

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF MARCH 12, 2024 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday March 12th, 2024 in the office of the Plant Administration Building, Mensch Dam Road, Pennsburg, Pennsylvania.

I. EXECUTIVE SESSION

An Executive Session was held prior to the business meeting to discuss personnel matters.

II. CALL TO ORDER

Mr. Ingram, Chair called the meeting to order at 7:27 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 – via teleconference
Ryan Pugh
Donna Paul
Leon Ritchey
Gregory Gaudreau
Kimberly Gery

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

Garrett Washington – Performance Pipelining, Inc.
Tanner Fichtner – Performance Pipelining, Inc.

Garrett Washington with Performance Pipelining, Inc. gave an update on the ongoing collection system.

Mr. Busch from Keystone Alliance presented the board with a draft operating/capital budget for the 2024/2025 calendar year. Mr. Busch recommended an increase of 3% for sewer rates and a tapping fee increase from \$14,326.00 to \$14,743.00 with the driving factor being capital expenses and inflation.

VII. PUBLIC COMMENT PERIOD

None.

VIII. MINUTES APPROVAL

Mr. Ingram noted the Minutes of the February 13th, 2024 meeting had been distributed previously and are presented tonight for approval. Mr. Ingram asked if there were any corrections to the minutes. Mr. Pugh motion to approve the minutes and Mr. Ritchey seconded the motion. The Minutes were approved unanimously.

X. TREASURER AND INTEREST REPORTS

The board reviewed the Treasurer's Report for March (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 unanimously approved.

XI. FINANCIAL REPORTS

The Financial Reports were circulated for review and discussed.

XII. BILLS FOR PAYMENT

Mr. Ritchey 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. Gaudreau seconded the motion and it was unanimously 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

Mrs. Leister informed the board that she had spoken to a resident in Pennsburg, regarding an in-law suite that she is adding to her home. Mrs. Leister advised the resident that an additional EDU (equivalent dwelling unit) will need to be purchased per Article III - Section 2 (F). Mrs. Leister explained to the board that the Authority is not notified when a property adds a separate dwelling unit unless the property owner reports the addition. The board requested that Mrs. Leister monitor consumption rates and if any home exceeds the one (1) EDU flow rate of 234 gallons per day, UMJA must investigate the usage and charge for additional EDU's as necessary.

XVIII. ADDITIONAL BUSINESS

Mrs. Paul made a motion to approve the following items:

1. Resolution 2024-01 to change board member compensation frequency.
2. Performance Pipelining, Inc. Proposal for T-Lining in Red Hill in the amount of \$97,420.50
3. Performance Pipelining, Inc. Proposal for Colonial Drive, East Greenville in the amount of \$55,440.50
4. Performance Pipelining, Inc. Proposal for Stonehaven Drive, Red Hill \$29,945.50

Mr. Pugh seconded the motion and it was unanimously approved.

XIX. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting.

Mr. Ingram adjourned the public meeting at 9:23 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Upper Montgomery Joint Authority

X.A

Meeting Date

March 12, 2024

Treasurer's Report - Account Balances as of

February 29, 2024

QNB Accounts

| Account Name | last 4 digits of acct # | Beginning Balance | Deposits | Service Fees | Withdraws | Interest Earned | Ending Balance |
|-----------------------------|-------------------------|------------------------|------------------------|--------------|--------------------------|--------------------|------------------------|
| Operating Checking | 1284 | 101,003.20 | 223,499.76 | | (232,623.93) | 26.05 | 91,905.08 |
| Special Checking | 1300 | 10,018.11 | 165,370.27 | | (149,726.89) | 17.54 | 25,679.03 |
| Rental Income | 4741 | 309.15 | 219,064.86 | | (219,064.86) | | 309.15 |
| Rental - Credit Card Income | 2050 | 101.21 | 97,144.78 | | (97,144.78) | 4.22 | 105.43 |
| Revenue Fund | 0478 | 325,096.25 | 334,166.58 | | (329,638.43) | 263.60 | 329,888.00 |
| Bond Redemption | 0486 | 25,845.76 | | | (15,361.38) | 9.86 | 10,494.24 |
| Depreciation Reserve | 0494 | 246,666.28 | 5,475.00 | | | 274.99 | 252,416.27 |
| Debt Service Fund | 0544 | 412,299.83 | 100,663.67 | | | 515.27 | 513,478.77 |
| Debt Service Reserve Fund | 0551 | 1,220,659.19 | | | (3,500.00) | 1,342.26 | 1,218,501.45 |
| Totals | | \$ 2,341,998.98 | \$ 1,145,384.92 | \$ - | \$ (1,047,060.27) | \$ 2,453.79 | \$ 2,442,777.42 |

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 | 54,447.38 | | | (4,060.00) | 47.32 | 50,434.70 |
| Perkiomen School | 0635 | 2,181.31 | | | | 0.87 | 2,182.18 |
| Jefferson Street O&M | 0676 | 29,525.40 | | | | 18.71 | 29,544.11 |
| P&B Partitions | 0684 | 558.71 | | | (302.85) | 0.16 | 256.02 |
| Pennsburg Shopping Center | 0692 | 5,324.61 | | | | 2.11 | 5,326.72 |
| Stillwater - Hendricks | 0726 | 18,950.54 | | | (18,951.93) | 1.39 | 0.00 |
| Lateral Projects | 0734 | 14,424.35 | 9,840.00 | | (11,949.00) | 6.97 | 12,322.32 |
| Kershner Village | 1526 | 1,777.54 | | | (1,677.00) | 0.33 | 100.87 |
| Steve's Bobcat - Schoolhouse Rd | 1740 | 29,000.63 | | | (29,003.80) | 3.17 | 0.00 |
| Steve's Bobcat - Tosco's Delight | 2078 | 688.42 | | | (688.46) | 0.04 | (0.00) |
| Globe Inn | 3910 | 698.42 | | | | 0.27 | 698.69 |
| Craig Building Group | 4504 | 724.72 | | | (173.35) | 0.24 | 551.61 |
| Deerfield-Hendricks | 5378 | 10,006.47 | | | (2,302.50) | 3.64 | 7,707.61 |
| Totals | | \$ 168,308.50 | \$ 9,840.00 | | \$ (69,108.89) | \$ 85.22 | \$ 109,124.83 |

Ryan M. Pugh

Ryan Pugh, Treasurer

Treasurer's Report - Account Balances as of

February 29, 2024

| INCOME | | 2023-2024 Budget | Total to Date | % | February | January | December |
|-----------------------------|--------|------------------------|------------------------|------------|----------------------|----------------------|----------------------|
| Grant | 354.04 | | 141,553.00 | | \$ 70,177.00 | | - |
| Rentals | 364.10 | 3,619,420.00 | 3,104,471.10 | 86% | \$ 315,342.00 | \$ 254,320.32 | 353,040.40 |
| EDU's | 364.20 | | 186,238.00 | | \$ 14,326.00 | | 28,652.00 |
| Certifications | 364.30 | 6,000.00 | 5,465.00 | 91% | \$ 280.00 | \$ 595.00 | 700.00 |
| Laterals | 364.40 | 20,000.00 | 29,854.40 | 149% | \$ 736.65 | \$ 4,238.95 | 3,028.80 |
| Other Income | 364.50 | | 18,575.50 | | | \$ 300.00 | 312.02 |
| Inspections | 364.60 | | - | | | | |
| Legal Fee Reimbursement | 364.70 | | - | | | | |
| FOG Program | 364.80 | | 6,300.00 | | \$ 900.00 | \$ 1,800.00 | 1,125.00 |
| Interest Income | 341.10 | 6,000.00 | 31,423.89 | 524% | \$ 2,469.24 | \$ 2,600.11 | 2,744.21 |
| Cell Tower Income | 342.53 | 26,000.00 | 23,451.61 | 90% | \$ 2,450.00 | | 2,450.00 |
| TOTAL MONTHLY INCOME | | \$ 3,677,420.00 | \$ 3,547,332.50 | 96% | \$ 406,680.89 | \$ 263,854.38 | \$ 392,052.43 |



Ryan Pugh, Treasurer

Upper Montgomery Joint Authority

X.B

Meeting Date March 12, 2024

Treasurer's Cash Report - Payroll -February 2024

Payroll - EFT transfers

(Automatic withdraw)

| Pay Date | Check # | NAME & DESCRIPTION | Account | AMOUNT |
|--------------------------------------|---------|--------------------|---------|---------------------|
| 2/1/2024 | EFT | Salaries (Net) | 426.10 | \$ 10,800.95 |
| 2/1/2024 | EFT | Payroll taxes | 201.50 | \$ 4,404.39 |
| 2/1/2024 | EFT | Paychex Fee | 400.11 | \$ 89.70 |
| TOTAL | | | | \$ 15,295.04 |
| 2/8/2024 | EFT | Salaries (Net) | 426.10 | \$ 10,769.91 |
| 2/8/2024 | EFT | Payroll taxes | 201.50 | \$ 4,388.46 |
| 2/8/2024 | EFT | Paychex Fee | 400.11 | \$ 89.70 |
| TOTAL | | | | \$ 15,248.07 |
| 2/15/2024 | EFT | Salaries (Net) | 426.10 | \$ 10,854.27 |
| 2/15/2024 | EFT | Payroll taxes | 201.50 | \$ 4,375.43 |
| 2/15/2024 | EFT | Paychex Fee | 400.11 | \$ 89.70 |
| TOTAL | | | | \$ 15,319.40 |
| 2/22/2024 | EFT | Salaries (Net) | 426.10 | \$ 10,825.08 |
| 2/22/2024 | EFT | Payroll taxes | 201.50 | \$ 4,398.59 |
| 2/22/2024 | EFT | Paychex Fee | 400.11 | \$ 89.70 |
| TOTAL | | | | \$ 15,313.37 |
| 2/29/2024 | EFT | Salaries (Net) | 426.10 | \$ 10,993.35 |
| 2/29/2024 | EFT | Payroll taxes | 201.50 | \$ 4,413.85 |
| 2/29/2024 | EFT | Paychex Fee | 400.11 | \$ 89.70 |
| TOTAL | | | | \$ 15,496.90 |
| TOTAL EFT Transfers for month | | | | \$ 76,672.78 |

Ryan M. Pugh

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



MONTHLY ENGINEER'S REPORT

Upper Montgomery Joint Authority

Reporting Period: February 14, 2024 to March 12, 2024

SSM File: 110328.2024

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 March 12th Authority Meeting.

1. Miscellaneous Services (.2024)

- **RECAP:** In December, the CFA awarded funds to UMJA in the amount of \$423,576 for the *Lateral Lining and Rehabilitation Project* in East Greenville and Pennsburg. The *H2O Grant* was not awarded for the *WWTP Digester and Thickener Improvements*, but this Application has been re-submitted under the 2023 LSA Grant Program back in November.

2. Glenwood Chase Development (.0004)

- **UPDATE:** SSM continues to inspect the installation of the house laterals and cleanouts, as needed. So far, at least 34 laterals have been inspected and have passed inspection. The pump station is also operational.
- **RECAP:** Two (2) laterals, at Lot No. 10 and No. 27, were found to have sags and have now been repaired by the Contractor. A third lateral still requires repair due to rocks in the lateral, and this repair is being coordinated between the contractors.

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. All work has been deemed complete.

4. Developer Review – Kershner Tract (.0011)

- **RECAP:** The development 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.

- **RECAP:** The Planning Module was previously 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 pumps, and the inlet pipe would be lowered by one foot to accept the flow from the Kershner Development.
- **UPDATE:** The sixth Plan Set review has been completed, and the final comments and revisions were provided to the Authority for review last week.

5. Developer Review – P&B Partitions (.0015)

- **RECAP:** A re-submittal for the grinder pump station was reviewed and found to be acceptable. The Contractor has been notified, and no additional reviews are pending.

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)

- **UPDATE:** A Plan set was submitted for the new Student Center to be constructed on the Perkiomen School site. The new building had proposed a new sewer lateral with a Fiberglass Reinforced Plastic Grease Interceptor. A Plan Resubmittal was received this month, and it is currently under review.

8. LSA Grant Administration (.0020)

- **UPDATE:** The sludge transfer pumps were installed Mid-February, and this project is now complete. The last Reimbursement Request is currently being prepared and submitted to the DCED.
- **UPDATE:** The following CFA Small Water and Sewer Grant application submitted in December 2022 was awarded to the Authority:

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 is expected to be \$74,749.⁵⁰. This work is expected to begin in the coming weeks.

9. The Globe Inn (.0022)

- **UPDATE:** On February 22, 2024, excavation was completed, and the two (2) compartment, 1,000 gallon, grease interceptor tank was installed and connected to sanitary sewer system. This tank passed inspection.

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

- We have not yet received plans for this project.

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

- **RECAP:** Plan Set No. 1 for the development of 1420 W. 4th 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. 4th Street. Then, a 6” diameter sewer lateral was proposed for connection and extension to the Authority’s sewer system.
- **UPDATE:** 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 in December. Correspondence was sent to DEP on this Planning Module Mailer this past month with no response.

12. 2023 LSA Grant Applications (.0025)

- The following *LSA Grant Applications* were submitted in November 2023:
 - ***Graber & Bitting Alley Lateral Rehabilitation Project***, which is proposed to be performed in Red Hill and 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**.
 - ***Pennsburg Pumping Station Improvements***, which will include the purchase and installation of a new Emergency Generator, as well as SCADA Improvements. The total Grant amount is **\$113,829.⁰⁰**.
 - ***WWTP Digester and Thickener Improvements Project***, which was not previously awarded a grant – this has been resubmitted 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.
 - Previously, an LSA Grant Application was submitted for the ***East Greenville Borough - State, Valley and 4th Street Sanitary Sewer Lateral and Manhole Rehabilitation Project***. This was resubmitted in the amount of **\$967,815.⁰⁰**.
 - ***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**. A portion of this project was recently awarded under the ***PA Small Water and Sewer Grant Program***.
 - An ***LSA Grant Application*** has been submitted in the amount of **\$43,322.²⁸** 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.

- **Manhole Rehabilitation Project** submitted in the amount of **\$134,178.00** for 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.

13. Developer Review – Montgomery Ave./Deerfield (.0026)

- **RECAP:** A set of Plans and a Planning Module were previously reviewed for the proposed Subdivision along Montgomery Avenue in Pennsburg, previously known as “Deerfield.” This is for an additional 48 EDUs. The Plans, Planning Module, and Connection Management Plan have been forwarded to the Developer and their Engineer.

14. 2023 Annual Chapter 94 and DRBC Report (.0027)

- The **2023 Annual Effluent Monitoring Report** to the Delaware River Basin Commission (DRBC) was submitted prior to the January 31, 2024 due date. All information has been received for the preparation of the **2023 Annual Chapter 94 Report**, which is due to the PA DEP by March 31st.

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.
Technical Director, Environmental Engineering
jamie.lorah@ssmgroup.com

cc: Greg Philips, Esq.

DAVID L. ALLEBACH, JR.
KENNETH E. PICARDI
GREGORY W. PHILIPS
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March 12, 2024

Agenda Item XIV

UPPER MONTGOMERY JOINT AUTHORITY Solicitor's Report for February 2024

1. Personnel.

- a. Vehicle Accident. Mr. Philips worked with Mrs. Leister regarding a vehicle accident that took place on February 20, 2024. Mr. Philips is in the process of conducting an accident investigation.

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

- a. Gugger Estate. Mr. Philips is awaiting the rule return date on his motion to sell 523 Colonial Drive free and clear of the mortgage lien. The Citations issued by the Court have been served on the parties in interest including the mortgage company. So far, Mr. Philips has received no opposition to the petition. If there is no opposition, then the property will be ordered to be sold.
- b. Hansell. Mr. Philips spoke with Mrs. Hansell regarding the writs of scire facias that were filed against the property. She asked for additional time to raise the funds to pay off the balances. This matter is scheduled to be heard on March 22, 2024.
- c. Wilde. Just an update. Although Mr. Wilde paid the balance to satisfy the Authority's lien on his property, the property is currently scheduled for Sheriff's sale on April 24, 2024.
- d. Rite Aid. Mr. Philips worked with staff to redirect the sewer rental bills from Rite Aid to the real estate owner. Mr. Philips issued a letter with demand for payment for the pre-petition amounts due. Mr. Philips was contacted by the owner, APS Realty Corporation, to help facilitate payment. Additionally, Mr.

Philips has filed a proof of claim with the Bankruptcy Court for the pre-petition sewer rentals due.

3. Development Plans.

- a. 1420 W. 4th Street. No updates on this project.
- b. Glenwood Chase Subdivision. No updates on this project.
- c. Kershner Village LLC. No update on this project.
- d. Still Waters Tract Development. No updates on this project.
- e. P&B Partitions. No updates on this project.

4. General Counsel Services.

- a. Executive Session. Mr. Philips attended an executive session that was held to discuss personnel matters.
- b. Solar Energy Panels. Mr. Philips has received regular updates on the progress of SRE to amend the Upper Hanover Township Zoning Ordinance to allow solar panels as a non-residential accessory use. The negotiations on the language of the ordinance are progressing slowly and the latest draft ordinance is being reviewed by the Township Engineer. In addition, Mr. Philips attended a Teams meeting with Ms. Lorah and the Authority's Surveyor to discuss details for the deed of consolidation/correction.

Respectfully submitted,

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



UPPER MONTGOMERY JOINT AUTHORITY

EXECUTIVE DIRECTOR REPORT

March 12, 2024

Treatment Plant Information

Rainfall: 0.67"

No SSO's or Violations.

Axiom Inc Completed the installation of the new Penn Valley Primary sludge pumps. Start-up was held on March 6th with representatives from Penn Valley, Sherwood & Logan and Axiom Inc being onsite. Both pumps are fully operational.



UMJA Staff with the help of R&M Equipment completed the installation of a new Digester blower.

Biosolids Distribution: UMJA gave away 12 tons! (23 Super Sacks) of Biosolids to local farmers in the month of February.

Committee Information

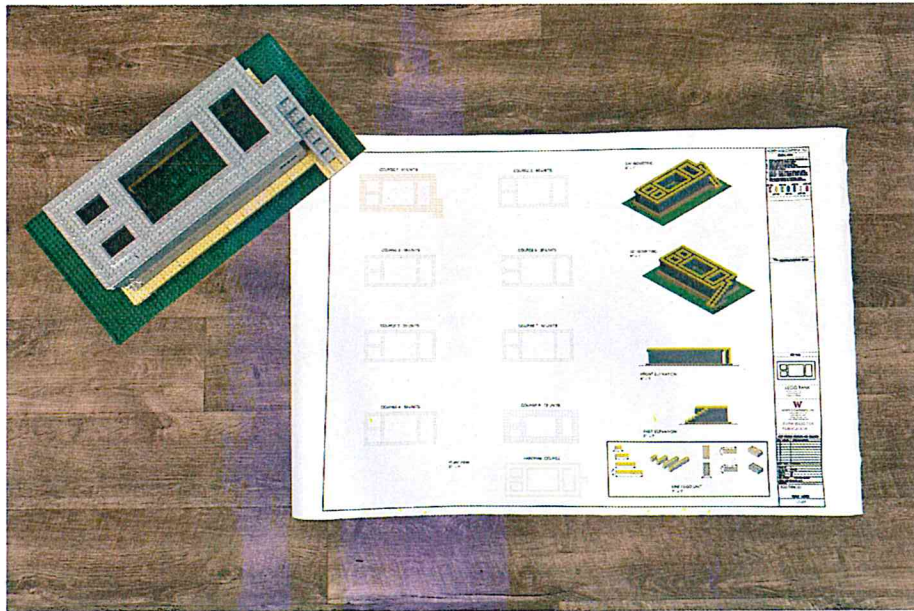
UMJA's Staff held a monthly safety meeting on February 28th. This meeting was focused on Back Safety and preventing back injuries on the worksite.

A full schedule for safety meetings has been created for the 2024 calendar year. This schedule included meeting dates, videos, safety talking points, test, and completion certificates for each UMJA staff member. These topics are focused on safety points that relate to conditions inside a wastewater treatment plant.

All Staff and Visitors to UMJA are now required to wear a hard hat and a safety vest at all times.

Community Outreach

The ACE Mentorship program has held four successful meetings with presentations from Worth & Company (See Lego replica of the aeration tank), The Perkiomen Watershed, Drexel and The Academy of Natural Science.



Escrows

No escrows were opened.

Escrows closed on February 6, 2024:

- Tosco's Italian Delight
- School House Road
- Stillwater's

Performance Pipeline

Performance Pipeline has continued to complete main line and lateral lining projects on Main Street PB, 4th St EG, Cherry St EG, E.7th St PB, School Ally PB, 3rd St PB, Dotts St PB and Quakertown Ave.

Collection System

Two of the nine flow meters have been taken out of service to be evaluated and repaired or possibly replaced. Some of the flow meters had been purchased in 2018.

The collection system staff has continued a full I&I investigation in Colonial Village. Along with a new CCTV tracking system that includes detailed reports that are easily evaluated to allow for UMJA to get I&I problems resolved quicker.

3 Lateral inspections we performed in February.

Red Hill - 3 Passed