

WALLACE TOWNSHIP MUNICIPAL AUTHORITY
JANUARY 8, 2013

The Wallace Township Municipal Authority meeting of Tuesday, January 8, 2013, was called to order at 7:00 PM in the Municipal Building by Mrs. D'Angelo.

Members present: Barbara D'Angelo,
 Steve DePedro
 Tom McClung [arrived at 7:08 PM]
 Roger Ireby

Also in attendance: Matt Boggs, Entech Engineering
 J. Keath Fetter, Esq., Wetzel Gagliardi & Fetter LLC
 Brian Norris, Clean Water, Inc.

REORGANIZATION

Mrs. D'Angelo moved to retain the same slate of officers for 2013. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to reappoint J. Keath Fetter, Esquire, of Wetzel Gagliardi & Fetter LLC, as the Authority's Solicitor for 2013. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to appoint Matthew Boggs of Entech Engineering, Inc., as the Authority's Consulting Engineer for 2013. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to reappoint Robert C. Bezgin as the Authority's Auditor for 2013. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to defer appointments to the Engineering and Finance Committees until needed. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to reappoint Jan Bednarchik as the Authority's Recording Secretary for 2013. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to designate National Penn Bank, Downingtown National Bank, and Citadel Federal Credit Union as the Authority's depositories and to designate the Chairman and Tom McClung as alternate, secondary signatories on the Authority's bank accounts, with Mrs. Bednarchik serving as the primary signatory. Mr. DePedro seconded the motion, and it was unanimously approved.

Mrs. D'Angelo moved to reestablish the meeting schedule for 2013 on the second Tuesday of the month at 7:00 PM in the Municipal Building. Mr. DePedro seconded the motion, and it was unanimously approved.

PUBLIC COMMENT

None.

MINUTES

On a motion by Mr. DePedro, second by Mr. Ireby, the minutes of the December 11, 2012, meeting were unanimously approved as written.

CORRESPONDENCE

1. Clean Water, Inc., dated 1/07/13, re: Operator's monthly report for Glen Moore.
2. Clean Water, Inc., dated 1/07/13, re: Operator's monthly report for Highspire.
3. J. Keath Fetter, Esq., dated 1/07/13, re: Solicitor's monthly report.
4. Entech Engineering, Inc., dated 1/04/13, re: Engineer's monthly report.

TREASURER'S REPORT

The following bills were presented for consideration:

- a. Verizon - **\$179.36** for phone @ operations bldgs. (Glen Moore & Highspire)
- b. Clean Water, Inc. - **\$2,125.00** for operator services @ Glen Moore & Highspire (December)
- c. Jan Bednarchik - **\$1,123.25** for secretarial services (December) and reimbursement for postage
- d. PECO - **\$1,909.68** for electric @ main pump station & Devereux (\$763.40) and Highspire (\$1,146.28)
- e. Analytical Laboratory - **\$784.05** for lab testing @ Glen Moore (\$647.05) and Highspire (\$137.00)
- f. Entech Engineering - **\$5,179.04** for engineering services (12/01 -12/28/12)
- g. Wetzel Gagliardi & Fetter - **\$600.00** for legal services (December)
- h. Ink's Disposal Service - **\$653.00** for cleaning main & Devereux pump stations; pumping grinder pump tank @ 646 Fairview; pump EQ tank @ Highspire
- i. J. Lewis Excavating - **\$1,222.50** for loading & hauling old grinder pumps to recycle; haul load of stone on return trip for parking area; repair broken nipple and check valve @ 620 Fairview Road.
- j. Wrigley's Office Supply - **\$170.99** for high yield toner cartridge
- k. PreDOC - **\$1,289.50** for service call to Glen Moore pump station (pull & replace pump, install stainless steel lifting loop on pump); and replace grinder pump at 646 Fairview Road
- l. Kohl Bros., Inc. - **\$5,685.00** for influent spray pump
- m. DNB First - **\$2,467.93** for principal/interest payment on loan
- n. Postage - **\$135.00** for stamps

TOTAL: \$23,524.30

Mrs. D'Angelo moved to approve invoices "a" through "n" above for the month of January, as presented. Mr. McClung seconded the motion, and it was unanimously approved.

OPERATOR'S REPORT

Brian Norris of Clean Water, Inc., attended the meeting to report on plant activities for the month of December as follows:

Highspire WWTP

The plant is running well and there were no violations of permit conditions in December.

The Lakeside screen is collecting nearly twice the normal amount of debris/screenings at the plant. The Operator will continue to monitor this condition.

Ink's Disposal made a site visit to haul sludge.

Glen Moore WWTP

There were no violations of permit conditions in December.

There were no emergency visits in December. Spray irrigation was limited due to precipitation.

Mull's Electric will be installing the new phone line and electric service to the shed this week.

[Mr. McClung arrived at this time.]

A brief loss of power occurred on December 24 due to some PECO equipment problems in the area. This caused a loss of one power phase, and the auto dialer reported a high level alarm. DynaTech made a service call to determine why the generator didn't run during the outage.

Joe Lewis has been working to repair the damaged check valves that resulted from the grinder pump replacement project. The Operator plans to remove any viable components from the old control panels for reuse with the grinder stations that have not been rehabbed to date. The remaining panels will be hauled for disposal.

Mr. Norris met with Mr. Ireby at the Devereux Pump Station to show him the plumbing work that is needed within the vault box to fix leaks in the discharge assembly and valves.

SOLICITOR'S REPORT

Mr. Fetter attended the meeting to give his report for the month of December as follows:

Fourth quarter user fees remain unpaid on the following accounts: Hammond, Lutz, N. McDonough, and J. Trego (Glenmoore system) and Clements and Gulnac (Highspire system).

Municipal claims will be filed in February against those that remain delinquent. An inquiry to the Morgantown Post Office has confirmed that Nancy McDonaugh lives in Morgantown. The Authority Secretary reported that she received a request for a sewer certification on the Trego property at 1994 Creek Road. A payoff of the liens and delinquent charges is anticipated within the next few weeks. Mr. Irey also reported that Lloyd Lutz was recently deceased, and his son has indicated that he died destitute. The Authority agreed to delay the filing of any liens on the Lutz property for the next two quarters while his heirs work toward disposition of the estate.

There have been no developments regarding Highspire Estates. Mr. Fetter is still waiting for Heritage's attorney to forward the necessary deed of dedication and other documents. He advised that the Authority is obligated to accept dedication of the wastewater treatment plant when the Township has accepted dedication of the streets. Heritage is responsible for any major equipment repairs or replacement at the plant until the time of dedication.

Act 127 of 2012, the Public Works Employment Verification Act, which became effective on January 1, 2013, applies to all contractors and subcontractors (but not to suppliers of materials) on any project that is subject to the Pennsylvania Prevailing Wage Act. The Act requires all contractors and subcontractors to use the E-Verify Program operated by the U.S. Department of Homeland Security to verify that its W-2 employees are eligible to be employed in the U.S.

The Pennsylvania Department of Labor & Industry published new municipal bidding thresholds for 2013 under Act 90 of 2011. Under Act 90, the Municipal Authorities Act was amended to raise the bidding thresholds and provide for an annual inflation adjustment based on the Consumer Price Index. Effective January 1, 2013, the bidding thresholds for municipal authorities increased by 2% as follows:

- Purchases and contracts below \$10,200 require no bidding or quotations;
- Purchases and contracts between \$10,200 and \$18,900 require three written or telephone quotations; and
- Purchases and contracts over \$18,900 require formal bidding.

ENGINEER'S REPORT

Purchase of E-One Grinder Pumps for Glenmoore System – Stan-Roch Plumbing substantially completed the grinder pump replacement project as of 11/30/12 and plans to complete the remaining punch list items by 1/18/13. Payment Application #4 in the amount of \$9,000 has been reviewed and recommended for payment. The total construction cost will be approximately \$236,500. Closeout documents have been provided.

Purchase of Spare Spray Pump – The new spray pump was delivered on 12/11/12.

Highspire WWTP – The lateral connection for Mr. Wadsworth's lot has yet to be installed. Entech will provide inspection for work performed within the right-of-way.

Glenmoore WWTP Lagoon – Lagoon embankment stabilization will continue in the fall of 2013 when the lagoon level and conditions are favorable.

Glenmoore & Devereux Pumping Stations – Investigative work was performed in December to determine the existing controls present at both pumping stations and to prepare revised wiring diagrams to reflect current conditions. There is no emergency generator or alarm dialer at Devereux. Other deficiencies have been identified at Devereux which should be addressed including piping, valves, rail assembly, discharge assembly and controls. Entech prepared an order of magnitude construction cost estimate for the Authority's consideration. The Authority discussed the possibility of purchasing a new generator for Glenmoore and moving the old generator over to Devereux. Mr. Norris suggested contacting DynaTech for a cost estimate on a new generator versus the cost to relocate and connect the old generator. Mr. Norris is awaiting a cost estimate from PreDOC on the plumbing work needed within the vault box. He also suggested purchasing the same controller unit for Devereux as the one recently installed at Glenmoore along with a spare that could be used at either site.

Hydromatic/Little Giant Grinder Pumps – An investigation was performed on the existing Hydromatic control panels with regard to thermal overload and panel breaker failing to trip once a pump fails. Mr. Boggs contacted J. T. Seeley Co. to obtain a copy of the original wiring diagram for the grinder stations, and spoke to Jim Seeley about the situation that recently occurred at 1981 Creek Road. Mr. Seeley said the thermal overload sometimes takes five to ten seconds or longer to kick on, which could disable the control panel and alarm. He also indicated there could be some discrepancy between the breaker size in the house and the 25 amp breaker within the grinder pump panel. Mr. Boggs said Mr. Seeley's recommendation to protect against a similar occurrence was somewhat complicated, especially for control panels that are scheduled for replacement within the next few years. Entech's electrical team is currently discussing this situation to determine whether the addition of a fuse of similar amperage to the grinder pumps installed ahead of the breaker within the control panel would protect the panel and alarm from being disabled. Mr. Irey stressed the need to be proactive and take corrective action, as needed, on the third party grinder pump rehabs to protect the Authority from liability. Site Specific will be asked to provide written confirmation that the alarm and panel breaker will not be disabled in the event of a pump failure with any of the fifty-five new E-One grinder pumps. Mr. Boggs will continue to investigate this matter and will meet with Jeff Mull of Mull's Electric and the electrician for Stan-Roch to test possible solutions on the control panel at a location rehabbed with one of the Little Giant pumps.

2012 Chapter 94 Reports – Entech has begun compiling the operational data from 2012 for the Chapter 94 Reports for both Glenmoore & Highspire. Work Orders were presented for approval.

OLD BUSINESS

Site Specific submitted a service agreement proposal to manage all of the low pressure grinder pumps in the Glenmoore Sewer District, including E-One, Hydromatic and Little Giant pumps. The Operator was asked whether he wished to continue responding to grinder pump alarms, or if

he would prefer to relinquish that responsibility and focus solely on the plant operations and maintenance. Mr. Norris commented that, while the service calls can be bothersome at times, he responds to many of those service calls during the course of his day at no additional cost to the Authority. He cautioned that outsourcing the grinder pump maintenance to another company could become an expensive proposition, and felt strongly that service calls should continue to be directed to him in order to maintain an independent record and monitor potential problems. He would refer calls related to warranty issues on the E-One pumps to Site Specific and coordinate repairs with Joe Lewis and Ink's Disposal, as needed. The Authority advised that repairs on the older grinder pumps should only be done if the cost is less than \$500. Otherwise, the pump should be replaced with an E-One pump, including a new control panel and wiring. The Operator was instructed to purchase and maintain a full E-One kit in stock at all times for emergency use. Mr. Boggs will contact PreDOC and Stan-Roch Plumbing to obtain an hourly rate for performing grinder pump rehabs with materials to be supplied by the Authority.

The Authority also spoke with Mr. Norris about updating the Operator Agreement to include such items as improved reporting procedures and more interaction with the Authority to keep the members advised of not only problems, but also preventative maintenance actions taken, as well as general housekeeping duties at the treatment plants. Mr. McClung added that the Authority needs to be kept informed of the assets that actually need to be replaced as opposed to what theoretically needs to be replaced based on the assumptions in the Asset Management Plan. The Authority and Operator will review the current agreement and propose revisions based on these discussions.

The Operator expressed concern about possible repercussions from grease buildup in the tank servicing the deli at 1941 Creek Road, and recommended the Authority consider scheduling routine tank cleanings every two months. The Secretary noted there is a grease trap at the deli, but it is unknown whether the grease trap is being properly maintained. Mr. Fetter advised the Authority has the right to inspect the grease trap. A letter will be sent to the property owner reminding them of their responsibility to maintain the grease trap. The Operator also mentioned that excessive grease was observed during two recent service calls to 51 Marty Close Road.

The Authority decided not to pursue extending the warranty on the five newer connections on Indiantown Road to coincide with the warranty on the fifty-five new E-One pumps because the homes along the Indiantown Road extension were brand new installations rather than rehabs. Also, Site Specific indicated they sell very few extended warranties due to the reliability of the pumps.

Mr. DePedro moved to approved Payment Application #4 submitted by Stan-Roch Plumbing, Inc., for demobilization and close-out of the Grinder Pump Replacement Project in the amount of \$9,000 and to approve the submission of Loan Requisition #3 to DNB First for reimbursement of these expenditures. Mr. McClung seconded the motion and it was unanimously approved.

Mrs. D'Angelo moved to approve the Certificate of Substantial Completion for the Grinder Pump Replacement Project. Mr. DePedro seconded the motion and it was unanimously approved.

Mrs. D'Angelo moved to approve the Engineering Work Orders submitted by Entech Engineering, Inc., for preparation of the 2012 Chapter 94 Reports for the Glenmoore and Highspire Estates Wastewater Treatment Plants. Mr. DePedro seconded the motion and it was unanimously approved.

NEW BUSINESS

Mrs. Bednarchik relayed her recent conversation with a new resident in the Highspire Estates development concerning the amount of the quarterly user fee. This customer suggested that the Authority provide periodic status reports to the Highspire residents to keep them informed about the costs to operate and maintain the system and the growth of the capital reserve fund. The Authority will consider putting updates on the Township web site and/or including a notice in the quarterly invoices.

ADJOURNMENT

The meeting adjourned at 9:10 PM. The next meeting will be held on Tuesday, February 12, 2013.

Respectfully submitted,

Jan C. Bednarchik
Secretary