

LOWER POTTS GROVE TOWNSHIP AUTHORITY MARCH 9, 2020

The Lower Pottsgrove Township Authority held their regular monthly meeting on Monday, March 9, 2020. The meeting was called to order at 6:30 p.m. The following attended:

Cody Robbins-Vice Chairman
Mark Loshnowsky-Secretary
Sean Pence

Edward Wagner, Manager
Chad Camburn, Engineer
Stephen Kalis, Solicitor

Jim Toth – Absent
Jim Vlahos-Absent
Kathy Kurtas-Absent

APPROVAL OF AUTHORITY MINUTES: Mr. Loshnowsky made a motion to approve the February 10, 2020 meeting minutes and Mr. Pence seconded the motion, and all unanimously approved by a 3-0 vote.

COMMENTS FROM VISITORS: None

OLD BUSINESS:

Review Bid Results for Woodland Drive Sewer Main—Mr. Wagner reported that he had sent the bid results to the Authority February 27, 2020. He said the low bidder was A. J. Jurich, Inc. from Aston, PA with a total bid of \$315,644.00 which is in line with our budget. The next step is to schedule a pre-construction meeting as well as have our solicitor's office review the documents.

Mr. Loshnowsky made the motion to approve the bid documents subject to the review and approval of our solicitor, and Mr. Pence seconded the motion, and all unanimously approved by a 3-0 vote.

Discussion Pottstown Borough Authority Meeting—Mr. Wagner reviewed the updated Borough expenses just received from the month of February which he will be clarifying with the PBA at this Thursday's meeting. He also reviewed the North End flow meter data with the Authority explaining the overflow spikes indicating I & I in borough's system. He will be bringing this up as well at the meeting that we are hosting on March 12th and report back to the Authority at the next meeting.

Developers Discussion & Update--CAP/CMP Report # 27 and Engineering Report:
Mr. Camburn read his CAP/CMP and Engineering Report for the month of January 2020 updating the Authority Board on the sewer projects in the Township. He highlighted the following:

CAP / CMP

- Worked on the July-December 2019 Semi-annual CAP Report and 2020 CAP update.
- Prepared monthly CAP/CMP report.

- In January 9 sewer inspections were completed and in February there were 13 all passed
- Payment #40 to SSS for \$6,480.00 has been submitted and approved for payment
- Currently there are 98 EDU's to allocate
- Chapter 94 Report was completed and submitted to the PBA and PaDEP
- **PA Small Water & Sewer 2019-** The grant application for improvements in the Shire Drive area was submitted in December 2019. The application is for \$368,175 in grant funds and includes replacing 1,835 LF of sewer main, 90 LF of laterals and 8 manholes in open space. The Authority's matching funds would be approximately \$65,000. We anticipate awards will be selected at the CFA's March 26 or May 14, 2020 meeting.
- **2020 CDBG-**Authority staff has identified the replacement of 450 LF of sewer mains in the Sunnyside Avenue for a grant application. The estimated project cost is \$232,000 with a grant request of \$200,000. Applications are due on April 10 for funding in 2021.

Capital Projects

- **North Valley Road Sewer Replacement-PA Small Water & Sewer**
The project includes replacing approximately 1,357 LF of sewer main, 600 LF of laterals and 7 manholes in N. Valley Road. This project will be partially funded with \$420,000 PA Small Water & Sewer grant. The grant will expire at the end of June 2021.
- **Woodland Drive Sewer Replacement**
Discussed under Old Business

Developments

- **Spring Valley Farms (Phase 1)-Ongoing**
- **Spring Valley Farms (Phase 2)-Ongoing**
- **Spring Valley Farms (Phase 3)-Sanitary sewer, and stormwater work is complete.**
- **Sanatoga Green-** Plan and sewer reviews of all three Phases were issued in January & February. Comments on the Phase 1 site and sewer escrow estimates were issued on February 25, and Phase 2 & 3 escrow estimates are under review. The revised Sewage Facilities Planning Module application was resubmitted to PADEP and the end of February.
- On February 21, 2020 Sanatoga Greene issued a request for proposals for the Sanatoga Lake Pump Station. The RFP states that bids are due on March 13, and the project's completion date is October 5, 2020. We received a copy of the documents by the Tornetta LFT property consulting engineer.

Proposed Connections

- **729 Rupert Road-** the owner is proposing to connect to the existing sewer main in Duckworth Drive via low pressure force main. The design plans and easement documents have been approved.
- **Rita's Water Ice-** The owner is proposing to connect to the public sewer system located within an easement in the Pottsgrove School District property by installing a grinder pump and a low-pressure force main along School Lane. We received a Sewage Facilities Planning Module application package on March 2, 2020 and it is currently under review.

- **351 Kennedy Court & 1630 Orlando Road**—The owners are proposing to connect to the existing sewer main on Continental Drive through the lands owned by the Southview Development. The PADEP is requiring either separate force mains servicing the individual properties, or an Operation and Maintenance Agreement between the property owner and the LPTA. A draft agreement has been completed and was forwarded to the PaDEP for comment.
- **1751 Karen Drive**—An application for the construction of a new dwelling was received on March 3, 2020 and is currently under review. One EDU will need to be allocated to the site. A Sewage Facilities Planning Module is not required by the PADEP since the project is not considered a subdivision.

NEW BUSINESS:

Resolution 2020-124 Sunnyside Avenue CDBG Grant Application---Mr. Wagner explained to the Authority that this grant is needed to replace sanitary sewer within Sunnyside Avenue between Kepler Road and Country Drive. Mr. Pence made a motion to have the application signed and submitted by the end of the month and Mr. Loshnowsky seconded the motion and all unanimously approved by a 3-0 vote.

Motion to issue one (1) EDU to 1751 Karen Drive---Mr. Pence made a motion to issue (1) EDU to Sheldon Wedemeyer, 1751 Karen Drive and Mr. Loshnowsky seconded the motion, and all unanimously approved by a 3-0 vote.

Motion to purchase the Dallas Data Software Program for \$17,088---Mr. Wagner reviewed with the Authority Board his reasons for wanting to purchase Dallas Data Software. He explained that we currently work off a system called Flexi-Bill that was purchased back in the early 2000's for approximately \$10,000.00. We have had some issues with the first billing this year and decided to investigate other software companies. The main reason he went with Dallas Data was that he thought it was the most cost efficient and being a local software business located on 1035 E. High Street in Pottstown to support and train staff would be easily accessible. He also stated that Dallas Data would also mail the bills to the residents for a cost of .74 cents each. We would like this to be implemented by the third quarter billing to go out in October 2020. Mr. Pence questioned the savings such as annual fees, printing fees to see how much it saves us. Mr. Wagner reassured Mr. Pence that he checked the fees and that there will still be a savings because the folding machine no longer has a maintenance plan and if we had to purchase a new machine it would cost around \$9,000.00 plus \$1,000.00 for maintenance contract each year. Mr. Wagner stated that Mr. Robbins previously had some financial concerns, but they have been resolved by Mr. Wagner working with the Dallas Data. Mr. Robbins said that his biggest concern was since we are making this more efficient for our office staff that he did not want this to impact any of the office staff current positions and that they remain intact. He said Mr. Wagner assured him that nothing will happen to the current staff here. He expressed his thanks to Mr. Wagner for all the work he did with Dallas Data to come to the final cost of \$17,088.00.

Mr. Pence made the motion to purchase the Dallas Data software program in the amount \$ 17,088.00 and Mr. Loshnowsky seconded the motion, and all unanimously approved by 3-0 vote.

March 9, 2020
FINANCIAL REPORT

I. TREASURERS REPORT:

Mr. Pence read the Treasurer's Report dated March 9, 2020

SEWER REVENUE ACCOUNT	\$3,902,963.34
CAPITAL IMPROVEMENT RESERVE	\$ 569,440.70

A motion was made by Mr. Loshnowsky to approve the March 9, 2020 Treasurer's Report and Mr. Robbins seconded the motion and all unanimously approved by 3-0 vote.

II. BILLS FOR PAYMENT

Mr. Kalis read the Bills for Payment as presented:

CAPITAL BILLS

SEWER CAPITAL RESERVE PLGIT

BURSICH ASSOCIATES-I&I CONTRACT	\$ 2,368.00
BURSICH ASSOCIATES-MISC	\$ 129.00
BURSICH ASSOCIATES-2397 VILLA DR	\$ 1,934.00
BURSICH ASSOCIATES-N Valley Rd	\$ 318.50
BURSICH ASSOCIATES-Woodland Dr	\$ 5,702.50
FOX ROTHSCHILD	\$
JWC ENV-PORTER RD GRINDER	\$ 560.52
SEWER SPECIALTY SERVICES-PAYMENT 40	\$ 6,480.00
TECHNICAL DEVICES-INS SOFTWARE&FIRMWARE	\$ 4,100.00

OPERATING ACCT PAYMENTS

BURSICH ASSOCIATES	\$ 2,464.00
FOX ROTHSCHILD, LLP	\$

Mr. Kalis said that since the Fox Rothschild bills did not arrive in time for the Sewer Authority Meeting, he asked the Board to consider approving the bills as well subject to Mr. Wagner's review and approval. Mr. Pence agreed.

Mr. Pence asked what the insurance software was for and Mr. Wagner explained it was for the annual maintenance fee for the TDI meters that were installed at 422, Industrial Highway, Porter Road, Home Depot and Sanatoga Road.

Mr. Pence made a motion to approve the bills dated March 9, 2020 for payment and Mr. Loshnowsky seconded the motion and all unanimously approved by a 3-0 vote.

Mr. Loshnowsky motioned to adjourn. The public meeting adjourned at 6:58 pm. The next meeting is scheduled for April 13, 2020 at 6:30 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'E. Wagner', written over the printed name.

Edward C. Wagner
Authority Manager