

**LOWER PERKIOMEN VALLEY REGIONAL SEWER AUTHORITY
MINUTES OF JULY 17, 2014 MEETING**

A Regular Meeting of the Lower Perkiomen Valley Regional Sewer Authority was held on July 17, 2014, commencing at 5:00 PM at the Administration Building, Oaks, PA, with the following members present:

Terrie Stagliano	Paul Smith	Fred Walker
Richard Kratz	Robert Fieo	

Also present: Barbara Cepko William Dingman Robert Brant
 William Roshong Cecile Daniel

I. CALL TO ORDER Ms. Stagliano called the meeting to order at 5:00 PM and announced that executive sessions to discuss personnel matters were held on June 12 and July 1, 2014.

II. MINUTES

Upon a motion by Mr. Fieo, seconded by Mr. Smith, the minutes of the Regular Meeting held June 12, 2014 were approved as presented.

III. REFINANCE OF PENNVEST NOTE

Lucien Calhoun and Jeff Calhoun of Calhoun Baker, presented Resolution 2014-02 to authorize the refunding of the 2006 Pennvest note with a Delaware Valley Regional Finance Authority (DelVal) note. The interest rate for a 5-year call option is currently 2.49% with a gross savings of approximately \$1,273,000, with a \$1,400,000 savings under a 10-year call option with an interest rate of 2.4%. The closing date will be August 1, 2014.

Upon a motion by Mr. Walker, seconded by Mr. Fieo and unanimously adopted, it was:
RESOLVED: That Resolution No. 2014-02 for approving the DelVal note with a 10-year call option.

(Text Attached)

IV. EXECUTIVE SESSION

5:13 PM An executive session was held to discuss a personnel matter.
5:26 PM Regular Session

Mr. Brant stated that Ms. Cepko will retire at the end of the year.

Upon a motion by Mr. Smith, seconded by Mr. Fieo and unanimously adopted, it was:
RESOLVED: That written notice be given to terminate the employment contract of Barbara Cepko at the end of 2014.

IV. PUBLIC COMMENTS:

Mrs. Cathy Beyer, Arcola Road, commented on the location of the middle interceptor.

V. REPORTS OF PROFESSIONAL STAFF

Written reports were submitted as following:

1) **Manager** – Barbara Cepko reported that Michael Nolen asked that the legal fees be waived for Madison at Providence as they related to a policy questions with respect to the conversion of EDUs. The fees will not be waived.

The Board discussed a Right To Know request by Melissa Treacy of the Alternative Press that included a list of questions. LPVRS is not required to create a record that does not exist. Ms. Treacy may review the Act 537 Plan to determine the copies that she needs.

2) **Treasurer** - Fred Walker

3) **Authority Engineer** – William Dingman reported that he and Ms. Cepko reviewed the draft agreement from Skippack Township with respect to the Graterford prison flows and made comments to Wendy McKenna. Skippack will talk to DEP about a number to include for Infow/Infiltration.

The tank coating project is in progress. There is the potential for a change order for joint repairs but the cost is not known at this time.

CHRS completed the archaeological work on the remaining test pits and did not find any artifacts of significance. A report should be received within the next few weeks.

4) **Plant Operations** – William Roshong reported that all utility water lines are being replaced with copper pipes. The insurance adjustor will determine the covered costs from the broken line.

5) **Solicitor** – Robert Brant

V. RESOLUTIONS AND DISCUSSIONS:

Upon a motion by Mr. Fieo, seconded by Mr. Smith and unanimously adopted, it was:

RESOLVED: That Capacity Rights Agreements for 8 EDUs are hereby approved.

(List Attached)

Upon a motion by Mr. Walker, seconded by Mr. Fieo, and unanimously adopted, it was:

RESOLVED: That the Financial Statements as presented for May 31, 2014 are hereby approved.

Upon a motion by Mr. Fieo, seconded by Mr. Smith and unanimously adopted, it was:

RESOLVED: That the contract to supply polymer for the 2-year period from August 1, 2014 to July 31, 2016 is hereby awarded to Atlantic Coast Polymers for the
bid price of \$1.40 per gallon. (\$64,960 for 2 years)

Upon a motion by Mr. Walker, seconded by Mr. Smith and unanimously adopted, it was:

RESOLVED: The Treasurer's Bond in the amount of \$50,000 for a premium of \$63/year will be purchased from Arch Insurance.

Upon a motion by Mr. Smith, seconded by Mr. Kratz and unanimously adopted, it was:

RESOLVED: That the quote from Bath Fitters in the amount of \$4,997 for the rehab of the men's locker room showers is hereby accepted.

Upon a motion by Mr. Kratz, seconded by Mr. Fieo and unanimously adopted, it was:

RESOLVED: That the Manager is authorized to pay all bills between now and the September board meeting.

The Board discussed educational reimbursement to employees for job related courses as described in the employee handbook. The Board approves the maximum educational reimbursement to any employee in any calendar year. Royce Brenner and Jennifer Sautter are taking college courses. Royce is pursuing a Life Science Degree. There is \$2,000 in the budget for training. Future budgets will include educational reimbursement. There is currently no requirement to reimburse LPVRSAs should an employee leave to work elsewhere. The Board will look into changing the policy in the future.

Upon a motion by Mr. Fieo, seconded by Mr. Smith and unanimously adopted it was:

RESOLVED: That education reimbursement for employees will be paid to Royce Brenner and Jennifer Sautter in accordance with the LPVRSAs policy outlined in the employee handbook.

The Board discussed a letter from Perkiomen Township indicating a compromise with respect to the suspension of the area/velocity meters in Meter Pits #7 and #10 that serve that township. Perkiomen will agree to the suspension of the operation of the meters during dry weather periods with the meters in operation and read during wet weather months. Perkiomen Township will specify the months in which the meters will be in operation.

Upon a motion by Mr. Walker, seconded by Mr. Smith and unanimously adopted, it was:

RESOLVED: That the bills listed on Treasurer's Report 07-2014 are hereby approved for payment.

Upon a motion by Mr. Fieo, seconded by Mr. Smith and unanimously adopted, it was:

RESOLVED: That the Board hereby accepts a proposal from Lafayette College Meyner Center for the consultation on employee job functions, skill levels and responsibilities at a rate of \$75.00 per hour, not to exceed \$3,000.

Upon a motion by Mr. Fieo, seconded by Mr. Smith and unanimously adopted, it was:

RESOLVED: That the Board hereby accepts a proposal from Lafayette College Meyner Center for the recruitment of a new LPVRSAs manager at a rate of \$75.00 per hour, not to exceed \$6,000.

The meeting was adjourned at 5:57 PM.

Respectfully submitted,

Richard Kratz, Secretary

MANAGER'S REPORT

July, 17 2014

Barbara Ann Cepko, Manager

ACTION ITEMS:

- a) Capacity Rights Agreements – 5 EDUs (motion to approve)
- b) Finance Reports, May 31, 2014 (motion to approve)
- c) Award of Polymer Contract to Atlantic Coast Polymers, \$1.40/gal

OTHER BUSINESS:

Shannondell – Brad Macy has reported that all buildings at Shannondell have been individually metered for several years. All of the readings are being compiled for submission to LPVRSAs.

Class A Biosolids – A meeting is set for July 25, 2014 with Diane Garvey of Garvey Resources.

Tim Krise Property, Rahns Road – We are still waiting for the release form to return base capacity allocation and a new capacity rights agreement from Mr. Krise. Perkiomen Township will approve the documents first.

Area/Velocity Meter Suspension – No response from Trappe Borough yet.

Skippack Township, Act 537 Plan – Skippack has drafted a sanitary sewer agreement with respect to the initial Graterford prison flows.

Michael Nolen – received an invoice for legal fees for the time spent by the solicitor in reviewing his request to transfer EDUs bought at 275 gpd to a higher number based on 200 gallons per day. Mr. Nolen feels he should not be charged for a question about LPVRSAs policy and is asking that the invoice be voided. He has already paid transfer fees of \$3,100 for the transfer of 31 EDUs.

Treasurer's Bond – We recently were advised by Specht Insurance that the treasurer is not covered under the crime's policy. Arch Insurance can issue a scheduled position bond in which the treasurer is named. A \$50,000 limit with a \$500 deductible is \$63/year.

Melissa Treacy, Alternative Press – We received a right-to-know request that includes questions for an article that Ms. Treacy is writing on the middle interceptor project. I mailed an interim response on June 30, 2014 with the final response due on July 30, 2014.

Graterford Prison Sewage Quality Review – none requested yet.

**LPVRS
CAPACITY RIGHTS AGREEMENTS
FOR REVIEW/APPROVAL
July 17, 2014**

<u>Municipality</u>	<u># of EDU's</u>	<u>Total Amount Paid</u>
<u>Upper Providence Township</u>		
Oaks Properties, Inc. Black Road & Egypt Roads Parcel #61-00-01261-00-1 Application #2014-UP-007	5	\$24,000.00
ABH Builders, Inc. 412 Montgomery Avenue Parcel #61-00-34787-00-4 Application #2014-UP-008	1	\$4,800.00
<u>Lower Providence Township</u>		
Cindy Bird Sikora 45 W. Mt. Kirk Avenue Parcel #43-00-08981-00-3 Application #2014-LP-003	1	\$4,800.00
<u>Skipack Township</u>		
David Conicelli 473 Evansburg Road Parcel #51-00-01561-00-8 Application #2014-SK-003	1	\$4,800.00
<hr/> TOTAL	<hr/> 8	<hr/> \$38,400.00

**LPVRS A Engineer's Report
July 2014 Meeting
(June 4, 2014 to July 9, 2014)**

I. AUTHORITY BUSINESS

A. Middle Interceptor

1. Act 537 - DEP issued a Nov. 17, 2011 letter to member municipalities requiring revised Act 537 planning. LPVRS A provided direction on selected alternative. PAFBC and PHMC (Partial) required additional studies have been completed and comments have been received from the agencies. Required PHMC study (2nd part) field work complete, report in process by CHRS. Public comments and municipal planning commission comments will be solicited on report. After receipt of comments final report will be prepared for municipal action.
2. Upper Middle Interceptor Permits - NPDES issued 9/9/13. Joint permit and DEP Part 2 Water Quality permit application submission made to agencies. PHMC September 26, 2013 letter requested additional information. CHRS completed the additional work and report submitted to agencies. Bursich completed final design G&A authorized to review interconnections. PADOT and Township roadway access permits in process. ACOE 12/3/13 email comments requested updated waters/wetland delineation report, revised wetland survey delineation completed ACOE comment response in process.
3. Upper Middle Interceptor Easements - Easements to be obtained include County (Meeting held & info provided), Pfizer (Meeting held & info in process), and Gorski and Stiefel access/construction easements.

B. Miscellaneous

1. JP Smith Contractors, Inc disinfection tank coatings construction in progress.
2. Prison sewer service – Reviewed draft agreement.
3. NPDES permit renewal submitted, DEP review schedule is late 2014.
4. Bi-monthly representative flow report in progress.
5. Final headworks study report submitted to EPA.
6. Sludge day tank investigation structural investigation in process.
7. Class A sludge investigation coordination in process.
8. Comprehensive PCI archaeological report submitted to PHMC.
9. Polymer bids under review.

TO: LPVRS Board Members
FROM: William Roshong, Plant Superintendent
Date: July 8, 2014
RE: Monthly Operations Report for June 2014

I. The Oaks Plant had no violations during the month of June 2014.

II. Activities and Improvements

PADEP conducted the plants annual inspection on 5/15/2014, as of yet we have not received the final report, all indications were there were no inspection violations noted, report will be forwarded to all concerned when received. As of 7/8/2014 report has not been received.

III. Industrial Pretreatment Issues

Industrial sampling of IPP customers for 2014 is in progress

IV. Monthly and YTD Plant Flow Information
(Plant Effluent)

June 2014 Average Monthly Flow	7.77	MGD
June 2014 Minimum Daily Flow	5.87	MGD
June 2014 Maximum Daily Flow	18.95	MGD
Average Daily Flow YTD 2014	10.21	MGD