# UPPER MONTGOMERY JOINT AUTHORITY MINUTES OF DECEMBER 12, 2023 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday December 12, 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
Steven Roberts

### Also, in attendance were:

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

### VI. VISITORS

Matt Kline – Performance Pipelining, Inc. Greg Ede – Styer Associates

Matt Kline with Performance Pipelining, Inc. gave an update on the ongoing collection system projects and answered questions from the board.

Mr. Ede reported on the audit that Styer Associates completed for the fiscal year 5/1/2022 through 4/30/2023

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

The Minutes from the November 14, 2023 meeting were not approved and will be approved at the January 9, 2024 meeting.

### X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for December (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. Roberts 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

Copy attached

XIV. SOLICITOR'S REPORT

Copy attached

XV. EXECUTIVE DIRECTOR REPORT
Copy attached
XVI. UNFINISHED BUSINESS
None.

XVII. NEW BUSINESS

None.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting. Mr. Ingram adjourned the public meeting at 8:12 p.m.

Respectfully submitted,

Secretary (Assistant Secretary)

**Meeting Date** 

December 12, 2023

Treasurer's Report - Account Balances as of

November 30, 2023

### **QNB** Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	<b>Ending Balance</b>
	1284	88,343.49	153,950.96		(162,715.32)	20.04	79,599.17
Operating Checking	1300	31,947.73	566,060.00		(587,972.05)	25.56	10,061.24
Special Checking			226,261.55		(226,261.55)	=	275.73
Rental Income	4741	275.73			• • • • • • •	2.99	94.76
Rental - Credit Card Income	2050	91.77	66,005.68		(66,005.68)		
Revenue Fund	0478	938,167.68	309,109.29		(820,208.67)	687.58	427,755.88
Bond Redemption	0486	174,257.72	40,232.00			245.04	214,734.76
Depreciation Reserve	0494	229,405.89	5,475.00			265.42	235,146.31
Debt Service Fund	0544	712,869.79	100,663.67		(603,982.00)	645.76	210,197.22
Debt Service Reserve Fund	0551	1,216,396.42				1,389.69	1,217,786.11
Totals	5551	3,391,756.22	\$ 1,467,758.15	\$ -	\$ (2,467,145.27)	\$ 3,282.08	\$ 2,395,651.18
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### **QNB Escrow Accounts**

A	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	<b>Ending Balance</b>
Account Name	0627	61,336.28			(2,478.16)	56.43	58,914.55
Fox Clearing (Glenwood Chase)					(=) = /	0.94	2,276.35
Perkiomen School	0635	2,275.41					
Jefferson Street O&M	0676	29,465.99				19.38	29,485.37
P&B Partitions	0684	1,116.47				0.46	1,116.93
Pennsburg Shopping Center	0692	5,317.91				2.18	<b>5,320.0</b> 9
Stillwater - Hendricks	0726	20,139.41			(145.80)	9.07	20,002.68
Lateral Projects	0734	15,044.55	630.00		(755.00)	6.89	14,926.44
Kershner Village	1526	572.83	4,000.00		(1,933.00)	0.60	2,640.43
Steve's Bobcat - Schoolhouse Rd	1740	31,095.54	o 🖟 construction of		• • • • •	20.44	31,115.98
	2078	687.56				0.28	687.84
Steve's Bobcat - Tosco's Delight						0.29	697.83
Globe Inn	3910	697.54			/500.00\		
Craig Building Group	4504	1,542.57			(629.00)	0.50	914.07
	=	\$ 169,292.06	\$ 4,630.00		\$ (5,940.96)	\$ 117.46	\$ 168,098.56

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INCOME		2023-2024 Budget	Total to Date	%	November	October	September
Grant	354.04		71,376.00		40,232.00	31,144.00	
Rentals	364.10	3,619,420.00	2,181,649.97	60%	284,801.01	316,621.33	358,207.68
EDU's	364.20		143,260.00		14,326.00	14,326.00	28,652.0C
Certifications	364.30	6,000.00	3,890.00	65%	420.00	945.00	770.0C
Laterals	364.40	20,000.00	21,850.00	109%	6,600.00	2,850.00	3,400.00
Other Income	364.50		18,063.48			4,551.92	870.0C
Inspections	364.60		-				
Legal Fee Reimbursement	364.70		=				
FOG Program	364.80		2,475.00		450.00	1,350.00	-
Interest Income	341.10	6,000.00	23,610.33	394%	3,289.47	3,633.02	3,641.50
Cell Tower Income	342.53	26,000.00	18,551.61	71%	2,450.00	2,450.00	2,666.33
TOTAL MONTHLY INCOME	\$	3,677,420.00	\$ 2,484,726.39	68% \$	352,568.48	377,871.27	\$ 398,207.51

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Rvan Pugh, Treasurer

**Meeting Date** 

December 12, 2023

# Treasurer's Cash Report - Payroll -November 2023

# Payroll - EFT transfers

(Automatic withdraw)

Pay Date Check#	NAME & DESCRIPTION	Account	AMOUNT
11/2/2023 EFT	Salaries (Net)	426.10	\$ 10,543.49
11/2/2023 EFT	Payroll taxes	201.50	\$ 4,379.73
11/2/2023 EFT	Paychex Fee	400.11	\$ 89.70
	TOTAL		\$ 15,012.92
11/9/2023 EFT	Salaries (Net)	426.10	\$ 10,634.20
11/9/2023 EFT	Payroll taxes	201.50	\$ 4,415.95
11/9/2023 EFT	Paychex Fee	400.11	\$ 89.70
	TOTAL		\$ 15,139.85
11/16/2023 EFT	Salaries (Net)	426.10	\$ 11,039.10
11/16/2023 EFT	Payroll taxes	201.50	\$ 4,584.61
11/16/2023 EFT	Paychex Fee	400.11	\$ 92.80
	TOTAL		\$ 15,716.51
11/22/2023 EFT	Salaries (Net)	426.10	\$ 10,651.73
11/22/2023 EFT	Payroll taxes	201.50	\$ 4,420.96
11/22/2023 EFT	Paychex Fee	400.11	\$ 89.70
	TOTAL		\$ 15,162.39
11/30/2023 EFT	Salaries (Net)	426.10	\$ 10,990.50
11/30/2023 EFT	Payroll taxes	201.50	\$ 4,597.31
11/30/2023 EFT	Paychex Fee	400.11	\$ 89.70
	TOTAL		\$ 15,677.51
	TOTAL EFT Transfers for month		\$ 76,709.18

Rvan M. Pugh, Treasurer/Leon Ritchev, Asst Treasurer



## MONTHLY ENGINEER'S REPORT

# **Upper Montgomery Joint Authority**

Reporting Period: November 15, 2023 to December 12, 2023

SSM File: 110328.2023

Submitted by: Jamie D. Lorah, P.E.

Client Representative

jamie.lorah@ssmgroup.com

To: Jennifer Leister, Executive Director and Board Members

Here is our Monthly Engineer's Report ("MER") for use at your December 12th Authority Meeting.

### 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. This Application has been resubmitted under the 2023 LSA Grant program.
  - O 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. This Application has been resubmitted under the 2023 LSA Grants as well.
  - o **UPDATE:** CFA may award grants now at its January 2024 or March 2024 meeting. Both Applications were re-submitted under the 2023 LSA Grants before November 30<sup>th</sup>.
- **UPDATE:** We have been working on preparing a spreadsheet with Inflow and Infiltration amounts for each sewer shed. We have obtained water usage data from the largest water consumption customers, and these are being used to determine a flow per parcel for each sewer basin.

### 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 28 laterals have been inspected and have passed inspection. In addition, the work at the pump station is nearly complete, and the pump station is now operational.
- UPDATE: A meeting was held last month with the Solicitor relative to the location of the cleanouts. A meeting was then held in the field with the Contractors to review the installation location of future cleanouts, and all actual cleanout locations have now been measured in the field. The discrepancies

## Monthly Engineer's Report Upper Montgomery Joint Authority SSM File 110328,2023

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December 12, 2023

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between plans and field measurements have all been justified and are based on PP&L and stormwater utility locations and conflicts. Two (2) laterals were found to have sags that are being resolved by the Contractor, and one lateral had rocks and stones in it due to a construction issue (i.e. hitting it while installing a nearby lateral and cleanout). One of these laterals is being fixed this week.

### 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.
- UPDATE: Three (3) of the laterals have been corrected this past month so far, and one additional lateral repair is pending later in the month. We have been inspecting this work and coordinating the schedules on an as-needed basis.

### 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 fifth set of plans for the Development were reviewed this past month, and the Planning Module was updated to include connection with the Glenwood Chase Pump Station. Ebert Engineering provided calculations prepared for sharing the Glenwood Chase Pumping Station, which showed that the pump station has adequate capacity for both developments; VFDs are proposed to be installed on the Glenwood Chase Pump Station, and the inlet pipe would be lowered by one foot to accept the flow from the Kershner Development. A Plan Review letter is being forwarded this week.

### 5. Developer Review - 1012 Schoolhouse Rd (.0012)

• **UPDATE:** Zimmerman completed the boring on November 14<sup>th</sup> through the 16<sup>th</sup>. Connection was made, and the system was pressure tested. The grinder pump and tank were also tested, making the project complete. This can be removed from future reports.

### 6. <u>Developer Review – P&B Partitions (.0015)</u>

• **UPDATE:** A submittal for the grinder pump station was reviewed this past month and returned to the Developer for revision.

### 7. 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

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by Authority staff in order to resolve this situation. There are still two (2) properties which will need sanitary easements within their deeds.

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

• **RECAP:** 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. I* was prepared for this proposed building sewer and has been sent out. The most recent correspondence was on 7/6/2023.

### 9. 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.
- **RECAP:** Grant Reimbursement Applications No. 1 and No. 2 were submitted to the CFA for reimbursement for the first sludge transfer pump and the security improvements at the WWTP. Other reimbursements will be requested as the work is conducted.

### 10. The Globe Inn (.0022)

• **RECAP:** 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.

### 11. Developer Review – 83 Gravel Pike (.0023)

• We have not yet received plans for this project.

### 12. Developer Review - Craig Building Group (.0024)

- **RECAP:** Plan Set No. 1 for the development of 1420 W. 4<sup>th</sup> Street in Upper Hanover Township was previously reviewed, and a response letter was sent to the Developer with comments. The Plan Set is proposing a grinder station with a connection along W. 4<sup>th</sup> Street. Then, a 6" diameter sewer lateral was proposed for connection and extension to the Authority's sewer system.
- UPDATE: Discussions were held with the Township and their Engineer last month. In order for the Authority to consider accepting ownership of this sewer line, we recommended that they install an 8" diameter sewer line meeting the Authority's design requirements. Planning was previously waived by the PA DEP, but a revised Plan Set and Planning Module Mailer was submitted to PA DEP this past month.

### 13. 2023 LSA Grant Applications (.0025)

• An LSA Grant Application has been 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

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Pennsburg Boroughs. The total project cost is \$1,132,228.00 and includes the rehabilitation of 203 sanitary laterals utilizing LMK lining technology. The Authority's contribution would be \$132,228.00.

- An *LSA Grant Application* has been submitted for the *Pennsburg Pumping Station Improvements*, which will include the purchase and installation of a new Emergency Generator, as well as SCADA Improvements. Costs have been obtained for the Generator and installation work, as well as SCADA Improvements and the SCADA system demolition work. The total Grant amount is \$113,829.00.
- 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 recommended 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. An *LSA Grant Application* for this project was submitted by the deadline of November 30th.
- Previously, a Statewide LSA Grant Application was submitted for improvements to the Sanitary Sewer Collection system in State Road, Valley Road, and 4th Street in the Borough of East Greenville. A Grant Application for the East Greenville Borough State, Valley and 4th Street Sanitary Sewer Lateral and Manhole Rehabilitation Project was resubmitted this past month under the LSA Grant Program in the amount of \$967,815.00.
- An LSA Grant Application has been submitted in the amount of \$1,000,000.00 for the Lateral Lining and Rehabilitation Project: East Greenville & Pennsburg Project, which is proposed to be performed in East Greenville and Pennsburg Boroughs. The total project cost is \$1,019,701.00, and the Authority's contribution would be \$19,701.00. This was submitted by the November 30th deadline.
- An LSA Grant Application has been submitted in the amount of \$43,322.<sup>28</sup> for the Vehicle and Equipment Purchase for the purchase of a scissor lift for use in the Sludge Dewatering Building, as well as the purchase of a UV34 Gas Utility Vehicle for accessing right-of-way areas and areas that are difficult to access from a maintenance and rehabilitation standpoint in the collection system.
- An *LSA Grant Application* has been submitted in the amount of \$134,178.<sup>00</sup> for the *Manhole Rehabilitation Project*, which is proposed to involve the furnishing and installation of OBIC Armor Multi Layer System, including the lining and rehabilitation of 55 Manholes throughout the service area, a total of 440 vertical feet of manhole lining.

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### 14. Developer Review – Montgomery Ave./Deerfield (.0026)

A set of Plans and a Planning Module were recently submitted for the proposed Subdivision along Montgomery Avenue in Pennsburg, previously known as "Deerfield." This is for an additional 48 EDUs. The Plans and other documentation will be reviewed over the next few weeks.

Please do not hesitate to contact us should you have any questions or comments on the above, or if additional information is needed. Thank you.

Respectfully submitted, Spotts, Stevens and McCoy

Jamie D. Lorah, P.E. Manager, Process and Design Engineering jamie.lorah@ssmgroup.com

Greg Philips, Esq. cc:

DAVID L. ALLEBACH, JR. KENNETH E. PICARDI GREGORY W. PHILIPS JAMIE V. OTTAVIANO JUDITH L. WATTS RICHARD P. ALMQUIST, JR.

JAMES D. SCHEFFEY SHERWOOD L. YERGEY LANE H. DAYLOR (1942-2009)



1129 East High Street P.O. Box 776 Pottstown, PA 19464 Tel: (610) 323-1400 Fax: (610) 323-4660 www.ydasp.com

GREGORY W. PHILIPS, ESQ. EMAIL: <a href="mailto:gwphilips@ydasp.com">gwphilips@ydasp.com</a>

**December 12, 2023** 

**Agenda Item XIV** 

# **UPPER MONTGOMERY JOINT AUTHORITY Solicitor's Report for November 2023**

#### 1. Personnel.

- a. Nothing significant to report this month.
- 2. Collection of Delinquent Accounts. Mr. Philips worked to collect outstanding debts on the following accounts:
  - a. <u>Gugger Estate.</u> Mr. Philips took possession of the Gugger House and is in the process of cleaning out the property and getting this on the market for a quick sale.
  - b. <u>Hansell</u>. The Writ of Scire Facias against Debtors resulted in the debtors paying the judgment in full. However, while the Debtors paid the judgment that was the subject of the Writ in full, they still had 3 other outstanding liens. Mr. Philips filed a Suggestion of nonpayment to update each of the three liens and drafted writs for each lien. These liens are ready to be served on the Debtors.
  - c. <u>Wilde</u>. The Debtor was served with the Writ and has contacted an agency that is looking to assist Debtor in paying off the arrears.
  - d. <u>Rite Aid</u>. Rite Aid filed a Chapter 11 Bankruptcy. Mr. Philips prepared a request for notices to be served on the Bankruptcy Court for the District of New Jersey. The Debtor is current on its quarterly obligations but has provided a new contact for bill payment through the Bankruptcy Court. In addition, the Authority can send an outstanding bill, if the debtor does not pay the bill within 30 days after the bill is due.
- 3. **Development Plans**. Mr. Philips worked and met with Mrs. Leister and the Authority Engineer on the following development plans:

- a. <u>1012 School House Road.</u> Mr. Philips received the corrected easement.
- b. 1420 W. 4<sup>th</sup> Street. No updates on this project.
- c. <u>Glenwood Chase Subdivision</u>. No updates on this project.
- d. <u>Kershner Village LLC</u>. No updates on this project.
- e. Still Waters Tract Development. No updates on this project.

### 4. General Counsel Services.

- a. <u>Perkiomen School</u>. Mr. Philips worked with Mrs. Leister to prepare a letter to address the significant inflow and infiltration that is coming from the Perkiomen School.
- b. Pennsburg Pump Station. Mr. Philips prepared a power point presentation to show the ownership of the Pennsburgn Pump Station. It appears that the Authority has ownership of the Pennsburg Pump Station and has staff searching the deed for this property. Additionally, Mr. Philips spoke with the Pennsburg Solicitor and indicated that the Authority did not desire to take ownership and that it would be difficult if it did since Pennsburg acquired the property using open space funds provided by Montgomery County.
- c. <u>Resolution 2023-10</u>. Mr. Philips prepared Resolution 2023-10 in support the Authority submission of a Local Shares Account Grant.
- d. Resolution 2023-11. Mr. Philips worked with SSM regarding the preparation of Resolution 2023-11 in support of a Local Shares Account Grant Application for manhole rehabilitation project throughout the Authority's service area.
- e. <u>Resolution 2023-12</u>. Mr. Philips worked with SSM regarding the preparation of Resolution 2023-12 in support of a Local Shares Account Grant Application for 5<sup>th</sup> Street Pump Station Project.
- f. <u>Legal Research</u>. Mr. Philips worked with Mrs. Leister regarding an issue that involved the need for an emergency inspection as a result of settlement on a property. The Buyer and Title Company failed to request certification of sewer

rentals and lateral inspections prior to settlement as set forth in the Authority's' Rules, Rates, and Regulations.

- g. Solar Energy Panels. Mr. Philips worked with SRE and SRE's Attorney Marc Jonas to prepare a text amendment for presentation to the Upper Hanover Township Board of Supervisors. The draft text amendment to the Zoning Ordinance would carve out an exception to allow the type of use that SRE is proposing at the plant. Additionally, Mr. Philips discussed with Attorney Jonas the Board's willingness to assume responsibility for Mensch Dam Road. The draft text amendment has been transmitted to the Township Solicitor. Mr. Jonas is waiting for a response from the Township. Additionally, Mr. Philips did a title research to resolve who owns the real estate that the plant is located on. Mr. Philips has requested that SSM prepare an outbound survey of the entire property to prepare a legal description that merges all of the properties.
- h. <u>Verizon Cell Tower Lease</u>. Mr. Philips received a fully executed copy of the lease agreement.

Respectfully submitted,

Gregory W. Philips, Esquire Yergey Daylor Allebach Scheffey Picardi Upper Montgomery Joint Authority Solicitor



# UPPER MONTGOMERY JOINT AUTHORITY EXECUTIVE DIRECTOR REPORT

December 12, 2023

### **Treatment Plant Information**

Rainfall: 2.96"

Final Clarifier T5B's received a rebuild, This rebuild included removal of the bridge and a complete overhaul of the drive. While the clarifier was down JP Smith made repairs to a section of the floor that had been rising.

Biotrain A was put back into service, aiding in UMJA's overall capacity during the wet winter months.

On December 7th The main drive motor for the centrifuge failed. The motor was sent out the same day for repairs. The UMJA staff currently has a contingency plan in place for hauling sludge if needed. The expected turnaround time for the motor is one week.

### **Committee Information**

A safety meeting is scheduled for December 15, 2023. (Winter hazards)

### **Community Outreach**

On December 4th members of the staff took part in the first monday meal at New Goshenhoppen church. The staff prepared and served 180 meals to the local community.

UMJA is set to participate in the Ace Mentor Program and after school program that is a eight week program designed to introduce kids in the community to the wastewater industry.

### **Escrows**

No new opened Escrows.

### **Performance Pipeline**

PPI installed a total of 34 T lines on the 800-900 Block of Main Street Red Hill.

Mainline cleaning and televising took place on:

Adams Street Red Hill, Stonehaven Drive Red Hill, Wexford Road Red Hill and Washington Street Red Hill. This included 11 Mainlines and 57 laterals.

### **Collection System**

**28** lateral inspections completed in the month of November. The failed laterals will all be repaired.

Red Hill - 4 Passed / 0 Failed

Pennsburg - 20 Passed / 1 Failed

East Greenville - 2 Pass / 1 Failed

Pennsburg Commons accounted for 15 of these laterals.

UMJA staff televised 1,481 feet of main line and an additional 1,3773 feet of laterals.