

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF OCTOBER 10, 2023 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday October 10th, 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 7:03 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

Also, in attendance were:

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

VI. VISITORS

Andy Craig – Craig Building Group, 1084 E. 11th Street, Pennsburg
Steve Roberts – 109 Thorndale Drive, Red Hill

VII. PUBLIC COMMENT PERIOD

Mr. Andy Craig with Craig Building Group purchased a lot at 1420 West 4th Street in Pennsburg. Mr. Craig attended the meeting to request guidance from the board of directors on options to connect to UMJA's sewer system. He submitted plans to the EOR who recommended that Mr. Craig install an 8" diameter main sewer line that will extend the main sewer line and connect directly into UMJA's main line as an alternative to installing a longer lateral. Mrs. Lorah recommended that Mr. Craig reach out to PADEP and revise the plans adding the 8" sewer line.

Mr. Steve Roberts from Red Hill introduced himself to the board. He recently applied to become an Authority board member and attended to observe the meeting. Mr. Roberts has history of working with water and sewer treatment plants and is looking forward to the possibility of serving the community through the UMJA Board.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the September 5, 2023 meeting had been distributed previously and presented tonight. Mr. Ingram asked if there were any corrections to the minutes. Mr. Gaudreau made a motion to approve the minutes and Mr. Ritchey seconded the motion. Mr. Pugh abstained as he was absent from the September meeting. The Minutes were approved.

X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for October (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

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. Pugh 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**. We recommended resubmission of this Application under the 2023 LSA Grants as well.
 - **UPDATE:** CFA may award grants now at its November 2023 meeting. The September Meeting was cancelled.
- **UPDATE:** We have been working on preparing a spreadsheet with Inflow and Infiltration amounts for each sewer shed. We will be reaching out to obtain water usage data from the largest water consumption customers in the coming weeks.

2. Glenwood Chase Development (.0004)

- **UPDATE:** All on-site and off-site gravity sanitary sewers and force mains have been installed and tested, and all laterals have been installed to the right-of-way lines. SSM continues to inspect the installation of the house laterals and cleanouts, as needed. So far, at least 17 laterals have been inspected and have passed inspection. In addition, the work at the pumping station is nearly complete, and the pumping station is now operational. The new manholes for this development have also been added into the GIS database.
- **UPDATE:** **Bond Reduction Request No. 3** was provided this past month for work completed on the sanitary sewer mains and laterals, force main, and the pumping station. We are recommending a **Bond Reduction Request** in the amount of **\$224,215.63** for the sanitary sewer improvements. This included the pumping station start-up, but it does not include any of the SCADA Work.

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 were added to the GIS database this past month.
- **UPDATE:** We are still awaiting the lateral correction work, which has not yet been completed by the Contractor and the Developer.

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 fourth set of plans for the Development are currently under review. The Developer has revised and re-submitted its Planning Module and has received a few additional comments. SSM has reached out to Ebert Engineering relative to the possibility of sharing the Glenwood Chase Pumping Station. We are meeting on 10/6 in order to discuss the options for doing this.

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

- **UPDATE:** No current updates. The construction has not yet been initiated.

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. The most recent correspondence was on 7/6/2023.

8. LSA Grant Administration (.0020)

- **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.

- **UPDATE: *Grant Reimbursement Application No. 1*** and all back-up documentation was submitted to the CFA for processing and reimbursement for the first sludge transfer pump. Other reimbursements will be requested as the work is conducted.

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.

10. Developer Review – 83 Gravel Pike (.0023)

- We have not yet received plans for this project.

11. Developer Review – Craig Building Group (.0024)

- Plan Set No. 1 for the development of 1420 W. 4th Street in Upper Hanover Township was reviewed this past month, and a response letter was sent to the Developer with comments. The Plan Set is proposing a grinder station with a connection along W. 4th Street. Then, a 6” diameter sewer lateral is proposed for connection and extension to the Authority’s sewer system. Discussions have been held with the Township and their Engineer this past month with concerns relative to placing the sewer lateral in Township rights-of-way. In order for the Authority to consider accepting ownership of this sewer line, we are recommending that they install an 8” diameter sewer line meeting the Authority’s design requirements. Planning was recently waived by the PA DEP, but we have reached to determine what else would be required (permitting, etc.) if the Authority were to take ownership of this sewer line. This work would be performed by the Developer or the Township.

12. 2023 LSA Grant Applications (.0025)

- An ***LSA Grant Application*** will be submitted in the amount of **\$1,000,000.⁰⁰** for the ***Graber & Bitting Alley Lateral Rehabilitation Project*** which is proposed to be performed in Red Hill and Pennsburg Boroughs. The total project cost is **\$1,073,550.⁰⁰** and includes the rehabilitation of 203 sanitary laterals utilizing LMK lining technology. The Authority’s contribution would be **\$73,550.⁰⁰**.
- An ***LSA Grant Application*** will be submitted for the ***Pennsburg Pumping Station Improvements***, which will include the purchase and installation of a new Emergency Generator, as well as SCADA Improvements. So far, costs have been obtained for the Generator and installation work. We are still awaiting a quote for the SCADA Improvements in order to finalize the Grant Resolution.
- Previously, we submitted an H20 PA Grant Application for the ***WWTP Digester and Thickener Improvements Project***, and this work has not yet been awarded. We are recommending resubmission of this Project under the ***LSA Grant*** Program in the amount of **\$1,000,000.⁰⁰**. The total project cost of the ***WWTP Project*** is estimated to be

\$2,066,470; the Authority would be committing to a possible contribution of **\$1,066,470.00**, unless supplemental Grant funds can be obtained for the completion of the Project.

XIV. SOLICITOR'S REPORT

1. Personnel.

- a. Mr. Philips reviewed the PMRS MMO worksheet, worked with Ms. Leister to draft a resolution to approve the MMO Worksheet, worked with PMRS regarding three former employees, attended the PMRS presentation meeting on changes to the retirement plan; and met with staff to discuss the process moving forward.

2. Collection of Delinquent Accounts. Mr. Philips worked to collect outstanding debts on the following accounts:

- a. Gugger Estate.
Mr. Philips spoke with a member of the Gugger family regarding this matter and worked with the Montgomery County Register of Wills office to get an appointment decree. The Decree was issued and Mr. Philips is waiting on the Probate Department to issue letters of administration in order to sell the property.
- b. Hansell.
Mr. Philips has prepared a Writ of Scire Fascias to file in this matter. The Writ acts like a complaint, but only gives the defendants 15 days to respond. If there is no response a judgment will be entered and the matter can be put to a sheriff's sale.

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.
No updates on this project. Mr. Philips is waiting for the corrected easement.
- b. 1420 W. 4th Street.
Mr. Philips drafted the sewer connection agreement.
- c. Kershner Village LLC.

Mr. Philips reviewed emails and documents regarding requested changes to the pumpstation, planning module and system designs.

4. **General Counsel Services.**

a. Pennsburg Pump Station.

Mr. Philips spoke with the Pennsburg Borough Solicitor to gauge Council's receptiveness to have a formal easement for the Pennsburg Pump station. Mr. Philips is waiting for Council's response before preparing the documentation.

b. Colonial Village Pump Station.

Mr. Philips spoke with Mr. Curtis Teele who complained about the security fence that the Authority was installing at the pump station. Mr. Teele had previously attended the August Board meeting to request that he be allowed to drive on part of the Authority's property to get to the rear of his property where he stores his motorboat. The Board denied Mr. Teele's request and authorized staff to install a security fence at the property.

c. Solar Energy Panels.

Mr. Philips is in the process of completing the agreement with SRE.

d. Verizon Cell Tower Lease. Mr. Philips is waiting for a fully executed copy of the amended lease from Verizon.

XV. EXECUTIVE DIRECTOR REPORT

Treatment Plant Information

Rainfall: 5.30"

There were no Sanitary Sewer Overflows or Violations.

The dryer has had some minor issues with combustion. Fulton is set to be onsite November 2nd to service the burner. As of now, our dried product production has slowed down, but not halted. We are making less product per day until our burner is back in full operation.

Six new security card readers have been installed on the chlorine building, as well as three new cameras on the dryer and filter buildings. These were part of the grant that UMJA was awarded.

FOG permit renewals have been sent out for a new three-year renewal cycle.

The centrifuge received its annual service by GEA. No issues were identified.

Jenn attended the PMMA conference this month and presented on a panel discussing

community engagement.

The fence at Colonial Village has been installed.

Committee Information

A safety meeting was held on October 6, 2023. The topic was lock out tag out.

Escrows

Craig Builders was opened on September 8, 2023.

Collection System

14 lateral inspections completed in the month of September.
The failed laterals will all be repaired.

Red Hill - 1 Passed / 2 Failed

Pennsburg - 5 Passed / 3 Failed

East Greenville - 2 Pass / 1 Failed

Stillwater's has been completely televised. Four laterals failed. UMJA informed the contractor of these failures and they are planning to make the necessary repairs. We do not have a date yet of when the work will be completed.

Glenwood Chase pump station has been in service and running with limited issues.

UMJA staff televised 2,653 feet of main line and an additional 2,111 feet of laterals.

UMJA staff started surveying using a satellite guided locating system to update the current GIS. This includes manholes, cleanouts, pump stations and force mains.

Performance Pipeline completed 6 raise-to-grade manholes last month.

Manhole P509 near the Pennsburg Pump Station was coated by Obic. Wet weather hindered their work.

XVI. UNFINISHED BUSINESS

Mr. Philips presented the 2024 Minimum Municipal Obligation (MMO) Pension Plan Resolution 2023-05 for consideration. Mr. Pugh made a motion to approve Resolution 2023-05 and Mr. Ritchey seconded the motion. The motion was unanimously approved.

XVII. NEW BUSINESS

Action Item: Resolution 2023-06 is presented for the board's discussion and vote.

Mr. Pugh made a motion to approve Resolution 2023-06 authorizing the application to The Pennsylvania Local Share Account Grant Program for a lateral lining and rehabilitation project located at Graber Road and Bitting Alley in East Greenville and Pennsburg Borough. Mrs. Paul seconded the motion and it was unanimously approved.

Action Item: Resolution 2023-07 is presented for the board's discussion and vote.

Mrs. Paul made a motion to approve Resolution 2023-07 authorizing the application to The Pennsylvania Local Share Account Grant Program for a wastewater treatment plant digester and thickener improvements project. Mr. Ritchey seconded the motion and it was unanimously approved.

Action Item: Resolution 2023-08 is presented for the board's discussion and vote.

Mrs. Paul made a motion to approve Resolution 2023-08 authorizing the application to The Pennsylvania Local Share Account Grant Program for a lateral lining and manhole rehabilitation projects located at State, Valley, and 4th Street in East Greenville Borough. Mrs. Pugh seconded the motion and it was unanimously approved.

Action Item: Resolution 2023-09 is presented for the board's discussion and vote.

Mr. Pugh made a motion to approve Resolution 2023-09 authorizing the application to The Pennsylvania Local Share Account Grant Program for a lateral lining and T-lining rehabilitation projects located at School Alley, 3rd, Main, Cherry, and Hamilton Streets, and Colonial Drive in the Boroughs of East Greenville and Pennsburg. Mrs. Paul seconded the motion and it was unanimously approved.

Action Item: Bond Reduction Request for Glenwood Chase Development No.30163960

Mr. Pugh made a motion to approve the bond reduction request for Glenwood Chase in the amount of \$224,215.63. Mrs. Paul seconded the motion and it was unanimously approved.

Action Item: Performance Pipelining, Inc. Payment Application #2221

Mrs. Paul made a motion to approve Payment Application #2221 in the amount of \$96,427.59 for Dotts Street, Green Alley, West Side Alley and Main Streets in Red Hill and Pennsburg Borough. 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 9:47 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Upper Montgomery Joint Authority

X.A

Meeting Date

October 10, 2023

Treasurer's Report - Account Balances as of

September 30, 2023

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	96,996.29	168,840.62		(162,510.67)	29.70	103,355.94
Special Checking	1300	10,021.23	26,326.64		(26,326.64)	3.05	10,024.28
Rental Income	4741	235.97	283,049.20		(283,049.20)	39.76	275.73
Rental - Credit Card Income	2050	83.74	79,860.49		(79,860.49)	3.69	87.43
Revenue Fund	0478	753,711.22	394,891.01		(274,979.29)	771.51	874,394.45
Bond Redemption	0486	322,542.34			(8,258.41)	372.60	314,656.53
Depreciation Reserve	0494	217,933.27	5,475.00			262.70	223,670.97
Debt Service Fund	0544	510,061.59	100,663.67			701.83	611,427.09
Debt Service Reserve Fund	0551	1,213,575.63				1,432.69	1,215,008.32
Totals		\$ 3,125,161.28	\$ 1,059,106.63	\$ -	\$ (834,984.70)	\$ 3,617.53	\$ 3,352,900.74

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	70,281.93			(3,346.88)	65.56	67,000.61
Perkiomen School	0635	2,273.51				0.97	2,274.48
Jefferson Street O&M	0676	29,426.64				19.99	29,446.63
P&B Partitions	0684	1,115.53				0.48	1,116.01
Pennsburg Shopping Center	0692	5,313.47				2.25	5,315.72
Stillwater - Hendricks	0726	20,281.62			(100.75)	9.43	20,190.30
Lateral Projects	0734	28,412.05	17,880.00		(12,391.60)	23.15	33,923.60
Kershner Village	1526	830.33	2,000.00		(1,382.00)	0.55	1,448.88
Steve's Bobcat - Schoolhouse Rd	1740	31,748.93			(695.00)	21.17	31,075.10
Steve's Bobcat - Tosco's Delight	2078	686.98				0.30	687.28
UHT Perkiomen Heights	2797	2,421.17				1.03	2,422.20
Globe Inn	3910	1,000.86			(152.00)	0.37	849.23
Craig Building Group	4504	-	2,500.00			0.82	2,500.82
Totals		\$ 193,793.02	\$ 22,380.00		\$ (18,068.23)	\$ 146.07	\$ 198,250.86

Ryan M. Pugh

Ryan Pugh, Treasurer

Treasurer's Report - Account Balances as of

September 30, 2023

INCOME		2023-2024 Budget	Total to Date	%	September	August	July
Rentals	364.10	3,619,420.00	1,580,227.63	44%	358,207.68	327,286.64	256,584.70
EDU's	364.20		114,608.00		28,652.00	42,978.00	28,652.00
Certifications	364.30	6,000.00	2,525.00	42%	770.00	515.00	390.00
Laterals	364.40	20,000.00	12,400.00	62%	3,400.00	8,900.00	
Other Income	364.50		13,511.56		870.00	375.00	11,927.12
Inspections	364.60		-			(5,350.00)	2,450.00
Legal Fee Reimbursement	364.70		-				
FOG Program	364.80		675.00		-		
Interest Income	341.10	6,000.00	16,687.84	278%	3,641.50	3,412.51	3,045.19
Cell Tower Income	342.53	26,000.00	13,651.61	53%	2,666.33	2,746.32	2,746.32
TOTAL MONTHLY INCOME	\$	3,677,420.00	\$ 1,754,286.64	48%	\$ 398,207.51	\$ 380,863.47	\$ 305,795.33

Ryan M. Pugh

Ryan Pugh, Treasurer

**Treasurer's
Cash Report - Payroll -September 2023**

Payroll - EFT transfers
(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
9/7/2023	EFT	Salaries (Net)	426.10	\$ 10,608.40
9/7/2023	EFT	Payroll taxes	201.50	\$ 4,397.85
9/7/2023	EFT	Paychex Fee	400.11	\$ 89.70
TOTAL				\$ 15,095.95
9/14/2023	EFT	Salaries (Net)	426.10	\$ 10,970.56
9/14/2023	EFT	Payroll taxes	201.50	\$ 4,566.05
9/14/2023	EFT	Paychex Fee	400.11	\$ 92.80
TOTAL				\$ 15,629.41
9/21/2023	EFT	Salaries (Net)	426.10	\$ 10,551.53
9/21/2023	EFT	Payroll taxes	201.50	\$ 4,302.02
9/21/2023	EFT	Paychex Fee	400.11	\$ 89.70
TOTAL				\$ 14,943.25
9/28/2023	EFT	Salaries (Net)	426.10	\$ 10,952.04
9/28/2023	EFT	Payroll taxes	201.50	\$ 4,582.74
9/28/2023	EFT	Paychex Fee	400.11	\$ 92.80
TOTAL				\$ 15,627.58
TOTAL EFT Transfers for month				\$ 45,668.61

Ryan M. Pugh

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