

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

The Wallace Township Municipal Authority meeting of Tuesday, December 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 Ireby

Also in attendance: Matt Boggs, Entech Engineering

PUBLIC COMMENT

None.

MINUTES

Mr. DePedro moved to approve the minutes of November 13, 2012, as written. Mr. Ireby seconded the motion, and it was unanimously approved.

CORRESPONDENCE

1. Clean Water, Inc., dated 12/09/12, re: Operator's monthly report for Glen Moore.
2. Clean Water, Inc., dated 12/09/12, re: Operator's monthly report for Highspire.
3. J. Keath Fetter, Esq., dated 12/11/12, re: Solicitor's monthly report.
4. Entech Engineering, Inc., dated 12/07/12, re: Engineer's monthly report.
5. PMAA Government Relations Newsletter, dated 11/26/12

TREASURER'S REPORT

The following bills were presented for consideration:

- a. Verizon - **\$179.70** for phone @ operations bldgs. (Glen Moore & Highspire)
- b. Clean Water, Inc. - **\$2,125.00** for operator services @ Glen Moore & Highspire
- c. Jan Bednarchik - **\$1,068.97** for secretarial services (November) & postage/keys
- d. PECO - **\$1,888.53** for electric @ main pump station & Devereux (\$857.23) and Highspire WWTP and pump station (\$1,031.30)
- e. Analytical Laboratory - **\$919.40** for lab testing (Glen Moore & Highspire)
- f. Entech Engineering - **\$16,436.39** for engineering services (10/27 – 11/30/12)
- g. Wetzell Gagliardi & Fetter LLC - **\$1,785.00** for legal services (November)
- h. Ink's Disposal Service - **\$1,240.00** for cleaning main and Devereux pump stations and grinder pump tanks for repair
- i. DNB First - **\$219.30** for interest on loan
- j. J. Lewis Excavating - **\$1,676.50** for repairing broken nipples & installing check valves/shut-offs @ 7 Ashlea Drive, 41 Marty Close Road, and Wagenseller Park
- k. PreDOC - **\$1,400.00** for service calls on grinder pumps (1981 Creek Road, 51 Marty Close Road, and 530 Fairview Road)

- l. Mull's Electric - **\$805.20** for rewiring pump control panel @ Glenmoore Pump Station; repair broken lateral @ 1951 Creek Road
 - m. Pipe Xpress - **\$933.98** for pipe, couplings, etc. for stock
 - n. Deckman Electric - **\$3,475.00** for rebuilding 10hp Hydromatic pump
 - o. Wallace Township - **\$880.00** for mowing treatment plants (September)
 - p. Wrigley's Office Supply - **\$47.13** for perforated paper for invoices
- TOTAL: \$35,080.10**

Mr. DePedro moved to approve invoices "a" through "p" above for the month of December, 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 November.

There were no emergency visits in November. However, PreDOC replaced a pump due to a faulty bearing at 1981 Creek Road. The Little Giant pump was replaced under warranty.

The E-One grinder pump replacements are complete. During the process, a few faulty check valves outside the tank were detected and are scheduled for repair by J. Lewis Excavating. The Operator suggested that some of the Hydromatic pumps be sent to Deckman to be rebuilt for spares. A protocol needs to be established for dealing with pump failures in the future.

Upgrades to the influent pump station are now complete. Deckman will rebuild the 10hp pump that was damaged by some sort of electrical issue. The cost to rebuild is \$2,062 with estimated delivery within two weeks versus \$7,053 for a brand new pump with a 4-week delivery.

The phone line damaged during excavation for the shed pad has been temporarily repaired. Mull's Electric will retrench the line using conduit. The previous phone line was direct burial. Mull's will also install electric to the new shed in conjunction with the work on the phone line.

Some spray irrigation occurred in November. Future spray will be dependent on the weather. Lagoon levels in the polishing lagoon have been lowered for winter storage.

Mr. Irey provided some additional information regarding the pump failure at 1981 Creek Road. Apparently, the thermal overload in the original Hydromatic control panel wasn't set properly for the motor in the Little Giant pump, and the pump failure tripped the circuit breaker at the house, effectively disabling the control panel and alarm. The tank allegedly overflowed for two weeks and contaminated the homeowner's well before the Operator was notified. The owner does have a UV system for the well. Mr. Boggs was on site yesterday with Entech's electrical specialist to check at the control panels. It was found that the amperage draw for the Little Giant pump was

less than the Hydromatic. PreDOC should adjust the amperage for the Little Giant rehabs so the thermal overload trips and triggers the alarm. The Operator said this type of incident occurs about once a year and happens with the Hydromatic pumps, too. The Authority discussed its options to prevent a recurrence of this type of incident, but also acknowledged the homeowner has a responsibility to be observant and report incidents to the Operator in a timely manner. Mr. Boggs will prepare a schematic to replace the breaker and thermal overload switch in the existing control panels for all the Little Giant upgrades and obtain cost estimates from Mull's Electric and the electrician used by Stan-Roch Plumbing.

Mr. Boggs met with Joe Speese and Anthony DiRousso of Site Specific on Friday, December 7, to discuss their protocol for responding to service calls on the new E-One grinder pumps, as well as the existing Hydromatic and Little Giant pumps. Attendees included Mr. Irey, Mr. McClung, and Mrs. Bednarchik. Mr. Speese noted that Site Specific's technicians are capable of repairing all pumps currently in service, and generally do all repairs onsite. If necessary, a spare pump will be installed to insure the homeowner has service until the pump is repaired and replaced. Invoices will contain detailed information about the service call and corrective action taken. Site Specific will also keep detailed service records for each pump station by tracking the 6-digit serial number assigned to the specific address. Mr. Irey stressed the importance of keeping the Authority informed about service calls so rational decisions can be made about when to repair or replace a grinder pump, based on the age and history of that pump. The Authority also needs detailed information on the cause for the pump alarm to determine whether the cost is billable to the customer. Site Specific will also need to coordinate repairs with J. Lewis Excavating and Ink's Disposal, as needed. The cost of a standard service call is \$235. A written proposal will be submitted for the Authority's consideration. Stan-Roch will also be contacted to submit a proposal for future grinder pump rehabs for comparison with Site Specific's cost.

Mr. Boggs noted that Stan-Roch found one broken discharge before they started working at one address, and three more were found a couple of days after a rehab was completed. The Operator expressed concern that the discharge piping may not be able to handle the higher pressure from the E-One pumps. Mr. Boggs researched the various pump curves and found that they were all within the same range under normal operating conditions of 5 to 15 gallons per minute. He noted the E-One pump is capable of operating under a lot of different conditions, and will ramp up to 110 psi before it stops working if there is a clog in the line or a valve is shut.

[8:05 PM - Mr. Irey left at this time due to illness.]

Highspire WWTP

The Operator is awaiting the results of a final test for total nitrogen to complete the DMR for November. Initial samples collected had a result that exceeded the monthly limit. The Operator made some adjustments to air delivery and wasting rates, and field tests collected on November 30th were well-below permit limits.

Ink's Disposal hauled sludge and cleaned the effluent dosing tank. This is the first time the dosing tank was cleaned, and it was in good condition considering how long the plant has been in service.

SOLICITOR'S REPORT

Delinquent notices for unpaid fourth quarter user fees were sent to: Baum, Dempsey, DSR Holdings, Elite Renovations, Guare, Hammond, Hayford, Lang, Larkins, Lutz, McCausland, B. McDonough, N. McDonough, Olson, Souden and J. Trego in the Glen Moore system, and to Clements, Emmett, Gulnac and Seckinger in the Highspire Estates system. The Solicitor is in the process of attempting to obtain a mailing address for Nancy McDonough from the Post Office under the Freedom of Information Act.

Rouse/Chamberlin owns one remaining lot at Highspire (excluding the Wadsworth residence parcel and the two additional building lots), and Heritage owns no lots. Therefore, the correct amount of the operating reserve should be $\$100,490 \times 1/60$, or \$1,674.83. Heritage's obligation to fund the operating reserve terminates when the sixtieth lot is sold and an occupancy permit is issued. With respect to dedication, the Solicitor is waiting for Heritage's attorney to forward the necessary deed of dedication and other documents specified in the Sewer Construction Agreement for review and approval.

Mr. Wadsworth suggested at the November meeting that he believes he has the option of putting in a new drain field for his existing on-lot septic system rather than connecting to the public sewer. However, paragraph 9.E of the Sewer Construction Agreement addresses the issue of when the Wadsworth residence parcel must connect to the system.

Mr. Fetter requested reappointment as Authority Solicitor for 2013 and requested an increase in his hourly rate from \$150 to \$165.

ENGINEER'S REPORT

Purchase of E-One Grinder Pumps – The grinder pump replacement project commenced on October 22nd and was substantially completed on November 30th. The project included 54 simplex grinder pump units and 3 duplex pump units. There were four faulty check valves discovered. With the help of the site inspector, Joe Lewis, Brian Norris, Roger Irely and Mull's Electric, the issues the Contractor encountered outside of the tank were addressed quickly and with minimal interruption to the sewer lines. Documentation was provided to John Koch, Township Code Enforcement Officer, that the wiring used in the E-One control panel is compliant with the National Electric Code. Site Specific provided warranty information on all of the new pumps plus keys and other documents for the Authority's files. Payment Application #3 has been processed and approved for payment. The remaining work includes demobilization and some painting work on the homes behind the old panel.

Spare Spray Pump – The spray pump from Kohl Bros., Inc., was delivered today. Mr. McClung will update the Asset Management Plan to include the new spray pump and the new E-One pumps.

Highspire Estates WWTP – Discussions with Heritage and Evans Mill Environmental regarding punch list items are finalized. As-built plans for the collection and conveyance system as well as the wastewater treatment plant have been reviewed and approved. Copies of the as-built plans will be provided to the Authority in both paper and electronic format. A letter was issued to James Wadsworth to confirm the method of connection of his property (Lot #63) to the vertical cleanout for Lot #61, as approved by the Authority at the November meeting. A copy of the Sewage Construction Agreement was provided to Mr. Wadsworth to clarify that he is required to connect to the public sewer system no later than the time the lot is sold to a third party. Entech will provide inspection of the work to be performed within the right-of-way. Mrs. D'Angelo reported that the Board of Supervisors accepted dedication of the road improvements. Heritage has not submitted the dedication documents for the sewage facilities to the Authority Solicitor for review. There is approximately \$9,000 remaining in the escrow account, which will serve as the 18-month maintenance bond. The Solicitor will be consulted for confirmation that Heritage is responsible for any major repairs that may be needed prior to accepting dedication.

Glenmoore WWTP Lagoon – Lagoon embankment stabilization will continue in 2013 with Joe Lewis performing the work similar to work performed in October 2012. A floating baffle has been identified as a suitable replacement for the failing wooden baffle at a cost of approximately \$10,000. The total construction cost for time and materials is expected to be below the bidding threshold. However, replacement of the baffle is not a high priority at this time.

Glenmoore WWTP/Devereux Pumping Station Upgrades – A site visit was held on December 10th to evaluate the pumping stations at Glenmoore and Devereux to determine future upgrades including electrical and control. Costs for replacement pumps for both Glenmoore and Devereux were obtained. The pump station at Glenmoore is much improved with the recent electrical upgrades and Healy-Ruff duplex controller installed by Mull's Electric. Entech's electrical expert concurred with the choice of the Healy-Ruff controller for the pump station rather than a PLC type of controller, which is appropriate for more complex systems with a large series of pumps and mixers. The use of a cellular high level alarm was dismissed due to intermittent cell service at the plant and the fact that the phone line is being properly reinstalled in conduit. The Operator expressed concern about the Devereux pump station not having a generator or an alarm. This pump station has a capacity of about 2,000 gallons while the average daily flow is about 8-10,000 gallons, and the school has a generator to keep flow coming into the pump station, so the potential for a problem is obvious. The Operator will be asked to prepare an item list with estimated costs to upgrade the Devereux pump station for the Authority's consideration.

Hydromatic/Little Giant Grinder Pumps – As discussed earlier in the meeting, Entech investigated the existing control panels and found that the amperage draw for the Little Giant pump was less than the Hydromatic pump. A schematic will be prepared to make the control panels more failsafe and proposals for upgrades will be obtained.

E-One Pumps – Site Specific will provide one E-One grinder pump, suitable for pump retrofit, free of charge, as previously discussed. The warranty for the customers along the force main extension on Indiantown Road can be extended beyond the typical 2-year warranty at a cost of \$129 per year per pump for up to five years.

OLD BUSINESS

The Authority discussed the protocol for customers to report grinder pump emergencies now that the grinder pump replacement project is completed. The control panels for the new E-One grinder pumps have an 800# for customers to call Site Specific directly to report grinder pump emergencies during the warranty period. Customers having Hydromatic or Little Giant grinder pumps will continue to call the local number, which is on call forwarding to the Operator. The Operator has a list of all the E-One grinder pump rehabs and will need to forward any calls he may receive to Site Specific. If Site Specific is contracted to service all grinder pumps in the Glenmoore Sewer Service Area, the local phone number can be call forwarded to their 800#.

Mr. DePedro moved to approve Payment Application #3 submitted by Stan-Roch Plumbing, Inc., for work completed to date on the 2012 grinder pump replacement project and to approve the submission of Loan Requisition #2 to DNB First for reimbursement of these expenditures. Mr. McClung seconded the motion, and it was unanimously approved.

Mr. Boggs continues to review the Request For Proposals for the Treatment Plant Operator. The maintenance of the grinder pumps may be separated out of the new RFP depending upon the proposal from Site Specific.

Mr. Boggs revised Section 6 in the Authority's Standard Specifications to change the grinder pump unit to the Environment One (E-One) Standard Simplex Model DH071 with Standard Alarm Panel T250. For duplex arrangements, the pump manufacturer is to be E-One, and the calculations and design are to be submitted to the Authority Engineer for review and approval. A copy of the proposed revisions was provided to the Authority Solicitor for review.

The draft budgets for the Glenmoore and Highspire Estates Wastewater Treatment Plants were discussed. The Glenmoore budget includes a cash carry-over of \$102,500 plus user fee income for a total revenue of \$256,650 and total expenditures of \$252,960. An allocation for equipment purchase/replacement will allow for ten to twelve new grinder pump rehabs in 2013. Under the loan agreement with DNB First, principal payments on the loan are not due until October 2013. However, advance payments will begin in January to help lower the interest on the loan. The capital reserve contribution for 2013 is \$62,000. The Highspire budget includes a cash carry-over of \$50,000 plus user fee income for a total revenue of \$146,800 and total expenditures of \$102,137. The capital reserve contribution for 2013 is \$51,057. Mrs. D'Angelo moved to adopt the 2013 Budgets for the Glenmoore and Highspire Estates Wastewater Treatment Plants as presented. Mr. DePedro seconded the motion and it was unanimously approved.

The user rates were established by adoption of Resolution No. 12-2 on September 11, 2012. The quarterly rate for the Glenmoore Sewer District is \$150/EDU, and the quarterly rate for the Highspire Sewer District is \$381.25/EDU for calendar year 2013.

NEW BUSINESS

Joe Lewis will haul the old grinder pumps to the scrap yard for recycling. Since the scrap yard is in close proximity to the stone quarry, he suggested the Authority purchase another load of stone to repair some areas in the parking area that were disturbed during the grinder pump project. The Authority authorized the purchase of one load of stone.

Mr. DePedro agreed to be reappointed to a new term on the Authority. A recommendation for reappointment will be made to the Board of Supervisors.

The Authority discussed a request from Doren Emmet, 82 Brittany Lane, to waive the late fees on his account. Mr. Emmet contacted the Authority Secretary upon receiving a delinquent notice for the fourth quarter, and requested the late fees be removed because he claimed he never received the invoice. Mrs. Bednarchik explained the Authority has a strict policy on late payments that is applied uniformly to all customers, and failure to receive an invoice does not entitle customers to relief of late charges. Undeterred, Mr. Emmet requested a phone call from a member of the Authority. Mrs. D'Angelo contacted him and also explained the policy on late payments, but offered to bring the matter before the Board. The Authority considered the fact that Mr. Emmet was sent an invoice with a payment due date of 10/31/12, and then was sent a statement indicating that payment of the user fee plus the initial 10% late fee was due by 11/30/12, but his quarterly fee was not paid until 12/10/12, and determined there was no reason to waive the late fees.

ADJOURNMENT

The meeting adjourned at 9:15 PM. The next regular meeting and reorganization will be held on Tuesday, January 8, 2013.

Respectfully submitted,

Jan C. Bednarchik
Secretary