

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY
AUGUST 9, 2023**

The meeting of the Upper Providence Township Sewer Authority was held on Wednesday, August 9, 2023. It was called to order at 7:32 p.m. by Chairman, Matthew B. Hayes.

Those present: Mr. Ernest Angelos, Solicitor
Mr. Matthew Burns, Project Engineer (representing Mr. J. P. Kelly)
Mr. David Daniel
Mr. Vincent DelVacchio
Mr. Matthew B. Hayes
Mr. Kevin M. Matson, Operations Manager
Mr. Brian O'Neill, Jr.
Mr. Brad Pappal
Mr. Edwin Reardon
Mrs. Kelly Verna, Office Manager

Others present: Ms. Molly Erdy, 249 Bortondale Road

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Ms. Erdy, who lives on Bortondale Road, wanted an update on the pump station project. She is concerned with the lack of communication and the safety of the hole, especially with the rainstorms and the washing away of the soil. Mr. Burns said he has no firm schedule as yet, but when he does, he can see that she receives a report. He said the conditions have been assessed; and as long as they do not cut into the embankment any further, there is no issue. The contractor has fenced it off. In response to another question from Ms. Erdy, Mr. Burns assured her that the brush will be removed from her property.

MINUTES

MOTION: Mr. David Daniel moved to approve the minutes of the meeting of July 12, 2023 as presented. Seconded by Mr. Brian O'Neill, Jr. Motion carried unanimously. (MOTION 23-08-32)

INCOME AND EXPENSES

MOTION: Mr. Vincent DelVacchio moved to approve the August 9, 2023 check register with invoices as presented. Seconded by Mr. David Daniel. (MOTION 23-08-33)

Responding to a question from Mr. O'Neill, Ms. Verna explained that she has a check register with invoices plus a separate sheet with seven items, and the total expenses

presented are \$383,301.93. Mr. O’Neill noted that the motion should be amended to include Items #4 (the second #4) IRS Department of the Treasury, #5 PA Department of Revenue, and #6 Wells Fargo Bank on the separate sheet.

MOTION: Mr. Brian O’Neill, Jr. moved to amend the above motion to include approval of the check register and Items #4, #5, and #6 on the separate sheet dated August 9, 2023 in the total amount of \$383,301.93. Seconded by Mr. Brad Pappal. Motion carried unanimously. (MOTION 23-08-34)

REPORTS OF OFFICERS

Mr. Hayes mentioned that Township Council is reconfiguring the space in the Township building and will be moving some employees into the old Sewer Authority office. Ms. Verna will be moving into a new office in the building where she will have access to the front window. She will also be getting new furniture. He does not know the exact date for the move as yet. Mr. Daniel suggested putting this updated information on our website so the public is aware of the move.

OPERATIONS MANAGER’S REPORT

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

	<u>Calls</u>	<u>Total Cost</u>	
2023	108	\$49,130.45	Costs of pumps/cores - \$225,992.46 (75 cores)

There are 1,679 E-One grinder pumps in our system. Service calls are relatively low.

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	228
Field Marked	520	1125	1211	563
Other	<u>94</u>	<u>169</u>	<u>98</u>	<u>60</u>
Total for Year	1069	2207	2012	851
Response Rate	100%	99.95%	100%	100%
<u>Ticket Responses</u>		<u>Quantity</u>	<u>% of Total</u>	<u>% of Total</u>
			<u>Responded</u>	<u>Delivered</u>
Clear. No facilities or facilities not involved based on ticket information.		16	10.74	10.74
Field marked.		133	89.26	89.26
Total tickets delivered: 149 Total responses received: 149 Response rate: 100.00%				

The Winter Street pump station force main was damaged by a crew in the field working for Aqua. Mr. Matson will follow up with Aqua and send them the invoice for the repair work.

REPORTS OF COMMITTEES

No committees met.

REPORTS OF CONSULTANTS

MR. MATTHEW BURNS, ENGINEER

The contractor for the Bortondale pump station continues to work on site. The contractor has received approval from PECO and has hired Carr and Duff to take down the overhead power line in order to continue with construction. Mr. DeVacchio commented on the safety fence in the rear.

Routine support and data collection continues with regard to One Call mark outs.

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

Kelly Engineers has completed their review of the televising footage deliverables submitted by the contractor, Mobile Dredging/Video Pipe, and they will be submitting their payment recommendation for next month's meeting.

MR. ERNEST ANGELOS, SOLICITOR

Mr. Angelos referred to his proposed resolution to correct the Authority Board's Resolution 2022-09-01 adopted 9/14/22 by changing the words 'application fee' to 'collection fee'.

He also referred to his conversations with the Middletown Township Sewer Authority's solicitor regarding working up a new agreement. He would like Mr. Hayes and himself to meet with their solicitor, when he returns from vacation, to work out some of the terms of the new agreement.

MISCELLANEOUS

In a July 26 memorandum to the board members, Ms. Verna recommended that the UPTSA move to a service-based 'payroll' company and included proposals from three service providers, the lowest of which was PayUSA at \$75.00 per month. She will receive training on the upgraded system.

MOTIONS AND RESOLUTIONS

MOTION: Mr. David Daniel moved to accept the proposed Connection Fee, Customer Facilities Fee and Tapping Fee Resolution as submitted by our solicitor. Seconded by Mr. Edwin Reardon. Motion carried unanimously. (MOTION 23-08-35)

MOTION: Mr. Edwin Reardon moved to accept the use of the payroll company, PayUSA, by the UPTSA. Seconded by Mr. David Daniel. Motion carried with one abstention (Mr. David Daniel). (MOTION 23-08-36)

MOTION: Mr. David Daniel moved to adjourn the meeting of August 9, 2023. Seconded by Mr. Edwin Reardon. Motion carried unanimously. (MOTION 23-08-37)

The meeting ended at 8:16 p.m.

The next meeting will be on September 13, 2023.

Respectfully submitted,

Mrs. Stella B. Thompson

UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY

AUGUST 9, 2023 MOTIONS

- 32. Approval of the minutes of the meeting of July 12, 2023 as presented.**
- 33. Approval of the check register of August 9, 2023 as presented.**
- 34. Amended motion to approve the check register of August 9, 2023 and Items #4, 5, and 6 on the separate sheet totaling \$383,301.93.**
- 35. Approval of the Connection Fee, Customer Facilities Fee, and Tapping Fee Resolution as submitted by our solicitor.**
- 36. Approval of the use of the payroll company, PayUSA, by the UPTSA.**
- 37. Adjournment of the meeting of August 9, 2023.**