

UPPER MONTGOMERY JOINT AUTHORITY
MINUTES OF APRIL 9th, 2024 BOARD MEETING

The regular monthly meeting of the Board of Directors of the Upper Montgomery Joint Authority was held on Tuesday April 9th, 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 7:04 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 Consulting

VI. VISITORS

Linda Henry – 1004 Cedar Lea Court, Pennsburg
Garrett Washington – Performance Pipelining, Inc.
Matt Kline - 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 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 March 12th, 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. Gaudreau and it was unanimously 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 approved.

XIII. ENGINEER'S REPORT

Copy attached

XIV. SOLICITOR'S REPORT

Copy attached

XV. EXECUTIVE DIRECTOR REPORT

Copy attached

XVI. UNFINISHED BUSINESS

The Authority Bylaws were distributed for Board review.

XVII. NEW BUSINESS

Action Item: Vice Chair Election

Mrs. Paul made a nomination to appoint Mr. Leon Ritchey as Vice Chair. Mrs. Gery seconded the motion. Mr. Gaudreau abstained. The motion was approved by a vote of 5-0-1

Mrs. Paul made a motion to appoint Mrs. Kimberly Gery as Assistant Treasurer. Mr. Ritchey seconded the motion. Mr. Gaudreau abstained. The motion was approved by a vote of 5-0-1.

UMJA Board effective immediately:

Mr. William Ingram – Chair
Mr. Leon Ritchey – Vice Chair
Mrs. Donna Paul – Secretary
Mr. Gregory Gaudreau – Vice Secretary
Mr. Ryan Pugh – Treasurer
Mrs. Kimberly Gery – Assistant Treasurer

Action Item: Approval of 2024-25 Budget

Mr. Pugh made a motion to approve the adoption of the 2024-25 budget with a rate increase of 3%. Mr. Ritchey seconded the motion and it was unanimously approved.

Action Item: Resolution 2024-02 is presented for the board's discussion and vote.

Mrs. Paul made a motion to approve Resolution 2024-02 implementing an inspection compliance program regarding the elimination of illegal connections. Mr. Pugh seconded the motion and it was unanimously approved.

Action Item: Resolution 2024-03 is presented for the board's discussion and vote.

Mr. Pugh made a motion to approve Resolution 2024-03 providing for the imposition of connection fees, customer facilities fees and tapping fees upon property owners who connect or are required to connect to the sanitary sewer system operating but the Upper Montgomery Joint Authority. Mr. Ritchey seconded the motion and it was unanimously approved.

Action Item: Resolution 2024-04 is presented for the board's discussion and vote.

Mr. Pugh made a motion to approve Resolution 2024-04 modifying the rates charges for public sewer provided by the Upper Montgomery Joint Authority. Mrs. Gery seconded the motion and it was unanimously approved.

The board discussed the addition of the in-law suite at 1004 Cedar Lea Court and agreed that per Article III - Section 2 (F) an EDU (equivalent dwelling unit) must be purchased for the property.

XVIII. ADDITIONAL BUSINESS

None.

XIX. ADJOURNMENT

Mr. Pugh made a motion to adjourn the meeting.
Mr. Ingram adjourned the public meeting at 8:45 p.m.

Respectfully submitted,


Secretary (Assistant Secretary)

Upper Montgomery Joint Authority

X.A

Meeting Date

April 09, 2024

Treasurer's Report - Account Balances as of

March 31, 2024

QNB Accounts

Account Name	last 4 digits of acct #	Beginning Balance	Deposits	Service Fees	Withdraws	Interest Earned	Ending Balance
Operating Checking	1284	91,905.08	251,558.62		(230,187.91)	29.50	113,305.29
Special Checking	1300	25,679.03	162,068.46		(175,939.84)	8.09	11,815.74
Rental Income	4741	309.15	250,285.01		(250,295.01)	35.95	335.10
Rental - Credit Card Income	2050	105.43	97,519.63		(95,464.60)	4.06	2,164.52
Revenue Fund	0478	329,888.00	366,937.14		(357,697.29)	302.36	339,430.21
Bond Redemption	0486	10,494.24			(10,000.00)	2.02	496.26
Depreciation Reserve	0494	252,416.27	5,475.00		(148,281.96)	194.13	109,803.44
Debt Service Fund	0544	513,478.77	100,663.67			677.16	614,819.60
Debt Service Reserve Fund	0551	1,218,501.45				1,434.57	1,219,936.02
Totals		\$ 2,442,777.42	\$ 1,234,507.53	\$ -	\$ (1,267,866.61)	\$ 2,687.84	\$ 2,412,106.18

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	50,434.70			(40.00)	48.85	50,443.55
Perkiomen School	0635	2,182.18				0.92	2,183.10
Jefferson Street O&M	0676	29,544.11				20.02	29,564.13
P&B Partitions	0684	256.02	1,000.00		(63.00)	0.19	1,193.21
Pennsburg Shopping Center	0692	5,326.72				2.25	5,328.97
Lateral Projects	0734	12,322.32	3,226.00		(1,772.00)	6.20	13,782.52
Kershner Village	1526	100.87	2,500.00		(1,871.50)	0.27	729.64
Globe Inn	3910	698.69				0.30	698.99
Craig Building Group	4504	551.61	1,500.00		(40.00)	0.80	2,012.41
Deerfield-Hendricks	5378	7,707.61				3.26	7,710.87
Totals		\$ 109,124.83	\$ 8,226.00		\$ (3,786.50)	\$ 83.06	\$ 113,647.39



Ryan Pugh, Treasurer

Treasurer's Report - Account Balances as of March 31, 2024

INCOME

		2023-2024 Budget	Total to Date	%	March	February	January
Grant	354.04		141,553.00			\$ 70,177.00	
Rentals	364.10	3,619,420.00	3,451,082.07	95%	\$ 346,610.97	\$ 315,342.00	\$ 254,320.32
EDU's	364.20		200,564.00		\$ 14,326.00	\$ 14,326.00	
Certifications	364.30	6,000.00	5,640.00	94%	\$ 175.00	\$ 280.00	\$ 595.00
Laterals	364.40	20,000.00	30,454.40	152%	\$ 600.00	\$ 736.65	\$ 4,238.95
Other Income	364.50		18,575.50				\$ 300.00
Inspections	364.60		-				
Legal Fee Reimbursement	364.70		-				
FOG Program	364.80		7,025.00		\$ 725.00	\$ 900.00	\$ 1,800.00
Interest Income	341.10	6,000.00	34,121.99	569%	\$ 2,698.10	\$ 2,469.24	\$ 2,600.11
Cell Tower Income	342.53	26,000.00	25,901.61	100%	\$ 2,450.00	\$ 2,450.00	
TOTAL MONTHLY INCOME		\$ 3,677,420.00	\$ 3,914,917.57	106%	\$ 367,585.07	\$ 406,680.89	\$ 263,854.38

Ryan M. Pugh

Ryan Pugh, Treasurer

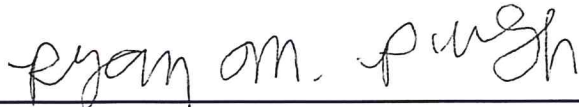
Meeting Date April 09, 2024

Treasurer's Cash Report - Payroll -March 2024

Payroll - EFT transfers

(Automatic withdraw)

Pay Date	Check #	NAME & DESCRIPTION	Account	AMOUNT
3/7/2024	EFT	Salaries (Net)	426.10	\$ 10,933.56
3/7/2024	EFT	Payroll taxes	201.50	\$ 4,478.40
3/7/2024	EFT	Paychex Fee	400.11	\$ 89.70
TOTAL				\$ 15,501.66
3/14/2024	EFT	Salaries (Net)	426.10	\$ 11,084.46
3/14/2024	EFT	Payroll taxes	201.50	\$ 4,471.26
3/14/2024	EFT	Paychex Fee	400.11	\$ 89.70
TOTAL				\$ 15,645.42
3/21/2024	EFT	Salaries (Net)	426.10	\$ 10,734.83
3/21/2024	EFT	Payroll taxes	201.50	\$ 4,393.72
3/21/2024	EFT	Paychex Fee	400.11	\$ 89.70
TOTAL				\$ 15,218.25
3/28/2024	EFT	Salaries (Net)	426.10	\$ 9,840.79
3/28/2024	EFT	Payroll taxes	201.50	\$ 4,025.62
3/28/2024	EFT	Paychex Fee	400.11	\$ 86.60
TOTAL				\$ 13,953.01
TOTAL EFT Transfers for month				\$ 60,318.34



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



MONTHLY ENGINEER'S REPORT

Upper Montgomery Joint Authority

Reporting Period: March 13, 2024 to April 9, 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 April 9th 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.
- SSM is assisting the Authority in looking for new Grant opportunities for the installation of a Natural Gas line to the WWTP.
- Assistance is being provided for the storm basin on the Authority's property, which was to be maintained by a Developer under an easement/maintenance agreement in 2001. The Township would like this storm basin to be repaired, and we are assisting the Solicitor with enforcing the terms of the easement agreement.

2. Glenwood Chase Development (.0004)

- **UPDATE:** SSM continues to inspect the installation of the house laterals and cleanouts, as needed. So far, at least 36 laterals have been inspected and have passed inspection. The pump station is also operational. According to Barwis, the sagging laterals have been repaired. We recommend televising again prior to taking ownership of this system.

3. Developer Review – Kershner Tract (.0011)

- **RECAP:** The development is expected to contain 33 single family homes and 32 townhomes (65 total connections/EDUs), and it is now expected to connect to the existing Glenwood Chase Pump Station, which discharges to Manhole MH R-21.
- **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 final review letter was sent for this project over the past month, and we are currently working with the Developer's engineer to prepare a cost opinion for this project to be included in the escrow, etc. The Planning Module has been re-submitted to the PA DEP, and the Developer's engineer is working on revising the existing *Water Quality Management Permit* for this pump station.

4. 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.

5. 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.

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

- **UPDATE:** A Plan set was reviewed this past month for the new Student Center to be constructed on the Perkiomen School site. The new building is still proposing a new sewer lateral with a Fiberglass Reinforced Plastic Grease Interceptor. We have requested that this be revised to the precast concrete Grease Interceptor, per Authority standards. It has also been determined that they do not have a Planning Module approval for the site, and they are currently going through this process.

7. LSA Grant Administration (.0020)

- **UPDATE:** The last Reimbursement Request was prepared and submitted to the DCED. Final payment has been remitted to the Authority.
- **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.

8. 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. 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.

- **UPDATE:** Planning was again waived by PA DEP this past month. The Plans are currently with Upper Hanover Township for review.

9. 2023 LSA Grant Applications (.0025)

- The following *LSA Grant Applications* were submitted in November 2023:
 - ***Graber & Biting 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.

10. 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.

- **UPDATE:** A revised Plan Set was provided this past month and is currently under review.

11. 2023 Annual Chapter 94 and DRBC Report (.0027)

- The *2023 Annual Effluent Monitoring Report* to the Delaware River Basin Commission (DRBC) was submitted in January. Also, the *2023 Annual Chapter 94 Report* was submitted to the PA DEP this past month, prior to the due date.

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
JAMIE V. OTTAVIANO
JUDITH L. WATTS
RICHARD P. ALMQUIST, JR.



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

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

GREGORY W. PHILIPS, ESQ.
EMAIL: gwpilips@ydasp.com

April 9, 2024

Agenda Item XIV

UPPER MONTGOMERY JOINT AUTHORITY Solicitor's Report for March 2024

1. Personnel.

- a. Vehicle Accident. Mr. Philips prepared an accident investigation report for use by the Authority in determining the facts of the what happened. Mr. Philips worked with Mrs. Leister to determine possible disciplinary options and review the facts of the matter.
- b. Employee Handbook. Mr. Philips attended the PELRAS (Public Employer Labor Relations Advisory Service) conference. The conference dealt specifically with municipal/employee relations. One of the seminars included basic handbook items. Mr. Philips reviewed UMJA's and prepared updates that will be provided to the Board prior to the next meeting.

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

- a. Munilink. Mr. Philips worked with Staff regarding the set up of the new billing system and how the delinquent accounts and attorney costs should be input.
- b. Gugger Estate. Mr. Philips attended the Rule Return date required by the Montgomery County Orphan's Court Division. Only the East Greenville Solicitor attended. The Mortgage Company did not attend although they had notice of the hearing. The Court Ordered that the Property be sold. Closing has been scheduled for April 30, 2024.
- c. Hansell. Mr. Philips spoke with Attorney Anthony Richardson from Legal Aid Society regarding the outstanding debt. Mr. Richardson indicated that he would be passing this matter onto an attorney in his office who does bankruptcy.

To date, no bankruptcy has been filed and the matter is in a position to take default judgment and execute a sheriff's sale.

- d. Wilde. Just an update. Mr. property is currently scheduled for Sheriff's sale on April 24, 2024.

3. Development Plans.

- a. 1420 W. 4th Street. No updates on this project.
- b. 300 Penn Street. Assist Mrs. Leister with the close out of a letter of credit and establishment of a maintenance escrow.
- c. Glenwood Chase Subdivision. No updates on this project.
- d. Creekside Village (Formerly Kershner). Mr. Philips reviewed email from staff and Developer's counsel regarding development agreement. Mr. Philips spoke with Attorney Ed Mullin in preparation of the development agreement. It appears that the D.R. Horton will be completing the development and will be signing the development agreement. Mr. Philips began reviewing the final development plans and cost estimate and preparing the agreement but is waiting on the contact info for D.R. Horton.

4. General Counsel Services.

- a. Executive Session. Mr. Philips attended an executive session that present his investigatory report and discuss personnel matters.
- b. Solar Energy Panels. Mr. Philips has reviewed the revised amendments to the proposed zoning text amendment. The text amendment has been sent to the County Planning Commission for review and comment. However, the Upper Hanover Township Planning Commission has reviewed the text amendment and is in support of the amendment with a change to the setback requirements to make them consistent with the Township's current set back requirements.

Respectfully submitted,

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



UPPER MONTGOMERY JOINT AUTHORITY
EXECUTIVE DIRECTOR REPORT
April 9, 2024

Treatment Plant Information

Rainfall: 5.99"

UMJA had two SSO events on March 23rd and April 3rd During too heavy rain events and already saturated ground.

A flow meter was replaced at the Cedar Knoll Pump Station.

UMJA staff attended an open house at Montgomery Township on Mar 15, 2024. We also presented on the ACE Mentorship afterschool program at this event.

UMJA met with Brown and Caldwell, AECOM and Woodard and Curran regarding the biosolids upgrade. We have interviewed 3 potential engineering firms who will work with us under a design build project for the biosolids upgrade. Each firm will give a short presentation in May/June. The estimated cost for the technical study will be around 40k.

UMJA hosted a training course for EPWPCOA on Basic Electricity and Scada here at the plant. We had 25 attendees.

We conducted 3 interviews with potential candidates for a plant operator and collection system operator. One offer has been made to one individual.

UMJA gave away 14.79 tons of Biosolids to local farmers in the month of March.

Munilink training and implementation has begun for the new billing system. The program should be up and running by June.

Committee Information/Safety

UMJA staff held a monthly safety meeting on March 28th. This meeting was focused on Seatbelt Safety.

UMJA staff began the integration of the Alchemy safety program with expected to be online by May 2024.

Community Outreach

The Academy of Natural Science was onsite for the mussel evaluation and occupied the garage for the inspections of the mussels. They are thriving.

We are working with Perk UP in April giving 4 tours to high school students.

Escrows

None opened or closed

Performance Pipeline

Performance Pipeline has continued to complete main line and lateral lining projects on Main Street Red Hill, 4th Street East Greenville, Main Street Pennsburg, Quakertown Ave Pennsburg, Washington Street Red Hill and 3rd Street Red Hill.

Collection System

The collection system staff has continued a full I&I investigation in Colonial Village during high flow rain events. We have found a lot of issues in this sewer shed. Many are broken caps, standpipes, and cracks in laterals.

8 Lateral inspections we performed in March/April.

Red Hill - **4 Passed**

East Greenville - **1 Pass/ 3 Failed**