

WALLACE TOWNSHIP MUNICIPAL AUTHORITY
JULY 12, 2011

The Wallace Township Municipal Authority meeting of Tuesday, July 12, 2011, was called to order at 7:00 PM in the Municipal Building by the Chairman.

Members present: Barbara D'Angelo, Chairman
 Tom McClung
 Roger Ireby

Also in attendance: Steve Riley, Entech Engineering
 Matthew Boggs, Entech Engineering

PUBLIC COMMENT

None.

MINUTES

Mr. Riley suggested the minutes of the June meeting be amended to clarify that the adoption of Resolution No. 11-3, which delineates the limits of responsibility for the grinder pumps and laterals between the Authority and the individual property owners, pertains to the Indiantown Road project only. On a motion by Mr. McClung, second by Mr. Ireby, the meeting minutes of June 12, 2011, were unanimously approved as amended.

CORRESPONDENCE

1. Clean Water, Inc., dated 7/10/11, re: Operator's monthly report for Glen Moore.
2. Clean Water, Inc., dated 7/10/11, re: Operator's monthly report for Highspire.
3. J. Keath Fetter, Esq., dated 7/05/11, re: Solicitor's monthly report.
4. Entech Engineering, Inc., dated 7/08/11, re: Engineer's monthly report.

TREASURER'S REPORT

The following bills were presented for consideration:

- a. Verizon - **\$170.02** for phone @ operations bldgs. (Glen Moore & Highspire)
- b. Clean Water, Inc. - **\$2,335.00** for operator services @ Glen Moore & Highspire (June)
- c. Jan Bednarchik - **\$1,023.00** for secretarial services (June)
- d. PECO - **\$1,936.76** for electric @ main pump station & Devereux (\$1,142.12) and Highspire WWTP and pump station (\$794.64)
- e. Analytical Laboratory - **\$1,646.15** for lab testing (Glen Moore & Highspire)
- f. Entech Engineering - **\$4,238.20** for engineering services (5/28 – 6/24/11)
- g. Swartz Campbell - **\$1,205.00** for legal services (June)
- h. Ink's Disposal Service - **\$945.00** for cleaning main, Devereux & B. Hill pump stations; pump EQ & clarifier tank & haul sludge @ Highspire
- i. G. Bauer Pest Control - **\$93.50** for mosquito treatment @ lagoons

- j. Dyna Tech - **\$934.19** for annual generator maintenance service agreement and service call at Brandywine Hills pump station
- k. W.G. Malden - **\$55.70** for charts for meters
- l. Larry Hepner - **\$342.00** for crop management plan & soil sampling @ spray fields
- m. Postmaster - **\$42.00** for annual post office box rent

TOTAL: \$14,966.52

Mr. Irely moved to approve invoices “a” through “m” above for the month of July, as presented. Mr. McClung seconded the motion, and it was unanimously approved.

OPERATOR’S REPORT

Brian Norris attended the meeting to give the Operator’s Report for June as follows:

Glen Moore WWTP

There were no violations of permit conditions in June.

There were three emergency visits in June: 670 Fairview Road (tripped breaker), 141 Indiantown Road (stuck float), and 21 Marty Close Road (pump tripped). PreDOC refurbished the grinder station at 670 Fairview Road. The Operator reported the grinder pump at 159 Indiantown Road has not clogged since it was switched out.

G. Bauer Pest Control treated the lagoons for mosquitoes and is expected to apply an algaecide to the lagoons later this month.

The Operator is still awaiting an estimate from a fence contractor to repair/replace the wooden fence at the control building.

A quote was obtained from Exeter Supply for material to repair the leak at the Devereux valve vault. The repair involves removal of the fence, excavation around the valve vault, pressure washing the exterior walls, and then application of a shrink wrap type product with a heat gun. The cost of the material is approximately \$700. Mull’s Electric submitted an estimate for the excavation work at \$1,500 to \$2,000. J. Lewis Excavating will also be contacted to submit an estimate. In the meantime, Mr. Riley will contact Exeter Supply for additional information about supplying technical support and the specialty tools for the application as well as a warranty on the material. Mr. Riley mentioned that Entech has had very good success with this product in many other applications.

Heritage Building Group received notification that the phone line at the Brandywine Hill pump station was not operational. In response, Heritage advised the phone bills have been paid, and Verizon determined the line is functional. However, the Operator retested the phone line this evening using the Verizon phone jack on the exterior of the building and confirmed there is no dial tone.

The farmer is preparing to do the first initial cut and harvest of the spray fields. Larry Hepner, Soils Scientist, completed the annual Crop Management Report.

Installation of the rip-rap around the lagoons will be coordinated with J. Lewis Excavating later in the year when the lagoon levels have been lowered for winter storage.

The Operator will undertake a survey of the grinder pumps with a goal for completion by October. He will take a photograph and note the condition of each grinder station directly on a spreadsheet to create a permanent record and then rank them in order of greatest priority for refurbishing. The survey will be useful in the asset management planning effort and will provide documentation of upgrades made to the grinder stations in preparation for being turned over to the homeowners.

Highspire WWTP

Mull's Electric was able to correct the error code on the Lakeside screen. Flows have risen some due to the increase in occupancy.

Ink's Disposal cleaned the equalization and clarifier tank and removed sludge. Weed killer was applied around the control building. The gutters still need to be cleaned.

SOLICITOR'S REPORT

Formal written notice was given to Heritage-Brandywine Hill LP on 6/29/11 that it was in default of its obligation to properly operate and maintain the facility for having a non-operational telephone line at the pump station. Heritage's counsel advised that the electric and telephone bills had been paid and requested that she be contacted if the auto dialer is not operational.

The Authority approved Heritage's request to reduce the Highspire Estates Operating Reserve Letter of Credit to \$23,575.50 at the June meeting. The Authority Secretary advised Heritage's counsel of that approval by letter dated 6/23/11.

ENGINEER'S REPORT

Dankanich – Revised plans addressing the few remaining comments were received from Joe Boldaz and were found to be satisfactory. Entech has had several discussions with Jack Burt, the anticipated contractor for the project, regarding some of the construction requirements. One in particular is the in-line clean-out requirements. Apparently, the particular 18" clean-out manhole called for in the spec is no longer available, so a 24" manhole will be substituted. In consultation with the Operator, the number of manholes will be reduced to three. Mr. Burt also advised that the fifth resident has yet to formally agree to the project and that is the current delay in starting construction. He is hopeful this issue will be resolved in the next couple of weeks. A utility location request has been made through the PA One Call system, and Mr. Burt is lining up his contractor for the directional drilling. Mr. Riley will follow up with him about obtaining a road occupancy permit from the Township.

Asset Management Plan – As requested at the last meeting, Mr. Riley reviewed his notes and files to develop a list of the various meetings held with Phil Tiewater during the project. The list was provided to the Authority Secretary for comparison. David Busch of Keystone Alliance was contacted about the possibility of him completing the project. Mr. Busch is in the process of preparing a proposal.

Devereux Valve Vault – Mr. Riley contacted Mark Miller of Exeter Supply concerning the leaking valve vault at the Devereux Pump Station. Mark handles the manhole repair line of products at Exeter Supply. He met with the Operator on 6/28/11 and concluded that an exterior repair would be required due to the severity of the leak. Mark provided a proposal for the materials necessary to complete the repair, and Brian had an excavating contractor in mind to dig around the manhole and make the repair. Since this is more involved than the interior repair as previously discussed, the Authority should discuss how to proceed.

Groundwater Monitoring Report – Mr. Riley noted the Annual Groundwater Monitoring Report for the Highspire Estates WWTP was completed last July. To date, DEP has not issued a notice about the due date for the annual report. Mr. Riley will follow-up on this matter with DEP.

OLD BUSINESS

As discussed at the last meeting, Mr. Riley contacted David Busch of Keystone Alliance about submitting an estimate to review the current data and help complete the capital reserve/valuation study. Mr. Busch was unable to submit an estimate in time for the meeting tonight but felt he could finish the project for no more than \$3,800. He suggested the Authority consider engaging him on a time and materials basis with a targeted number of \$3,800. Mr. Riley provided him with the final spreadsheet and has shared with him what has transpired to date. Mr. Riley will circulate the proposal upon receipt and suggested the Authority take action to accept it tonight, contingent upon their favorable review of the scope and price. Mr. McClung requested that a tentative timeline for completion be included in the proposal. The Authority unanimously agreed to move forward with David Busch to complete the rate study for the Glen Moore system, contingent upon review and approval of the written proposal as discussed.

The pending invoice from Philip Tiewater for consultant services from February through May in the amount of \$2,400 was discussed at length. Mrs. Bednarchik advised that Mr. Tiewater attended a total of three Authority meetings and seven workshop sessions and has been paid \$3,600 to date. At his stated rate of \$150 hour, this is the equivalent of 24 hours, and the latest invoice would bring that total to 40 hours. All invoices have been for lump sum amounts without any documentation of actual work performed. Mrs. Bednarchik opined that the invoices appear to coincide with the estimated number of hours to complete the individual tasks described in Mr. Tiewater's proposal. However, Mr. Riley and Mrs. Bednarchik completed the bulk of the work on these tasks. It was also noted that Mr. Tiewater took another job shortly after the project started, and it seemed he no longer had the same enthusiasm or the time to devote to this project. The Authority does not believe the most recent invoice is justified, as services have not been rendered commensurate with this project, and will consult with the Solicitor on how to proceed in this matter.

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NEW BUSINESS

Effective September 18, 2010, with the publishing of the Water and Wastewater Systems Operators' Certification Program, Chapter 302 Regulations, system owners are now required to pay an annual service fee to DEP for each Public Water Supply ID Number, NPDES Permit Number (for discharge systems), Clean Streams Law Permit Number (for non-discharge systems) or Satellite Collection System. The annual service fee is based on the system class size. DEP provided reporting forms for the Glen Moore WWTP with a service fee of \$65 and the Hamilton WWTP with a service fee of \$100. The Secretary will contact DEP to advise that the Hamilton WWTP does not exist and to inquire whether a form is required for the Highspire Estates WWTP.

National Penn Bank now offers an on-line banking service at a monthly fee of \$5. This service gives the Authority the ability to review daily balances and transaction history, schedule fund transfers, and have immediate access to bank statements and check images. Enrollment in the on-line banking service was unanimously approved. Authorized Representatives will include the Authority Secretary, Mrs. D'Angelo, and Mr. McClung.

ADJOURNMENT

The meeting adjourned at 7:55 PM. The next meeting is Tuesday, August 9, 2011.

Respectfully submitted,

Jan C. Bednarchik
Secretary