

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY  
MAY 11, 2022**

The meeting of the Upper Providence Township Sewer Authority was held on Wednesday, May 11, 2022. It was called to order at 7:30 p.m. by Chairman, Mr. Matthew B. Hayes.

**Those present:** Mr. David Daniel  
Mr. Vincent DelVacchio  
Ms. Patricia Hall, Office Manager  
Mr. Matthew B. Hayes  
Mr. James P. Kelly, P. E.  
Mr. Kevin M. Matson, Operations Manager  
Ms. M. Elizabeth Naughton-Beck, Solicitor  
Mr. Brad Pappal  
Mr. Robert Powell  
Mr. Edwin Reardon

**Those not attending:** Mr. Gregory M. Mallon, Esq.

**Others attending:** Mr. Don Vymazal, Township Manager

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

Mr. Vymazal invited members of the board to attend tomorrow night's Township Council meeting. Mr. Michael Byrne will be there.

**MINUTES**

The minutes of the meeting of April 13, 2022 were reviewed. Changes to be made included: Bottom of page 3, change "the low bidder" to "the high bidder"; add Mr. Matthew B. Hayes to the list of those present at the April 13 meeting; and correct the spelling of the Township Manager's name, Mr. Don Vymazal.

**MOTION:** Mr. Vincent DelVacchio moved to approve the minutes of the meeting of April 13, 2022 as amended. Seconded by Mr. David Daniel. Motion carried unanimously. (MOTION 22-05-34)

**INCOME AND EXPENSES**

Ms. Hall made reference to Item #13, Site Specific Design, Inc. Service Calls (10 pump cores at \$25,880.00).

**MOTION:** Mr. David Daniel moved to approve the voucher list of May 11, 2022.  
Seconded by Mr. Robert Powell . Motion carried unanimously.  
(MOTION 22-05-35)

**REPORTS OF OFFICERS**

No reports.

**OPERATIONS MANAGER’S REPORT**

The following is a summary of grinder pump repair costs for 2020 to 2022. The 82 calls so far this year are a little ahead of the curve.

	<u>Calls</u>	<u>Total Cost</u>	
2020	213	\$104,336.00	
2021	199	\$100,041.71	
2022	82	\$36,566.42	Costs of pumps/cores - \$73,110.00

There are 1,662 E-One grinder pumps in our system.

**Pump installations E-One system**

2020 – 20 cores  
2021 – 22 cores  
2022 – 25 cores to date

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

	<u>2020</u>	<u>2021</u>	<u>2022</u>	
Clear – no facilities	455	913	246	
Field Marked	520	1125	319	
Other	94	169	33	
Total for year	1069	2207	598	(trending to 1794 calls by 12/31/2022)
Response rate	100%	99.95%	100%	

The UPTSA van was delivered to Mr. Shaun McCarron on April 27, 2022. All delivery and associated fees were paid by the buyer. Mr. Matson has removed the van from our insurance policy.

Mr. Hayes noted that at the end of 2019, we noticed a big increase in the maintenance cost for these grinder pumps, so we over-budgeted annually for it.

**A discussion followed.**

**REPORTS OF COMMITTEES**

**No reports.**

**REPORTS OF CONSULTANTS**

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

**Work continues to move forward at the Bortondale pump station with coordination of contractors and projected dates. A site meeting was held today to determine electrical contractor's need to potentially relocate lines feeding the transformer. Prior to commencement of construction, he will soft dig to locate and determine exact locations of service lines.**

**Additionally, Mr. Kelly has reviewed the PS legal descriptions provided by Mr. Jim Flandreau, Counsel for Middletown Sewer Authority. It appears to have discrepancies within the descriptions as they do not line up with the field measurements. He will work with our solicitor and Mr. Flandreau to resolve the legal description.**

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

**Weekly routine inspections continue to verify the accuracy and completion of markouts performed by USIC and the closing out of design tickets.**

**Sewer cleaning will begin on May 31, with District 4 – jet and televised and Districts 5 and 6 - jet and cleaned. Mr. Kelly noted that several years ago the Authority had decided to videotape 10% of the system every year.**

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

**Ms. Naughton-Beck noted that before the board makes a motion (Item #10) on the ordering of additional grinder pumps, a motion is needed to amend the agenda.**

**MOTIONS AND RESOLUTIONS**

**Ms. Hall referred to the engagement letter from Leitzel & Economidis. They have been providing audit services to the Sewer Authority for a number of years. They are a local firm and their cost has been consistent.**

**MOTION: Mr. Robert Powell moved to accept the Management Letter provided by Leitzel & Economidis, PC for proposed audit services to the Upper Providence Township Sewer Authority for the year ended December 31, 2021. Seconded by Mr. Vincent DelVacchio. Motion carried unanimously. (MOTION 22-05-36)**

**MOTION: Mr. Robert Powell moved to amend the May 11, 2022 agenda to include Item #10 on the agenda, which is a motion to authorize the Operations Manager to order additional grinder pumps. Seconded by Mr. David Daniel. Motion carried unanimously. (MOTION 22-05-37)**

Mr. Matson said that the pumps have been ordered and Ms. Hall said that, for budget purposes, she has been putting them under “pumps” since we don’t have a line item for them on the budget.

**MOTION: Mr. Robert Powell moved to authorize the Operations Manager, Mr. Kevin Matson, to order additional grinder pumps in ten (10) unit batches when inventory drops to two (2) units. Mr. Matson shall then report to the board at the next scheduled meeting regarding the order conveyed, and the invoice will be added to the voucher list for that month. Seconded by Mr. David Daniel. Motion carried unanimously. (MOTION 22-05-38)**

Mr. Powell referred to the pump station in Rose Tree Park, asking how many residences are hooked up to it (none). He suggested authorizing Ms. Hall and Mr. Matson to review all the various agreements and information on this to determine what we should do with it.

**MISCELLANEOUS**

None.

**MOTION: Mr. Robert Powell moved to adjourn the meeting of May 11, 2022. Seconded by Mr. David Daniel. Motion carried unanimously. (MOTION 22-05-39)**

The meeting ended at 8:19 p.m. The next meeting will be on June 8, 2022.

Respectfully submitted,  
Mrs. Stella B. Thompson

Approved \_\_\_\_\_

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

- 34. Approval of the minutes of the meeting of April 13, 2022 as amended.**
- 35. Approval of the voucher list of May 11, 2022.**
- 36. Acceptance of the Management Letter provided by Leitzel & Economidis, PC for proposed audit services to the Upper Providence Township Sewer Authority for the year ended December 31, 2021.**
- 37. Approval to amend the May 11, 2022 agenda to include Item #10 on the agenda, which is a motion to authorize the Operations Manager to order additional grinder pumps.**
- 38. Authorization for the Operations Manager, Mr. Kevin Matson to order additional grinder pumps in ten (10) unit batches when inventory drops to two (2) units. Mr. Matson shall then report to the board at the next scheduled meeting regarding the order conveyed, and the invoice will be added to the voucher list for that month.**
- 39. Adjournment of the meeting of May 11, 2022.**