Engineering, along with the request for a sump pump in the Valve Vault. The Developer has revised and re-submitted its Planning Module this past month as part of the planning approval. SSM also reached out to Ebert Engineering relative to the possibility of sharing the Glenwood Chase Pumping Station. We are awaiting a response.

5. Developer Review – 1012 Schoolhouse Rd (.0012)

- **UPDATE:** The submittals for the construction work were reviewed, and comments were issued to the Contractor this past month for them to perform this work.

6. Colonial Village Survey – Phase I (.0016)

- **RECAP:** The sanitary sewer easement in a portion of Colonial Village was surveyed and marked by way of stakes as part of this work. Customers with conflicts in the sewer easement were contacted by Authority staff in order to resolve this situation. There are still two (2) properties which will need sanitary easements within their deeds.

7. Developer Review – New Student Center - Perkiomen School (.0019)

- A Plan set was submitted for the new Student Center to be constructed on the Perkiomen School site. The new building proposes a new sewer lateral with a Fiberglass Reinforced Plastic Grease Interceptor. *Review No. 1* was prepared for this proposed building sewer and has been sent out.

8. LSA Grant Administration (.0020)

- **UPDATE: 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*.** The Contract has been obtained from the CFA. New proposals were received for each of the components to include the security equipment, sludge transfer pumps and installation, and the rebuilding of the existing final clarifier. Each of the proposals have been signed, and the work may proceed. Our work under this project is reimbursable under the Grant.

9. The Globe Inn (.0022)

- SSM reviewed the submittal for the 1,000-gallon Grease Interceptor being proposed for the new restaurant at The Globe Inn. The Grease Interceptor was found to be acceptable, and a review letter was sent relative to this.

XIV. SOLICITOR'S REPORT

1. Personnel.

- a. Nothing to report this month.

2. Collection of Delinquent Accounts.

Mr. Philips worked to collect outstanding debts on the following accounts:

- a. Gugger Estate.
The Register of Wills issued Citations in the Gugger Estate. Mr. Philips served the Gugger Estate's heirs. Mr. Philips is waiting for the Register's office to schedule a date to hear the Authority's Petition.
- b. Hansell.
Mr. Philips reviewed updated payment history; Drafted and filed Municipal Claim; and served Defendants with Municipal Claim.

3. Development Plans.

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

- a. 1012 School House Road.
Mr. Philips communicated with Developers Counsel regarding revisions to the Sewer Easement filed with the Montco Recorder of Deeds. Easement revised and to be recorded with the correct sewer authority named. Mr. Philips has not received the revised and recorded easement as of the August 31, 2023.
- b. 1420 W. 4th Street.
Mr. Philips reviewed the Reservation of Capacity agreement, Professional services contract, the Application for New Construction, and site plans provided to the Authority. Mr. Philips is in the process of preparing the Sewer Connection agreement for this project.

4. General Counsel Services.

- a. Pennsburg Pump Station. Mr. Philips researched the ownership of the Pennsburg Pump Station and review photos for the pump station. Mr. Philips obtained certified copies of the deed from Mr. & Mrs. Nyce to the Borough of Pennsburg and the Easement between the Nyses and UMJA. Mr. Philips could not locate an easement between Pennsburg and the Authority for the pump station.
- b. Solar Energy Panels.
Mr. Philips is in the process of completing the agreement with SRE.
- c. Verizon Cell Tower Lease.
Mr. Philips worked with Verizon's representative to get the final draft for the amended Lease. Mr. Philips reviewed amended lease and then forwarded the

final draft to Mrs. Leister for signature. Mr. Philips is waiting for a fully executed copy of the amended lease from Verizon.

XV. EXECUTIVE DIRECTOR REPORT

Treatment Plant Information

Rainfall: 3.50" There were no Sanitary Sewer Overflows or Violations.

Committee Information

A safety meeting was held on Sep 1, 2023.

Escrows

None opened or closed

Other General Information

The dryer is running well. UMJA is generating 2.75 Dried tons per week that is being distributed to local farmers and residents.

All generators received their annual service in August.

Lateral Inspections- 13 Total

Red Hill - 5 Passed / 1 Failed

Pennsburg - 2 Passed / 2 Failed

East Greenville - 1 Pass / 2 Failed

Collection System

Stillwater's is in the process of being televised.

Dotts Street laterals were lined the week of Aug 29, 2023. (22)

Glenwood Chase pump station went online on Aug 29, 2023. The main line was flushed and the staff will begin to televise the development.

Pennsburg pump station- a privacy fence was installed. UMJA is still working on odor issues and ways to resolve them.

UMJA staff televised Ott Road (532 feet) Stillwater's Lane (1400 feet) and Peaceful Lane (231 feet)

Staff also performed 47 manhole inspections.

XVI. UNFINISHED BUSINESS

Mrs. Leister discussed the Pennsburg Pump Station odor complaint with the Board. To date, numerous steps have been taken to investigate the odor. UMJA staff are continuing to explore solutions to eradicate the odor.

XVII. NEW BUSINESS

After discussion, the Board decided to review the Minimum Municipal Obligation Worksheet (MMO) with PMRS before approving Resolution 2023-05.

Mrs. Paul made a motion to approve the following Performance Pipelining, Inc Proposals:

1. Adams Street Lateral Rehabilitation Project in the amount of \$303,500.00
2. Washington and Hickory Alley, East Greenville End Seal Install Proposal in the amount of \$132,000.00.

Mr. Ritchey seconded the motion and it was approved.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mrs. Paul made a motion to adjourn the meeting.
Mr. Ingram adjourned the public meeting at 9:03 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Upper Montgomery Joint Authority

X.A

Meeting Date September 05, 2023

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

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	112,066.47	242,558.07		(257,661.10)	32.85	96,996.29
Special Checking	1300	10,138.55	3,988.98		(4,108.61)	2.31	10,021.23
Rental Income	4741	235.97	248,613.27		(248,613.27)		235.97
Rental - Credit Card Income	2050	79.57	82,738.37		(82,738.37)	4.17	83.74
Revenue Fund	0478	724,232.27	377,780.96		(349,026.74)	724.73	753,711.22
Bond Redemption	0486	322,162.01			-	380.33	322,542.34
Depreciation Reserve	0494	212,202.96	5,475.00			255.31	217,933.27
Debt Service Fund	0544	408,827.11	100,663.67			570.81	510,061.59
Debt Service Reserve Fund	0551	1,212,144.64				1,430.99	1,213,575.63
Totals		\$ 3,002,089.55	\$ 1,061,818.32	\$ -	\$ (942,148.09)	\$ 3,401.50	\$ 3,125,161.28

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	73,339.81			(3,126.88)	69.00	70,281.93
Perkiomen School	0635	2,386.53			(114.00)	0.98	2,273.51
Jefferson Street O&M	0676	29,406.66				19.98	29,426.64
P&B Partitions	0684	115.16	1,000.00			0.37	1,115.53
Pennsburg Shopping Center	0692	5,311.21				2.26	5,313.47
Stillwater - Hendricks	0726	20,272.15				9.47	20,281.62
Lateral Projects	0734	12,147.04	16,254.00			11.01	28,412.05
Kershner Village	1526	1,161.94		10.00	(342.00)	0.39	830.33
Steve's Bobcat - Schoolhouse Rd	1740	32,133.40			(406.10)	21.63	31,748.93
Steve's Bobcat - Tosco's Delight	2078	686.69				0.29	686.98
UHT Perkiomen Heights	2797	2,420.14				1.03	2,421.17
Globe Inn	3910	1,000.44				0.42	1,000.86
Totals		\$ 180,381.17	\$ 17,254.00		\$ (3,988.98)	\$ 136.83	\$ 193,793.02

Ryan M. Pugh

Ryan Pugh, Treasurer

Treasurer's Report - Account Balances as of

August 31, 2023

INCOME		2023-2024 Budget	Total to Date	%	August	July	June
Rentals	364.10	3,619,420.00	1,222,019.95	34%	327,286.64	256,584.70	343,424.80
EDU's	364.20		86,056.00		42,978.00	28,652.00	620.00
Certifications	364.30	6,000.00	1,755.00	29%	515.00	390.00	475.00
Laterals	364.40	20,000.00	9,000.00	45%	8,900.00		-
Other Income	364.50		12,641.56		375.00	11,927.12	339.44
Inspections	364.60		-		(5,350.00)	2,450.00	2,100.00
Legal Fee Reimbursement	364.70		-				-
FOG Program	364.80		675.00				450.00
Interest Income	341.10	6,000.00	13,046.34	217%	3,412.51	3,045.19	3,277.45
Cell Tower Income	342.53	26,000.00	10,985.28	42%	2,746.32	2,746.32	2,746.32
TOTAL MONTHLY INCOME	\$	3,677,420.00	\$ 1,356,179.13	37%	\$ 380,863.47	\$ 305,795.33	\$ 353,433.01

Ryan M. Pugh

Ryan Pugh, Treasurer

Upper Montgomery Joint Authority

X.B

Meeting Date September 05, 2023

Treasurer's
Cash Report - Payroll -August 2023

Payroll - EFT transfers
(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
8/3/2023	EFT	Salaries (Net)	426.10	\$ 11,123.38
8/3/2023	EFT	Payroll taxes	201.50	\$ 4,655.36
8/3/2023	EFT	Paychex Fee	400.11	\$ 92.80
TOTAL				\$ 15,871.54
8/10/2023	EFT	Salaries (Net)	426.10	\$ 11,026.77
8/10/2023	EFT	Payroll taxes	201.50	\$ 4,628.04
8/10/2023	EFT	Paychex Fee	400.11	\$ 92.80
TOTAL				\$ 15,747.61
8/17/2023	EFT	Salaries (Net)	426.10	\$ 10,885.22
8/17/2023	EFT	Payroll taxes	201.50	\$ 4,502.50
8/17/2023	EFT	Paychex Fee	400.11	\$ 92.80
TOTAL				\$ 15,480.52
8/24/2023	EFT	Salaries (Net)	426.10	\$ 11,062.25
8/24/2023	EFT	Payroll taxes	201.50	\$ 4,568.74
8/24/2023	EFT	Paychex Fee	400.11	\$ 92.80
TOTAL				\$ 15,723.79
8/31/2023	EFT	Salaries (Net)	426.10	\$ 10,655.75
8/31/2023	EFT	Payroll taxes	201.50	\$ 4,372.73
8/31/2023	EFT	Paychex Fee	400.11	\$ 89.70
TOTAL				\$ 15,118.18
TOTAL EFT Transfers for month				\$ 62,217.85

Ryan M. Pugh

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