

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY
SEPTEMBER 8, 2021**

The Upper Providence Township Sewer Authority meeting was held on Wednesday, September 8, 2021 in the Township building. It was called to order at 7:32 p.m. by Chairman, Michael Byrne.

Those present: Mr. Michael Byrne
Ms. Patricia Hall, Office Manager
Mr. James P. Kelly, P. E.
Mr. Gregory M. Mallon, Esq.
Mr. Kevin Matson, P. E.
Mr. Robert L. Pinto, Solicitor
Mr. Robert Powell

Those not present: Mr. David Daniel
Mr. Matthew B. Hayes
Mr. Silas Jimenez
Mr. Richard T. Spielman, Operations Manager

Others attending: Ms. Elizabeth Naughton-Beck, Wallingford
Mr. Vincent DelVacchio, N. Ridley Creek Road
Ms. Kathy Heupler, Palmers Mill Road

PUBLIC COMMENT

None.

MINUTES

The minutes of the meeting of August 11, 2021 were reviewed.

MOTION: Mr. Gregory M. Mallon moved to approve the minutes of the meeting of August 11, 2021 as presented. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 21-09-35)

INCOME AND EXPENSES

Ms. Hall noted that all of the expenses on the Voucher List are included in the budget. She made reference to the engagement letter from HRG regarding preparation of the 2022 budget at a price of \$7,000, which is less than was budgeted last year (\$7,700).

MOTION: Mr. Robert Powell moved to approve the Voucher List of September 8, 2021 as presented. Seconded by Mr. Gregory M. Mallon. Motion carried unanimously. (MOTION 21-09-36)

REPORTS OF OFFICERS

Mr. Byrne noted that there is nothing to report with regard to a contribution commitment from Township Council on the rebuild of the Bortondale pump station.

He has met with Middletown Township regarding Bortondale. They will not be contributing to the rebuild cost but will give us an easement in Middletown to build an intermediate pump station, at our expense, and will charge us for conveyancing, which we are not paying for now.

OPERATIONS MANAGER'S REPORT

Mr. Spielman submitted the following report prior to his vacation. Regarding the Ridley Creek/Crum Creek Sanitary Sewer Extension project, the following permits have been approved and pumps issued: Phase One (229 customers) 225 permits and 222 pumps; Phase Two (187 customers) 186 permits and 185 pumps; Phase Three (122 customers) 121 permits and pumps; Phase Four (85 customers) 82 permits and 81 pumps; Phase Five (153 customers) 151 permits and 147 pumps; Phase Six (175 customers) 173 permits and 168 pumps; Phase Seven (73 customers) 70 permits and 67 pumps; Phase Eight (134 customers) 131 permits and 130 pumps; Phase Nine (104 customers) 97 permits and 94 pumps. The amount of main installed is 159,471 feet (30.2 miles) and service pipe is 29,260 feet (5.5 miles). Percentage of residents connected is 95.2% and 47 pumps have not been issued. This total does not include 40 Toft Woods residents.

The following is a summary of grinder pump repair costs for 2021. This includes work performed in 2020 but billed in 2021.

<u>Calls</u>	<u>Total Cost</u>	<u>Agreement Savings</u>	<u>Billed to Customers in 2021/collected</u>
137	\$66,101	\$25,511	\$3,673/\$1,795

Cores from stock pumps used for replacement savings, \$22,400.

Thirteen letters are in the process of being sent to thirteen customers who were previously billed for pump damage a total of \$8,987 and who have failed to pay.

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

	<u>2020</u>	<u>2021</u> (1/1/-6/7)	<u>2021</u> (6/7-7/13))
Clear – no facilities	455	333	154
Field Marked	520	293	192
<u>Other</u>	<u>94</u>	<u>98</u>	<u>45</u>
Total	1069	724	391
Response Rate	100%	100%	96.9%

Mr. Spielman has obtained a revised price to purchase the two standby pumps at Bortondale. The new price gives some consideration to the rental fees paid to date. The new quote is \$57,295, which is \$12,395 less than the previous quote. Mr. Byrne feels that we should seriously consider buying the pumps.

MOTION: Mr. Robert Powell moved that we purchase the two standby pumps currently at the Bortondale pump station for \$57,295, subject to the engineer's approval. Seconded by Mr. Kevin Matson. Motion carried unanimously. (MOTION 21-09-37)

Ms. Hall noted that we will be receiving at least one more rental bill (for August and possibly September) sent from KBX.

REPORTS OF COMMITTEES

The Finance and Engineering Committees did not meet. Mr. Byrne called an Executive Session to discuss items which have recently come to the Authority's attention.

Following the session, Mr. Mallon (Personnel and Administration Committee) reported that Mr. Pinto will be stepping down from his position as Solicitor. Mr. Mallon introduced Ms. Elizabeth Naughton-Beck, an attorney and member of the bar of Delaware County and the Commonwealth, who has acted as solicitor for our Township Council for a number of years. Ms. Naughton-Beck gave information on her background and experience. Mr. Byrne asked if either she or her office had the ability to collect delinquent accounts. She does. He thanked her for coming and noted that, while we cannot give her a commitment tonight, we are very interested.

REPORTS OF CONSULTANTS

MR. JAMES P. KELLY, ENGINEER

Mr. Kelly is continuing to provide USIC with updated mapping data as available.

Attached to his monthly report was a September 8 letter to the Sewer Authority members regarding a Capital Improvement Audit. This was pursuant to the Authority's request for his firm to complete an inventory and provide a Capital Cost Improvement report. He is recommending that the Authority budget a specific amount for an audit and estimated life expectancy of the UPTSA pump stations and related equipment. He will include this data and make it part of our overall system mapping project.

The contract(s) bid opening for the Bortondale pump station was held today. Mr. Kelly attached the bid tab results to his report. There were three bids for the GC

portion and six bids for the electric work. The lowest bids were: GC work – Blooming Glen Contractors - \$864,542.00, and Electric – Charles A. Higgins & Sons, Inc. - \$92,395 (\$121,400.00). Township Council is encouraged to consider these bids and provide direction.

Mr. Kelly met with Middletown officials to determine if they are willing to contribute funds for rehabilitation of the pump station.

MR. ROBERT L. PINTO, SOLICITOR

No report.

MOTIONS AND RESOLUTIONS

Mr. Spielman will be leaving his position as Operations Manager in October and Mr. Byrne would like Mr. Kevin Matson to assume that job. Mr. Matson, as a current member of the board, has provided an outline of exactly what his duties and responsibilities would be to do the job. Mr. Byrne is highly recommending him for this position and is hoping that between now and October, he will get as much information as he can from Mr. Spielman so that the transition will be a smooth one. He will still be a member of the board until the October meeting.

MOTION: Mr. Robert Powell moved to hire Mr. Kevin Matson to replace Mr. Richard T. Spielman as Operations Manager at a salary to be determined. Seconded by Mr. Gregory Mallon. Motion carried with one abstention from Mr. Matson. (MOTION 21-09-38)

MOTION: Mr. Robert Powell moved to approve the hiring of HRG to assist with the preparation of the UPTSA 2022 budget at a cost of \$7,000, with the same requirements as last year. Seconded by Mr. Gregory Mallon. Motion carried unanimously. (MOTION 21-09-39)

Mr. Jimenez advised Ms. Hall that he was moving but she has not heard that he has submitted his resignation to Township Council.

MOTION: Mr. Robert Powell moved to adjourn the meeting of September 8, 2021. Seconded by Mr. Gregory Mallon. Motion carried unanimously. (MOTION 21-09-40)

The meeting ended at 8:42 p.m. The next meeting will be on October 13, 2021.

Respectfully submitted,
Mrs. Stella B. Thompson

UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY
MOTIONS FOR 2021
SEPTEMBER

- 35. Approval of the minutes of August 11, 2021 as presented.**
- 36. Approval of the Voucher List of September 8, 2021 as presented.**
- 37. Approval to purchase the two standby pumps currently at the Bortondale pump station for \$57,295, subject to the engineer's approval.**
- 38. Approval to hire Mr. Kevin Matson to replace Mr. Richard T. Spielman as Operations Manager at a salary to be determined.**
- 39. Approval to hire HRG to assist with the preparation of the UPTSA 2022 budget at a cost of \$7,000, with the same requirements as last year.**
- 40. Adjournment of the meeting of September 8, 2021.**