

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY  
FEBRUARY 8, 2023**

The meeting of the Upper Providence Township Sewer Authority was held on Wednesday, February 8, 2023. It was called to order at 7:30 p.m. by Chairman, Matthew B. Hayes.

**Those present:** Mr. David Daniel  
Mr. Vincent DelVacchio  
Mrs. Patricia Hall, Office Manager  
Mr. Matthew B. Hayes  
Mr. Kevin M. Matson, Operations Manager  
Mr. Edwin Reardon

**Those not attending:** Mr. Brad Pappal

**Others attending:** Mr. Kenneth Kynett, Solicitor: Petrikin, Wellman, Damico, Brown and Petrosa

**PLEDGE OF ALLEGIANCE**

**MOTION:** Mr. David Daniel moved to elect Mr. Edwin Reardon as Secretary of the Upper Providence Township Sewer Authority for the year 2023. Seconded by Mr. Vincent DelVacchio. Motion carried unanimously. (MOTION 23-02-06)

**MOTION:** Mr. David Daniel moved to appoint Mr. Ernest Angelos as Sewer Authority Solicitor for the year 2023 beginning on March 1, 2023. Seconded by Mr. Edwin Reardon. Motion carried unanimously. (MOTION 23-02-07)

Mr. Daniel thanked Mr. Kynett for agreeing to stay with UPTSA until the transition is completed.

**PUBLIC COMMENT**

None.

**MINUTES**

The minutes of the meeting of January 11, 2023 were reviewed.

**MOTION:** Mr. David Daniel moved to approve the minutes of the meeting of January 11, 2023 as presented. Seconded by Mr. Vincent DelVacchio. Motion carried with one abstention from Mr. Hayes who was not present for the meeting. (MOTION 23-02-08)

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INCOME AND EXPENSE

**MOTION:** Mr. Vincent DelVacchio moved to approve the voucher list of February 8, 2023 as presented. Seconded by Mr. David Daniel. Motion carried unanimously. (MOTION 23-02-09)

While there was nothing unusual on the voucher list, Ms. Hall called attention to Item #20 (Kelly Engineers and Surveyors' invoice) for rebuild of the Bortondale pump station. She also noted the principal payment due for the Authority's 2022 note from Wells Fargo Bank (Item #19).

In response to a comment from Mr. DelVacchio, Ms. Hall reported that every member who is now on the board is a signer of the checks. Only two signatures are needed.

REPORTS OF OFFICERS

No reports.

OPERATIONS MANAGER'S REPORT

The following is a summary of grinder pump repair costs for 2023.

	<u>Calls</u>	<u>Total Cost</u>	
2023	14	\$6,106.98	Costs of pumps/cores - \$3,137.73 (1 core)

There are 1,675 E-One grinder pumps in our system.

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

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Clear-no facilities	455	913	703	48
Field Marked	520	1125	1211	63
Other	<u>94</u>	<u>169</u>	<u>98</u>	<u>11</u>
Total for Year	1069	2207	2012	122
Response Rate	100%	99.95%	100%	99.18%

<u>Ticket Responses</u>	<u>Quantity</u>	<u>% of Total</u>	<u>% of Total Delivered</u>
Clear no facilities or facilities not involved based on ticket information	48	39.67	39.34
Field marked	63	52.07	51.64
Insufficient information. Do not dig.	3	2.48	2.46
Attended meeting reached agreement	1	0.83	0.82

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Do not respond through PA One call                      1                      N/A                      0.82

Total tickets delivered: 122    Total responses received: 121    Response rate: 99.18%

Aqua continued their work in Upper Providence: Winter Street, Idlewild Circle area, Chapel Hill/Feathering Lane, and the Braves Trail area. Work began on January 4, 2023.

With regard to this, Mr. Matson mentioned an issue with missed markings, the contractor involved, the specific instance when this occurred and it was properly marked, and the expense we incurred. Mr. Hayes said we hired USIC and if they properly marked it, then we hold no liability in this case and we should not be taking on any of the cost.

Mr. Daniel called attention to Item #15, Site Specific Design, Inc. service calls, asking why the invoice for Painter Street was so much higher than the cost for the other calls. Mr. Matson explained that the bill was for the replacement of one of the old original pumps.

Mr. Matson reported that there was a recent sewer backup into a resident's basement on Dora Drive. There was also a prior backup six months ago. A discussion followed about liability and the physical location. Mr. Matson will follow up on this. Mr. Kelly noted that this is the last year of our four-year cleaning contract, and there are "hot spots" listed in the contract which are cleaned every year.

#### **REPORTS OF COMMITTEES**

The Engineering and Finance committees did not meet. The Personnel and Administration committee did meet, and a motion will be made later in the meeting regarding the hiring of a new Office Manager to replace Mrs. Hall, who is retiring. There were six applicants for the position, which was posted on the Township's website. Mr. Hayes thanked Mr. Daniel for the work he did involving the job description, and scheduling and contacting the applicants.

#### **REPORTS OF CONSULTANTS**

##### **MR. J. P. KELLY, ENGINEER**

The contractor for the Bortondale pump station is on schedule and has started preliminary test holes. E and S measures are scheduled to be installed next week. Mr. Kelly mentioned that we had been looking at the neighboring property (driveway) in Middletown, which was to be subdivided. He noted that the developer has backed out and the property sold to a nearby resident.

With regard to One Call mark-outs, routine support and data collection continues.

Regarding sewer mapping, data is being collected on newly-installed pumps, when applicable, to be added to the web map.

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Mr. Kelly has also collected data as Aqua soft digs test holes to accurately locate the force mains on Winter Street and Braves Trail.

This year, 2023, will be the fourth and final year of the UPTSA sewer cleaning and televising. Bids will need to be advertised and solicited in the fall/winter.

**SOLICITOR**

Mr. Kynett had no report.

**MOTIONS AND RESOLUTIONS**

Mr. Daniel was impressed by the four applicants who were interviewed for the position of Office Manager, a part-time job with an hourly salary and no benefits. It was agreed to make a formal offer of the position to Mrs. Maggie Mallon with a start date of March 1, 2023. Mrs. Hall has agreed to stay as long as she is needed.

**MOTION:** Mr. Edwin Reardon moved to offer the position of Office Manager of the Upper Providence Township Sewer Authority to Mrs. Maggie Mallon effective March 1, 2023 in accordance with the posted job description. Seconded by Mr. Vincent DelVacchio. Motion carried unanimously. (MOTION 23-02-10)

**MISCELLANEOUS**

None.

**MOTION:** Mr. David Daniel moved to adjourn the meeting of February 8, 2023. Seconded by Mr. Vincent DelVacchio. Motion carried unanimously. (MOTION 23-02-11)

The meeting ended at 8:21 p.m.

The next meeting will be on March 8, 2023.

Respectfully submitted,

Mrs. Stella B. Thompson

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY**

**FEBRUARY 8, 2023 MOTIONS**

- 06. Election of Mr. Edwin Reardon as Secretary of the Upper Providence Township Sewer Authority for the year 2023 to replace Mr. Gregory Mallon.**
- 07. Appointment of Mr. Ernest Angelos as Sewer Authority Solicitor for UPTSA for the year 2023.**
- 08. Approval of the minutes of the meeting of January 11, 2023 as presented with one abstention.**
- 09. Approval of the voucher list of February 8, 2023 as presented.**
- 10. Approval to offer the position of Office Manager of the UPTSA to Mrs. Maggie Hughes Mallon effective March 1, 2023.**
- 11. Adjournment of the meeting of February 8, 2023.**