

WEST GOSHEN SEWER AUTHORITY  
REGULAR MEETING  
April 7, 2021  
7:00 PM

The regular meeting of the West Goshen Sewer Authority was held on Wednesday, April 7, 2021 as a Video/Teleconference due to the COVID-19 Emergency Declaration that prevented an in-person Public Meeting. Those participating in the conference call were:

**Authority**

Theodore Murphy  
Tina Smith  
Walt Wills  
Shaun Walsh

**UTBF**

Ryan Jennings

**Administration**

Dave Woodward  
Mike Moffa

**HRG**

Josh Fox

1. The regular meeting of the Authority was called to order at 7:03 PM by Chair, Ted Murphy.
2. Ted Murphy performed a roll call of the Sewer Authority Board members, Township staff, professional services participants and attendees from the public.
3. The Authority meeting minutes for the regular meeting of March 3, 2021 were motioned for approval by Tina Smith. Seconded by Walt Wills. Approved 4-0.  
The Open Actions were reviewed:
  - a) Josh Fox, to obtain price for appropriate consultant engagement for possible coating of the interior of the secondary anaerobic digester (Item 8a October 2020 Meeting);
  - b) Walt Wills, to re-run Funding Model analysis with revised CIP data (Item 4d February 11, 2021 meeting);
  - c) Josh and Mike, to revise Standard Sewer Specifications by year end (Item 5d February 2021 meeting);
  - d) Ted Murphy, Woodlands at Greystone increasing size of sewer main on Andrew Drive – place on agenda after design review complete by HRG and invite Ray Grochowski, the Developers Project Manager, to attend and present the project timeline (Item 9, March 3, 2021 meeting);
  - e) Full Authority Board, to review information and make recommendations to the Board of Supervisors for an Ordinance covering home I&I inspections at the time of property sale inspections and building permit inspections (Item 11b, March 3, 2021 meeting);
  - f) Casey LaLonde and Ryan Jennings, to provide current agreement between West Goshen Township and West Goshen Sewer Authority (Item 11d March 3, 2021 meeting);
    - **Ryan informed the Board that UTBF had not found a copy the Agreement in its records.**
  - g) Mike Moffa, to schedule a date for the next plant tour by Authority Board members.
    - **Tentative suggestion was on June 2<sup>nd</sup> prior to the Authority regular meeting. TBC at the May meeting.**
4. Ted Murphy announced:
  - A. Procedures for the video/teleconference were included in the agenda posted to the Township website. Public meetings via video/teleconference are permitted and

preferred during a pandemic period where public health risks make an in-person meeting undesirable.

- B. A meeting was held on March 24, 2021 between the Sewer Authority, West Goshen Township and East Goshen Township to discuss the Westtown Way Pump Station Rehabilitation Project. **ACTION: Shaun Walsh** to follow-up with the East Goshen Board of Supervisors to confirm their support for the project once we have heard if the project is successful or not in receiving a Federal grant (see E. below).
  - C. Next regular meeting of the Authority is scheduled for May 5, 2021 at 7:00 PM. Location to be determined.
  - D. The Commonwealth of PA, as of April 1, 2021, is requiring filing a Plan Declaration regarding a pension plan for our employees or retirees and also an Act 205 Actuarial Valuation Report. It was noted that the Authority has no employees or retirees. **ACTION: Casey Lalonde** to follow-up and advise specific requirements.
  - E. The Westtown Way Pump Station Rehabilitation Project has been submitted for Community Project Funding for fiscal year 2022. Thank you Mike, Josh and Shaun.
  - F. The Authority, via email on March 29, 2021 approved the purchase and installation of fiber patch panels for the WWTP SCADA system for a COSTARS price of \$66,543. Ted Murphy motioned to ratify the previous email approval. Seconded by Walt Wills. Approved 4-0
5. Solicitor's Report dated April 7, 2021 was presented by Ryan Jennings.
- a) Woodlands at Greystone  
UTBF remain in receipt of the Developer's documents pertaining to Sanitary Sewer Improvements in Phase II of the Woodlands at Greystone Development. Ryan again recommended no action at this meeting because, to date, the Authority has still not received notice from the Township that the Developer's sewer review escrow account has been replenished. Until that time, UTBF will continue to standby regarding Phase II authorizations.
  - b) 504 S. Concord Road Subdivision (former Boy Scout property)  
On March 23, 2021, following prompting on Project status, UTBF were informed that the Project's Engineer is working on revising requisite legal descriptions. Otherwise, the previously reported update accurately captures this project's status. (I.e. the Applicant made resubmission for the proposed subdivision, which requires the Township Engineer's review and issuance of a corresponding review letter. Following review by the Township and Township coordination with the Applicant's engineer, UTBF will reengage on behalf of the Sewer Authority. Given the proposed lot line configuration, the extinguishment of an existing right-of-way will be required, as well as the establishment of a new right-of-way. The extinguishment document has been prepared. UTBF continue to await the required ROW exhibit information, which the Applicant's consulting engineer will provide once the final plan review from Rick Craig is received and addressed).
  - c) Miscellaneous Requisitions  
During this reporting cycle, the two holdover Requisitions for MJF Electrical Contracting, Inc. were authorized by Mike Moffa and executed accordingly. The

Requisitions (Nos. 562 & 563) entailed the Trinity Drive Project and the Aeration Basin Project, respectively. In each instance, acceptable work schedules were provided.

6. Wastewater Superintendent Report for the month of March, 2021 was presented by Mike Moffa.
  - a) The treatment plant operated in compliance with the NPDES permit for March. Treated 179 million gallons of wastewater. Average of 5.77 mgpd. As planned, for the month of March sludge was hauled off-site for disposal as a result of the WWTP Ph.2 project work commencing in the Dewatering building. Average Total Phosphorous discharge concentration = 0.68 mg/L. There were 3 dry weather sanitary sewer overflows in March. Two were caused by NA Pipeline as a result of their sewer main project work and one was as a consequence of a grease blockage in an 8" sewer main that staff cleared by jetting.
  - b) The Authority discussed the March 15<sup>th</sup> Budget Status report prepared by Mike. The main takeaway was that the Reserved for Next Year (2021 YE Fund Balances) was projected to be \$1.6 million higher as compared to the original approved budget. Walt Wills advised that interest on the TD Bank Tapping Fee account had now dropped to 0.12%. Two follow-up actions were agreed.  
**ACTION: Walt Wills** to enquire of Fulton Bank the fees that will be charged when the Bond Construction Fund is fully depleted and the only remaining active account will be the Bond Debt Service Fund.  
**ACTION: Mike Moffa to prepare and Ted Murphy to schedule** a Q2 Budget Status Review for the July Authority meeting. It was currently difficult to accurately project what amount of money will be required from the Tapping Fee account to fund completion of the 'Bond Projects'. The picture should be clearer once the WWTP Ph.2 work is further advanced.
  - c) Mike reported that the Annual Waste-load Management Report was filed with the State in accordance with the March 31<sup>st</sup> deadline. The Authority thanked Mike and his team for preparing and submitting the report.
7. The Treasurers Report dated April 7, 2021 was presented by Walt Wills (See report for details).
  - a) Walt Wills motioned to approve as Requisition #579 & #580 from the Bond Construction Fund Application for Payment No. 13 for Contract 19-1 (WWTP Phase 2 - General Contract) to Blooming Glen Contractors, Inc. in the amount of \$288,025.83 for work completed through March 24, 2021. Seconded by Tina Smith. Approved 4-0.
  - b) Walt Wills motioned to approve as Requisition #575 from the Bond Construction Fund Application for Payment No. 7 for Contract 19-2 (WWTP Phase 2 - Electrical Contract) to Brendan Stanton, Inc. in the amount of \$21,600.00 for work completed through March 20, 2021. Seconded by Shaun Walsh. Approved 4-0.
  - c) Walt Wills motioned to approve as Requisition #577 & #578 from the Bond Construction Fund Application for Payment No. 4 for Contract WWTP-19-3 (WWTP Phase2 Mechanical Contract) to CUICK Precision Solutions in the amount of \$61,613.25 for work completed through March 19, 2021. Seconded by Ted Murphy. Approved 4-0
  - d) Walt Wills motioned to approve as Requisition #581 from the Bond Construction Fund Application for Payment No. 7 for Contract TD-1 (Trinity Drive Pump Station Improvements - General Contract) to PSI Pumping Solutions, Inc. in the amount of \$48,548.41 for work completed through March 10, 2021. Seconded by Tina Smith. Approved 4-0.

- e) Walt Wills motioned to approve as Requisition #574 from the Bond Construction Fund Application for Payment No. 4 for Contract TD-2 (Trinity Drive Pump Station Improvements - Electrical Contract) to MJF Electrical Contracting, Inc. in the amount of \$15,984.00 for work completed through March 12, 2021. Seconded by Ted Murphy. Approved 4-0.
  - f) Walt Wills motioned to approve as Requisition #576 from the Bond Construction Fund Application for Payment No. 3 for Contract WWTP-20-1 (Aeration Basin Improvement Project - General Contract) to CUICK Precision Solutions in the amount of \$31,440.05 for work completed through March 19, 2021. Seconded by Shaun Walsh. Approved 4-0.
  - g) Walt Wills motioned to approve as Requisition #573 from the Bond Construction Fund Application for Payment No. 2 for Contract WWTP-20-2 (Aeration Basin Improvement Project - Electrical Contract) to MJF Electrical Contracting, Inc. in the amount of \$1,080.00 for work completed through March 12, 2021. Seconded by Shaun Walsh. Approved 4-0.
  - h) Walt Wills motioned to approve as Requisition #571 & #572 from the Bond Construction Fund Application for Payment No. 2 for Contract PR-18-1 (Ballasted Flocculation and Clarification System Procurement – CoMag System) in the amount of \$803,260.00 to Evoqua Water Technologies, LLC. Seconded by Tina Smith. Approved 4-0
  - i) Walt Wills motioned to approve as Requisition #2057 from the Tapping Fee Fund Application for Payment No. 4 for Contract IP-2 (Sanitary Sewer Rehabilitation – Phase 1 Interceptor Repairs) to North American Pipeline Services, LLC in the amount of \$74,506.18 for work completed through March 15, 2021. Seconded by Ted Murphy. Approved 4-0
  - j) Walt Wills motioned to approve for payment as listed on the Treasurers Report, Requisitions #582 through #586 from the Bond Construction Fund in the total amount of \$75,878.72; Tapping Fee Fund Requisitions #2047 through #2056 in the total amount of \$97,863.75; and Developer’s Invoices (3) in the total amount of \$621.50. Seconded by Ted Murphy. Approved 4-0.
8. Engineers Report, dated April 2<sup>nd</sup>, 2021 was presented by Josh Fox (See report for details). There was a lengthy discussion on the recent poor quality of work performed by Blooming Glen Contractors and further delay to the WWTP Ph. 2 project schedule. Defective work included failed concrete grout strength for the CoMag building walls, an uneven poured floor in the building and insufficient preparation work prior to painting the Dewatering building walls. The Board members confirmed they will not accept defective work and the Authority must get the quality of work it is paying for, even if this means additional extension of the substantial completion date for the project.

The CoMag clarifier torque tubes were fabricated too long and correction requires insertion of 3-inch steel spacers. Ted Murphy motioned to approve Change Order No. 1 for Contract PR-18-1 for a decrease to the Contract Price in the amount of \$16,000 and to approve Change Order No. 3 for Contract WWTP-19-1 for an increase in the Contract Price in the amount of \$16,000. Seconded by Tina Smith. Approved 4-0

Ted Murphy motioned to ratify previous Board email approval for Change order No. 4 for Contract WWTP-19-1 for an increase in the Contract Price in the amount of \$16,744.13 and three additional days for replacement of an existing section of non-potable water piping. Seconded by Shaun Walsh. Approved 4-0

Ted Murphy motioned to ratify approval of Change Order No. 3 for Contract WWTP-19-3 for an increase to the Contract Price in the amount of \$4,837.00 for work necessary to replace and connect the drain pipe outside of the Dewatering building that had deteriorated beyond repair; and to ratify approval of Change Order No. 4 for Contract WWTP-19-3 for an increase in the Contract Price in

the amount of \$4,485 for replacement of an additional 16 ft. of deteriorated drain pipe within the Dewatering building. These Change Orders had been field authorized by Mike Moffa, per the delegation of financial authority for these amounts. Seconded by Tina Smith. Approved 4-0

Ted Murphy advised he had received a request from a property owner in East Bradford township, whose property is to the rear of the Trinity Drive Pump Station, asking if the Authority wished to sell the undeveloped part of the pump station parcel abutting his property. The Authority discussed that this undeveloped land is required to maintain the correct ratio of pervious to impervious surface for the parcel and is not available for sale. The Authority Board requested Mike Moffa ensure, i) the Pump Station property corners are clearly marked; ii) to reach-out to the property owner and advise he should not be performing any property maintenance on the pump station parcel. **ACTION: Mike Moffa.**

9. Developers Activity Report, dated April 1, 2021 was presented by Josh Fox (See report for details).

Josh reported that drawings have been received from the engineer for the Woodlands at Greystone development for the project to increase the size of the Authority's sewer main on Andrews Drive. However, HRG is awaiting replenishment of the sewer review escrow account before reviewing the drawings. Shaun Walsh stated that Casey Lalonde advised that a check from the developer had just been received and that the review should proceed as he was concerned about continued delays to the overall completion of the project.

10. The discussion of Q1 2021 Budget Status and YE projections occurred as part of agenda item #6.

11. Not all Board members had yet provided their comments on the By-laws and Financial Policies. Therefore this item was postponed until a future meeting. Tentatively schedule a review of some documents for the May meeting. **ACTION: Ted Murphy**

12. Any Other Business:

- a. The PMAA Annual Conference & Trade Show is scheduled for August 29 – September 1, 2021 in State College. Shaun Walsh advised he accepted an offer from HRG to co-present at the conference on the topic of the benefits of having a robust Capital Improvement Plan. Tina Smith expressed interest in also attending. The approximate cost of attendance would be calculated and presented to the Authority for discussion and possible approval at the May meeting. **ACTION: Shaun Walsh**
- b. Shaun Walsh described the opportunity to participate in a PMAA Performance Assessment Program, which is essentially a benchmarking survey of how the West Goshen Sewer Authority is performing against organizational standards and peer authorities. There is no cost to participate. The Board agreed this would be a good chance to learn and share. **ACTION: Shaun Walsh** to register and coordinate survey input for the Authority.

Tina Smith motioned to adjourn the meeting at 9:35 PM, seconded by Walt Wills.  
Approved 4-0.

Respectfully submitted,

Shaun Walsh,  
Secretary