

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY  
OCTOBER 11, 2023**

The meeting of the Upper Providence Township Sewer Authority was held on Wednesday, October 11, 2023. It was called to order at 7:35 p.m. by Chairman, Matthew B. Hayes.

**Those present:** Mr. Ernest Angelos, Solicitor  
Mr. Matthew Burns, Project Engineer  
Mr. Vincent DelVacchio  
Mr. Matthew B. Hayes  
Mr. Kevin M. Matson, Operations Manager  
Mr. Brian O'Neill, Jr.  
Mr. Brad Pappal  
Mr. Edwin Reardon  
Ms. Kelly Verna, Office Manager

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

None.

**MINUTES**

**MOTION:** Mr. Vincent DelVacchio moved to approve the minutes of the meeting of September 13, 2023 as presented. Seconded by Mr. Edwin Reardon. Motion carried unanimously. (MOTION 23-10-42)

**INCOME AND EXPENSES**

The monthly expenses on the voucher list were reviewed. Ms. Verna noted that the list included vacation pay for Ms. Hall, interest on Wells Fargo Bank notes, and payment for post office billings.

**MOTION:** Mr. Brian O'Neill, Jr. moved to approve the voucher list of October 11, 2023 totaling \$198,888.03 as presented. Seconded by Mr. Vincent DelVacchio. Motion carried unanimously. (MOTION 23-10-43)

**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	168	\$74,135.39 Costs of pumps/cores - \$344,512.46 (115 cores)

There are 1,679 E-One grinder pumps in our system. Mr. DelVacchio had a question about an agreement with E-One with regard to pumps/cores and Site Specific servicing them. A discussion followed. Mr. Matson noted that our pump life cycle is about ten to fifteen years.

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	289
Field Marked	520	1125	1211	700
Other	<u>94</u>	<u>169</u>	<u>98</u>	<u>54</u>
Total for Year	1069	2207	2012	1043
Response Rate	100%	99.95%	100%	100%

Ticket Responses

New tickets transmitted	80
Renotify tickets transmitted	0
MRN announcements transmitted	0
Re-send tickets transmitted	0
Cancelled tickets	1
Pending delivery	0

Regarding the sanitary sewer backups at 26 Dora Drive and 20 Sycamore Court, the Sycamore Court complaint was sent to our insurance provider.

REPORTS OF COMMITTEES

The Engineering Committee met with regard to 20 Sycamore Court and a lengthy discussion followed. Mr. Hayes reported that agreements we have in place were reviewed. We have insurance which provides coverage for property damage and could potentially apply to sewer backups, and we have submitted a claim to our insurance carrier. The adjustor will take a look at it, and if there is a potential for liability, they would provide compensation in a certain amount. (They have agreed to pay up to 50% of the cost.) Mr. Angelos noted that there is always the potential for liability in this situation, but his opinion is that we are not liable. He stated that there needs to be some degree of knowledge of the actual defect in order to be held liable. The cause of the system failure (a faulty alarm

switch) was also discussed as well as our approach to the situation should another incident occur and whether we have sufficient coverage. Further action will be tabled until we hear from our insurance carrier.

The Finance Committee did not meet, but Ms. Verna will be sitting down with Mr. McIntosh tomorrow in preparation for the 2024 budget meeting.

### **REPORTS OF CONSULTANTS**

#### **MR. MATTHEW BURNS, ENGINEER**

The contractor at the Bortondale pump station will install the wet well next week. There is an expected road closure of two days. There was an unexpected delay due to a closure of Manchester Road.

Routine support and data collection continue with regard to PA One-call markouts.

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

#### **MR. ERNEST ANGELOS, SOLICITOR**

Mr. Angelos is waiting for a response from Mr. Sullivan of Middletown Township Sewer Authority as to setting up a time to meet.

### **MISCELLANEOUS**

Ms. Verna reported that the computer upgrade is complete.

MUNICIPAY will be up and running as soon as we get the test file from Freedom Systems. Ms. Verna wants to wait two weeks to make sure that everything is working smoothly and she will then put it on the website notifying residents that they can use credit cards to pay their sewer bills. The next billing is in January, 2024.

Ms. Verna will be moving into her new office next week.

Ms. Verna would like to receive some additional training for the whole Freedom Systems upgrade. They recommend this training so she can understand exactly how every section works and to ensure that things go smoothly. The cost is \$2400 for two days. Even though she might not need the whole two days, she would like to take the full training.

### **MOTIONS AND RESOLUTIONS**

**MOTION:** Mr. Edwin Reardon moved to approve the audited financial statements for the Upper Providence Township Sewer Authority for the year ended December 31, 2022 by Leitzell & Economidis, PC. Seconded by Mr. Vincent DelVacchio. Motion carried unanimously. (MOTION 23-10-44)

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**MOTION: Mr. Vincent DelVacchio moved to approve two days of additional training on the Freedom Systems computer system upgrade for Ms. Kelly Verna in an amount up to \$2400. Seconded by Mr. Brian O'Neill, Jr. Motion carried unanimously. (MOTION 23-10-45)**

**Mr. Hayes adjourned the meeting of October 11, 2023.**

**The meeting ended at 8:47p.m.**

**The next meeting will be on November 8, 2023.**

**Respectfully submitted,**

**Mrs. Stella B. Thompson**

**UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY**

**OCTOBER 11, 2023 MOTIONS**

- 42. Approval of the minutes of the meeting of September 13, 2023 as presented.**
- 43. Approval of the voucher list of October 11, 2023 totaling \$198,888.03 as presented.**
- 44. Approval of the audited financial statements for the Upper Providence Township Sewer Authority for the year ended December 31, 2022 by Leitzell & Economidis, PC.**
- 45. Approval of two additional days of training on the Freedom Systems computer system upgrade for Ms. Kelly Verna in an amount up to \$2400.**