

UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY

OCTOBER 12, 2022

The meeting of the Upper Providence Township Sewer Authority was held on Wednesday, October 12, 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. Gregory M. Mallon, Esq.
Mr. Kevin M. Matson, Operations Manager
Ms. M. Elizabeth Naughton-Beck, Solicitor
Mr. Brad Pappal
Mr. Robert Powell
Mr. Edwin Reardon**

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None.

MINUTES

The minutes of the meeting of September 14, 2022 were reviewed.

MOTION: Mr. David Daniel moved to approve the minutes of the meeting of September 14, 2022 as presented. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-10-58)

INCOME AND EXPENSES

MOTION: Mr. Vincent DelVacchio moved to approve the voucher list of October 12, 2022 as presented. Seconded by Mr. Robert Powell. Motion carried unanimously. (MOTION 22-10-59)

Mr. DelVacchio referred to Item #18, (Site Specific Design, Inc.) and the list of costs, serial numbers, and resident addresses where grinder pumps were repaired and/or replaced. Ms. Hall explained that every replacement involved a new township pump.

REPORTS OF OFFICERS

Mr. Hayes mentioned the federal funds which Upper Providence Township received last year as a result of the pandemic and the additional funds received several weeks ago. He did not know what the money was used for, but he had been hoping the Sewer Authority would receive a part of these funds to offset some of our costs.

Mr. DeVacchio, of the Finance Committee, asked how we could reduce our “Accounts Receivables” and what our best approach would be moving forward. A discussion followed about liens and water shut-offs, how many of those who owe money are commercial and how many are residential, and the collectability and probability of receiving the money owed. Several members agreed we should look at the list of homeowners on a case-by-case basis, taking the economic conditions of the residents into consideration. Mr. Matson felt a pie chart would be helpful.

OPERATIONS MANAGER’S REPORT

The following is a summary of grinder pump repair costs for 2020 to 2022.

	<u>Calls</u>	<u>Total Cost</u>	
2020	213	\$104,336.00	
2021	199	\$100,041.71	
2022	126	\$95,606.21	Costs of pumps/cores - \$145,178

There are 1,664 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>
Clear-no facilities	455	913	513
Field Marked	520	1125	639
Other	<u>94</u>	<u>169</u>	<u>65</u>
Total for year	1069	2207	1217
Response rate	100%	99.95%	100%

Verizon discontinued service to our pump stations with traditional copper telephone wire, and transition to the Fiber Optic system is in progress. Since last month, Braves Trail, Rose Tree, and the Cedar Hill Pump Station have been upgraded to the Fiber Optic Systems. Mr. Matson was very happy with Verizon and the work they have done.

Mr. Matson reported that he had gone to the Bortondale station to check whether anything illegal was happening there. He had never physically gone inside the station before, but when he did, he found its design very unusual and bizarre.

REPORTS OF COMMITTEES

None of the committees met. The Finance Committee will have its budget meeting in November, and the budget will be ready in December. There was a discussion on sewer rate increases, the average increase, according to Mr. Hayes, being 2.4% per year. Mr.

Powell suggested doing a study involving the sewer rates charged by other townships. Mr. Matson has someone who can help him with this.

REPORTS OF CONSULTANTS

MR. JAMES P. KELLY, ENGINEER

Work continues to move forward on the Bortondale pump station with coordination of contractors and projected dates. Mr. Kelly has received word that the “pump station” is scheduled for a March delivery.

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

Mr. Kelly has also started to update low-pressure connections on the sketch plans provided, with an effort to minimize any property conflicts.

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

MS. M. ELIZABETH NAUGHTON-BECK, SOLICITOR

Ms. Naughton-Beck reported that she has had no word yet from the Middletown Township Sewer Authority on the clarification of easement discrepancies with the Bortondale pump station.

She listed Resolution No 96-12-02 to increase Attorney fees assessed for filing and lifting of sewer liens, which were last set in 1996. This would increase the schedule ranging from \$25-\$50 per lien to a flat fee of \$175 per lien.

MOTIONS AND RESOLUTIONS

MOTION: Mr. Robert Powell moved to approve Resolution No. 2022-10-01, Attorney Fee Resolution, increasing attorney fees to a flat fee of \$175 per lien. Seconded by Mr. David Daniel. Motion passed unanimously. (MOTION 22-10-60)

MOTION: Mr. Robert Powell moved to approve the quote received from Freedom Systems in the amount of \$2,990.00 to upgrade the SQL Database to CityShareV9.2 and to include Municipay CS Credit Card Processing bank Set-up. Seconded by Mr. David Daniel. Motion passed unanimously. (MOTION 22-10-61)

It was suggested that we let our customers know that they now have the option to pay by credit card. Ms. Hall noted that she could possibly include that information on the sewer bills and/or on our website.

MOTION: Mr. Vincent DelVacchio moved to approve the Audited Financial Statements for the Year Ended December 31, 2021 submitted by Leitzell & Economodis,

PC. Seconded by Mr. David Daniel. Motion carried unanimously. (MOTION 22-10-62)

MISCELLANEOUS

Mr. Hayes mentioned that “accounts receivable” is not listed in our financials or our budget. He asked Ms. Hall to ask Leitzell & Economidis about this.

Mr. Hayes adjourned the meeting, which ended at 8:28 p.m.

The next meeting will be on November 9, 2022.

Respectfully submitted,

Mrs. Stella B. Thompson

UPPER PROVIDENCE TOWNSHIP SEWER AUTHORITY

OCTOBER 10, 2022 MOTIONS

- 58. Approval of the minutes of the meeting of September 14, 2022 as presented.**
- 59. Approval of the voucher list of October 12, 2022 as presented.**
- 60. Approval of Resolution No. 2022-10-01, Attorney Fee Resolution, increasing attorney fees to a flat fee of \$175 per lien.**
- 61. Approval of the quote from Freedom Systems in the amount of \$2,990 to upgrade the SQL database to CityShareV9.2 and to include Municipay CS Credit Card Processing bank Set-up.**
- 62. Approval of the Audited Financial Statements for The Year Ended December 31, 2021 submitted by Leitzell & Economidis, PC.**