

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY  
JANUARY 12, 2022**

The meeting of the Upper Providence Township Sewer Authority was held on Wednesday, January 12, 2022. It was called to order at 7:30 p.m. by Chairman, Michael Byrne.

**Those present:** Mr. Michael Byrne  
Ms. Patricia Hall, Office Manager  
Mr. Matthew B. Hayes  
Mr. James P. Kelly, P. E.  
Mr. Gregory M. Mallon, Esq.  
Mr. Kevin M. Matson, Operations Manager  
Ms. M. Elizabeth Naughton-Beck  
Mr. Robert Powell

**Those not present:** Mr. David Daniel

**Others attending:** Mr. Vincent DeVacchio, N. Ridley Creek Road

**REORGANIZATION AND ELECTION OF OFFICERS FOR 2022**

Mr. Byrne appointed Mr. Mallon as temporary chairman for the purpose of receiving nominations for the offices of chairman, vice-chairman, treasurer, and secretary.

**MOTION:** Mr. Michael Byrne moved to nominate the following slate of officers for 2022: Mr. Michael Byrne as Chairman, Mr. Matthew B. Hayes as Vice Chairman, Mr. Robert Powell as Treasurer, and Mr. Gregory M. Mallon as Secretary. Seconded by Mr. Gregory M. Mallon. Motion carried unanimously. (MOTION 22-01-01)

**MOTION:** Mr. Michael Byrne moved to close the nominations. Seconded by Mr. Gregory M. Mallon. Motion carried unanimously. (MOTION 22-01-02)

**MOTION:** Mr. Michael Byrne moved to appoint Kelly and Close Engineers as the Upper Providence Township Sewer Authority's engineering firm for the year 2022. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-01-03)

**MOTION:** Mr. Michael Byrne moved to appoint Ms. M. Elizabeth Naughton-Beck as Solicitor for the Upper Providence Township Sewer Authority for the year 2022. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-01-04)

**MOTION: Mr. Gregory M. Mallon moved to renew the Maintenance Agreement with Upper Providence Township for the year 2022. Seconded by Mr. Matthew B. Hayes. Motion carried unanimously. (MOTION 22-01-05)**

**Mr. Michael Byrne asked for motions to appoint members to the following committees for the year 2022: Personnel and Administration, Engineering, and Finance.**

**MOTION: Mr. Matthew B. Hayes moved to appoint Messrs. Michael Byrne and Gregory M. Mallon to the Personnel and Administration Committee for the year 2022. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-01-06)**

**MOTION: Mr. Gregory M. Mallon moved to appoint Messrs. Michael Byrne and Robert Powell to the Engineering Committee for the year 2022. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-01-07)**

**MOTION: Mr. Gregory M. Mallon moved to appoint Messrs. Michael Byrne, Matthew B. Hayes and Robert Powell to the Finance Committee for the year 2022. Seconded by Mr. Matthew B. Hayes. Motion carried unanimously. (MOTION 22-01-08)**

**MOTION: Mr. Michael Byrne moved to appoint Mr. Kevin Matson as Operations Manager for the year 2022. Seconded by Mr. Gregory M. Mallon. Motion carried unanimously. (MOTION 22-01-09)**

**MOTION: Mr. Gregory M. Mallon moved to appoint Mr. David Daniel to the Personnel and Administration Committee for the year 2022. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-01-10)**

### **PUBLIC COMMENT**

**Mr. DeVacchio stated that he has written letters expressing his desire to be a board member of the Sewer Authority and has had no responses. Mr. Byrne recommended that he go to the township council meeting tomorrow night and ask to be nominated to the board to fill one of the vacancies.**

### **MINUTES**

**The minutes of the meeting of December 8, 2021 were reviewed.**

**MOTION:** Mr. Robert Powell moved to approve the minutes of the meeting of December 8, 2021 as presented. Seconded by Mr. Matthew B. Hayes. Motion carried unanimously. (MOTION 22-01-11)

**INCOME AND EXPENSES**

Ms. Hall referred to Item #26 for 2 Dri-Prime Diesel Pumps and stated that a check was issued on January 5, 2022 in the amount of \$57,295.00 for this expense. She noted that we did not pay the two prior invoices for rental of the pumps, and Mr. Matson has received word from the company that they would not charge us for those invoices.

**MOTION:** Mr. Robert Powell moved to approve the voucher list of January 12, 2022 as presented. Seconded by Mr. Matthew B. Hayes. Motion carried unanimously. (MOTION 22-01-12)

**REPORTS OF OFFICERS**

No reports.

**OPERATIONS MANAGER'S REPORT**

The following is a summary of grinder pump repair costs for 2020 to 2022.

	<u>Calls</u>	<u>Total Cost</u>	<u>Agreement Savings</u>	<u>Billed to Customer</u>
2020	213	\$104,336.00	\$39,356.00	\$11,398.00
2021	199	\$100,041.71	\$41,217.00	\$3,673/\$1,795
2022	3	\$1,012.83	\$0.00	\$0.00

There are 1,660 E-One grinder pumps in our system.

Site Specific has reported changes to their current fee schedule.

<u>Activity</u>	<u>UPSA Old Rate</u>	<u>Site's New Rate</u>	<u>UPTSA 2022 Rate</u>
Inspection Fee	\$150.00	\$150.00	\$150.00
Hourly Rate	\$95.00	\$125.00	\$110.00
Emergency/Off-Hour Rate	\$145.50	\$175.00	\$165.00

From Mr. Joe Speece of Site Specific:

**New Cores:** We have requested and received approval for an SPA (Special Price Authorization) from E-One. The list price for a new core is \$3,045. There will be a 15% discount allowed for cores this year. The new core price is \$2,588. In 2021, we replaced about 25 cores. This would result in an additional \$24,700 increase to our 2022 budget in pump core costs alone.

UPTSA is out of the old project – new cores. Mr. Matson is recommending that we buy in batches of ten. (An order can be placed for 10 cores at \$2,588 @). He will continue to stock the shed and keep a handful at our shop dedicated for the Sewer Authority. A discussion followed, and Mr. Matson suggested that the Engineering Committee meet to discuss pump life cycles.

**MOTION:** Mr. Matthew B. Hayes moved to authorize Mr. Kevin M. Matson to order 10 pump cores at \$2,588 @. Seconded by Mr. Gregory M. Mallon. Motion carried unanimously. (MOTION 22-01-13)

**New Station Pricing:** Moving forward if the Authority requires a new station, we will continue the discount which Messrs. Spielman and Matson negotiated for new stations...7% off list price (all sales to UPTSA are free delivery).

Mr. Matson would like to sell the Sewer Authority's van which was bought new and which Mr. Spielman used. It was agreed to put this topic on next month's agenda.

The year-to-date summary for PA One Call activity showed:

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Clear – no facilities	455	913	11
Field Marked	520	1125	12
Other	<u>94</u>	<u>169</u>	<u>5</u>
Total	1069	2207	28

Response Rate	100%	99.95%	47.14%
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On November 24, 2021, a low-pressure line was struck by Aqua, which was adequately marked out in the field. The cost (\$1,530.05) associated with the repair by KBX will be forwarded to Aqua.

On December 8, 2021, a low-pressure line was struck by Aqua, which was adequately marked out in the field. The cost associated with the repair by KBX will be forwarded to Aqua. The cost has not yet been invoiced.

Regarding the Bortondale pump station, the invoice, dated December 30, 2021, from KBX/Xylem in the amount of \$57,295.00 has been paid.

**Mr. Byrne asked Mr. Matson what the useful life of our other pump stations seems to be, moving forward.**

**REPORTS OF COMMITTEES**

**No reports.**

**REPORTS OF CONSULTANTS**

**MR. JAMES P. KELLY, ENGINEER**

**Regarding the Bortondale pump station, the notice-to-proceed letters have been sent to each contractor. Kelly and Close Engineers has called and e-mailed each contractor to arrange for a pre-construction meeting. Once the dates are worked out, they will coordinate the meeting with Mr. Matson.**

**Minor edits and revisions to the web map are made based on field inspection observations.**

**USIC is aware that the Sewer Authority wants to revise some language and will be in contact with Messrs. Hayes and Matson.**

**Mr. Byrne referred to the subject of markouts and asked what has been done to address this expense. Mr. Kelly noted that he recommended that he and Mr. Matson get together with the Engineering Committee to minimize the expense of markouts. Mr. Matson acknowledged that this was a complex issue. A discussion followed involving quantity and cost of markout calls.**

**MS. M. ELIZABETH NAUGHTON-BECK, SOLICITOR**

**Mr. Byrne welcomed Ms. Naughton-Beck to her new position on the Sewer Authority. He noted that he would like her to be familiar with and up-to-date on the past records and documents of the Authority, particularly with respect to the history of the Bortondale pump station.**

**MOTIONS AND RESOLUTIONS**

**None. Ms. Hall noted that she needed board members' signatures tonight for the bank, to open our new checking account.**

**MISCELLANEOUS**

**Mr. Byrne referred to the odor problem on Farnum Road and the result of the**

**Sewer Authority's review of the invoices incurred and paid for by the resident. Ms. Hall reported that Mr. Hayes had reviewed them and their payment was included on tonight's voucher list.**

**MOTION: Mr. Gregory M. Mallon moved to adjourn the meeting of January 12, 2022. Seconded by Mr. Matthew B. Hayes. Motion carried unanimously. (MOTION 22-01-14)**

**The meeting ended at 8:30 p.m.**

**The next meeting will be on February 9, 2022.**

**Respectfully submitted,**

**Mrs. Stella B. Thompson  
Approved \_\_\_\_\_**

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY**  
**MOTIONS FOR 2022**  
**JANUARY**

1. **Nomination of the following slate of officers for 2022: Mr. Michael Byrne as Chairman, Mr. Matthew B. Hayes as Vice-Chairman, Mr. Robert Powell as Treasurer, and Mr. Gregory Mallon as Secretary.**
2. **Closure of the nominations.**
3. **Appointment of Kelly and Close Engineers as the engineering firm for the Upper Providence Township Sewer Authority for the year 2022.**
4. **Appointment of Ms. M. Elizabeth Naughton-Beck as Solicitor for the Upper Providence Township Sewer Authority for 2022.**
5. **Renewal of the Maintenance Agreement with Upper Providence Township for the year 2022.**
6. **Appointment of Messrs. Michael Byrne and Gregory M. Mallon to the Personnel and Administration Committee for the year 2022.**
7. **Appointment of Messrs. Michael Byrne and Robert Powell to the Engineering Committee for the year 2022.**
8. **Appointment of Messrs. Michael Byrne, Matthew B. Hayes and Robert Powell to the Finance Committee for the year 2022.**
9. **Appointment of Mr. Kevin Matson as Operations Manager for the year 2022.**
10. **Appointment of Mr. David Daniel to the Personnel and Administration Committee for the year 2022.**
11. **Approval of the minutes of the meeting of December 8, 2021 as presented.**
12. **Approval of the voucher list of January 12, 2022 as presented.**
13. **Approval to authorize Mr. Kevin M. Matson to order 10 pump cores at \$2,588 @.**
14. **Adjournment of the meeting of January 12, 2022.**

