

**WALLACE TOWNSHIP MUNICIPAL AUTHORITY**  
**SEPTEMBER 11, 2012**

The Wallace Township Municipal Authority meeting of Tuesday, September 11, 2012, was called to order at 7:00 PM in the Municipal Building by the Chairman.

Members present:     Barbara D'Angelo, Chairman  
                           Steve DePedro, Vice Chairman  
                           Tom McClung  
                           Roger Irej

Also in attendance:  Matt Boggs, Entech Engineering  
                           Thomas J. O'Neill, Esq., Lamb McErlane PC

**GRINDER PUMP PROJECT**

Bond Counsel Tim O'Neill attended the meeting to present the closing documents for the \$300,000 loan from DNB First for signature by the Authority Chairman and Secretary. The closing date is scheduled for Thursday, September 13. Mr. O'Neill explained the Loan Guaranty was modified to eliminate the need for Township approval of minor capital additions. The debt service schedule at the current rate of 3.25% as well as the maximum 10% rate were included because these are to be considered by the Township in its annual budget. The amount of the Township obligation for honoring the Guaranty is to be offset by the amounts the Authority is to collect from sewer rates. A Form of Requisition has been provided to help the Authority keep track of the loan disbursements as they occur. The Loan Agreement calls for monthly payments as opposed to the quarterly payments originally contemplated. Payments will be interest only for the first year, with the first interest and principal payment not due until October 15, 2013. All funds need to be drawn within one year. The loan documents were signed by Authority Chairman Barbara D'Angelo and Authority Secretary Roger Irej. Mr. O'Neill said there are some additional forms required by DNB First that will be circulated for signature after the closing, including the Commercial Loan Settlement Statement, Error and Omissions Compliance Agreement, and W-9 Forms for the Township and Authority. A transcript of the loan documents will be circulated to the Authority, the Township and the bank, and a copy will also be made available in an electronic format.

Mr. DePedro moved to approve Resolution No. 12-2, a resolution establishing the quarterly user rate for customers in the Glenmoore Sewer District at \$150/EDU, effective with the next invoice for the fourth quarter of 2012. The quarterly rate for customers in the Highspire Sewer District will remain at \$381.25/EDU. Mrs. D'Angelo seconded the motion, and it was unanimously approved. A copy of the resolution was provided to Mr. O'Neill for inclusion in the loan documents.

**MINUTES**

Mr. Irej moved to approve the minutes of August 14, 2012, as written. Mr. DePedro seconded the motion. The motion was approved by a majority vote of 3-0. Mrs. D'Angelo abstained since she was absent at the August meeting.

### CORRESPONDENCE

1. Clean Water, Inc., dated 9/09/12, re: Operator's monthly report for Glen Moore.
2. Clean Water, Inc., dated 9/09/12, re: Operator's monthly report for Highspire.
3. J. Keath Fetter, Esq., dated 9/07/12, re: Solicitor's monthly report.
4. Thomas J. O'Neill, dated 9/04/12, re: transmittal of loan documents for signature.
5. Entech Engineering, Inc., dated 9/07/12, re: Engineer's monthly report.
6. Entech Engineering, Inc., to DEP, dated 8/28/12, re: response to review comments on Chapter 94 Reports for Glenmoore and Highspire Estates.
7. LTL Consultants to Lauren Markealli, dated 8/21/12, re: zoning status of property at 610 Fairview Road.
8. Entech to DEP, dated 8/27/12, re: transmittal of 2011/2012 Annual Groundwater Monitoring Report for Highspire Estates WWTP.

### TREASURER'S REPORT

The following bills were presented for consideration:

- a. Verizon - **\$177.22** for phone @ operations bldgs. (Glen Moore & Highspire)
- b. Clean Water, Inc. - **\$2,125.00** for operator services @ Glen Moore & Highspire
- c. Jan Bednarchik - **\$926.75** for secretarial services (August) & postage
- d. PECO - **\$1,724.56** for electric @ main pump station & Devereux (\$873.80) and Highspire WWTP and pump station (\$850.76)
- e. Analytical Laboratory - **\$74.50** for lab testing (Highspire)
- f. Entech Engineering - **\$8,580.02** for engineering services (7/28 – 8/31/12)
- g. Wetzal Gagliardi & Fetter LLC - **\$2,199.00** for legal services (August)
- h. Ink's Disposal Service - **\$960.00** for cleaning main and Devereux pump stations; pump EQ tank & clean clarifier tank @ Highspire
- i. G. Bauer Pest Control - **\$697.00** for mosquito & algae treatment @ lagoons
- j. Wallace Township - **\$560.00** for mowing/maintenance (July)
- k. Ludwig's Corner Supply - **\$18.48** for cable ties & wasp spray
- l. Staples - **\$39.99** for corporate seal

**TOTAL: \$18,082.52**

Mr. DePedro moved to approve invoices "a" through "l" above for the month of September, as presented. Mr. McClung seconded the motion, and it was unanimously approved.

### OPERATOR'S REPORT

#### Glen Moore WWTP

There were no violations of permit conditions in August.

There were no emergency visits in August.

Spray irrigation is ongoing. The Operator will lower the lagoon levels to allow rip-rap to be installed later this month for erosion control. The lagoons were treated for algae for the second time and conditions have improved.

An overflow occurred at the influent pump station due to failure of the control board. DEP was notified, and a Sanitary Sewer Overflow (SSO) form was completed. A spare control board from stock was installed.

#### Highspire Estates WWTP

The Operator met with the Authority Engineer and Pikeland Construction to go over items on the punch list for dedication.

A spike in nitrogen occurred last month, but the total was still below permit levels. The Operator will continue to monitor.

#### SOLICITOR'S REPORT

Delinquent notices for the third quarter of 2012 were sent to the following customers: Ken Dempsey, Kevin Frey, Al Gaspari, John Gulnac, John Hammond, Marc Hayford, David Larkins, Michael Marinack, Nancy McDonough, Stephen Souden, and James Trego. Municipal claims will be filed if payment is not received by October 8.

The loan closing documents were reviewed. Section 10 of the Guaranty Agreement requires the Authority to obtain Township approval for any capital expenditure exceeding \$25,000 in cost or involving borrowed funds other than the proceeds of the loan. The payment date for the monthly payments to DNB has been changed from the first to the 15<sup>th</sup> day of the month to make it more convenient for the Authority's monthly meeting schedule. Payments will be interest only for the first year, and principal and interest thereafter. All draws must be taken before 10/01/13.

The Board of Supervisors has confirmed Heritage's ability to utilize the funds in the construction escrow, including contingency and retainage, to complete the remaining improvements in the Highspire Estates Subdivision. The Solicitor recommended the Authority follow the Township's lead in this matter.

#### ENGINEER'S REPORT

Grinder Pump Replacement Project – Preparation of contract documents including the Notice to Proceed and Agreement was completed. Three copies of the Agreement were signed by the Chairman. Mr. Boggs communicated with Stan-Roch about items to be included in the shop drawing submission. A draft letter for distribution to residents prior to the start of construction was prepared and distributed for review and comment. The letter outlines the homeowner's and contractor's responsibilities and requests a phone number and/or email address for scheduling the work. Mr. Irely volunteered to serve as the contact person for the project. Joe Lewis was also

notified about the status of the project in order to be available for repair of any discharge nipples that may break during the rehab. The Notice to Proceed will be issued this week, and a pre-construction meeting will be scheduled within two weeks. The garage at the Highspire plant was discussed as a possible storage area for the old equipment. The Engineer anticipates the Operator will have little involvement with the contractor during the grinder pump project. However, the protocol for reporting grinder pump alarms needs to be determined. The Authority discussed whether to route all calls through the Operator, or have homeowners contact Site Specific directly once their pump is replaced. Mr. Boggs mentioned that Site Specific has offered to train the Authority's Operator. He will contact Anthony DiRusso at Site Specific to inquire about their protocol for responding to service calls in terms of response time, rates, service plans, etc., so this issue can be resolved.

2011 Chapter 94 Reports – A letter was sent to Walter Grube of DEP in response to the review comments on the 2011 Chapter 94 Reports for Glenmoore and Highspire. A map was provided to identify the sewer main extension along Indiantown Road. The letter also noted that flow meters will not be added to the collection system at either plant because there are no inter-municipal connections, metered bulk customers, or pump stations in the collection systems.

Highspire Estates WWTP – Site inspections were performed on the sewer system, including manholes for the development. A punch list was prepared and submitted to Heritage. A follow-up site visit was held with Brian Norris and representatives from Pikeland Construction to review the punch list items. Pikeland is awaiting direction from Entech on whether to obtain pricing on switching the propane heat from direct fire to indirect fire or to change over to electric unit heaters. The UV disinfection unit presently runs continuously when it is necessary to run only when the pumps kick on. Pikeland will obtain a price to tie the UV system into the pump panel board. The manufacturer said the UV system is able to work instantaneously, but has suggested the installation of a delay timer. A revised punch list letter will be prepared this month upon resolution of the heating and UV unit recommendations.

Glenmoore WWTP Upgrades – A site visit was held at the treatment plant to determine the extent of erosion and sedimentation control for the aeration lagoon. The Operator was contacted regarding timing of the project to ensure the lagoon level is as low as possible. A scope of work was prepared for the contractor to identify the location and budget estimate. An estimate of \$5,700 was obtained for the purchase of a spare influent spray pump. The Operator has also requested new rails and quick disconnect assemblies for the pumps at the main and Devereux pump stations. A quote will be obtained from Hydromatic. Another recommended upgrade is the installation of a French drain to remedy flooding of the valve vault, similar to what was done at the Devereux pump station.

Operator Contract – A Request for Proposals and Scope of Work will be prepared and advertised for the 2013 Operator Contract. The Secretary will provide the Engineer with the previous RFP and job scope for reference. The Operator will be notified that the contract will be put out for bid.

### **OLD BUSINESS**

Mrs. Bednarchik met with the auditor last week to adjust some entries for the developer escrow accounts. The final audit report is forthcoming and will be circulated electronically as soon as it is received.

Mrs. Bednarchik also contacted Jeff Hannum concerning his recent request to reduce the number of EDUs for his property at 1811 and 1821 Creek Road. As discussed at the last meeting, his family will be occupying both sides of this duplex unit as their primary residence effective August 28, 2012. He was informed that one of the grinder stations would have to be abandoned before the Authority would consider reducing the number of EDUs. Mr. Hannum mentioned that he wanted to consult with a real estate expert for advice about the impact on the property value if the duplex is converted to a single family residence. His request for a reduction to a single EDU for the property was rescinded for the time being.

Mr. Boggs reviewed the original construction plans in response to Howard Lowman's inquiry at the last meeting about why a single grinder pump station was installed for his duplex dwelling at 1971-1975 Creek Road. The original plans show one simplex grinder pump to serve this duplex house. Mr. Boggs will prepare a letter to Mr. Lowman explaining that a duplex unit is considered two separate Equivalent Dwelling Units regardless of whether the grinder pump is shared and, therefore, a user fee is assessed for each EDU.

Mrs. Bednarchik inquired about the status of the Greenfield, Moser, Diament, and Devereux subdivisions since the respective plan review escrows have been inactive for quite some time. Mrs. D'Angelo commented that the Greenfield project is moving forward, and that all the escrow accounts should remain in place until the developers request the accounts be closed.

### **NEW BUSINESS**

LTL Consultants issued a letter to Lauren Markealli with a zoning determination regarding the status of her property at 610 Fairview Road, which is currently on the market. Robin Royer, the Township Building Inspector, determined that the property existed as a three unit dwelling prior to enactment of the current Zoning Ordinance. Further, while evidence suggests that the building was used as a one-unit dwelling for some period of time in the 1990s, the physical layout of the three units was not changed, and each unit has a separate means of egress. Therefore, it was determined that the three unit dwelling is a lawful nonconforming use in the FRR Zoning District. The letter also stated that this determination may affect the property's status with the Municipal Authority since only one equivalent dwelling unit has been assigned to the property and sewer tapping fees for only one unit have been paid, and this issue must be addressed directly with the Authority. A letter will be sent to the realtor to make sure potential buyers are aware that additional tapping fees and quarterly user fees will be assessed if the building is to be used as a three unit dwelling.

**ADJOURNMENT**

The meeting adjourned at 8:30 PM. The next regular meeting is Tuesday, October 9, 2012.

Respectfully submitted,

Jan C. Bednarchik  
Secretary