

Attachment A

EAST NORRITON-PLYMOUTH-WHITPAIN  
JOINT SEWER AUTHORITY  
Minutes from Meeting held September 14, 2011

The regular monthly meeting of the East Norriton-Plymouth-Whitpain Joint Sewer Authority was called to order at 5:00 p.m. on Wednesday, September 14, 2011 at the Ross Street Treatment Plant in Plymouth Meeting, Pennsylvania. The following Board members were in attendance: Messrs. Roman Pronczak, Don Delamater, Keith Tornetta, Jim Staples, Ed Slanker and Anthony Greco. Also, in attendance were Mr. G. Matthew Brown, from ARRO Consulting, Timothy Boyd, Executive Director for the Authority and the Authority's Solicitor, Mr. James Hollinger.

A motion was made by Mr. Greco, seconded by Mr. Delamater, and unanimously passed to approve the minutes of the regular monthly meeting of August 10, 2011.

Mr. Brown reviewed the Engineer's Report as included in the package (see Attachment B). ARRO revised the Laboratory Relocation design drawings based on comments from the Executive Director and Laboratory Supervisor, and Plymouth Township code official preliminary review comments. Revised design drawings were resubmitted to Plymouth Township for code compliance and ENPWJSA for review and comment.

Mr. James Hollinger reported on changes to the MIPP Program. The regulations have changed so that Municipal Authorities do not have to go through getting the townships to pass ordinances in order to continue our function under MIPP. Instead, there needs to be an opinion from the Solicitor that says under the law the JSA is permitted to do this. A motion was made by Mr. Staples, seconded by Mr. Delamater, and unanimously passed to approve having the Solicitor prepare the opinion.

Mr. Boyd presented the financial statements for the Authority (see Attachment C). At 75% of the year, the Authority has spent 64% of the budget. He stated that the bank accounts have been reconciled to the end of August 2011.

Cash received for outside sludge for the month of August was \$30,402.86. The year to date receipts for sludge is about \$230,000, which is about \$30,000 more than budgeted revenue.

Mr. Boyd stated that the operating budget committee met on August 30th to review the draft 2012 operating budget. A copy of the draft is included in the Board Packet. The annual managers meeting will be held on Tuesday, October 4th to review the 2012 budget. Mr. Boyd plans to have the 2012 budget ready for adoption at the next board meeting on October 12, 2011.

Mr. Boyd informed the Board that Helen Hughes will be returning to the Authority on October 3, 2011. The Army is releasing her from activity duty.

Mr. Boyd updated the board on the capital projects. As discussed by Mr. Brown the Laboratory Relocation project plans have been revised and waiting for Township approvals. There was a construction meeting for the Heat Exchanger Replacement Project on Thursday, September 8th. There has been a delay on the delivery of the heat exchanger. The expected delivery date is now October 3rd with installation on October 4th or 5th. The incinerator should be down for about a week. There is no update on the Treatment Plant Expansion Project.

Mr. Boyd informed the Board that the current ash removal contract with Waste Management expires on October 31, 2011. The contract contains a provision for two one-year extensions, at a mutually agreeable price. Waste Management has agreed to hold the current pricing of \$132.53 per ton, if the JSA will agree to extend the contract for two years. Based upon current market pricing and the results of the last bids, Mr. Boyd recommends that the Board approve both one-year extensions at the current price of \$132.53 per ton. A motion was made by Mr. Greco, seconded by Mr. Slanker, and unanimously passed to approve the two one-year extensions for the ash removal contact.

Mr. Boyd also informed the Board that DEP performed an annual plant inspection on August 11th. We received a Notice of Violation (NOV) for conditions in the Trickling Filter Clarifiers and Activated Sludge Chlorine Contact Tanks. The conditions were addressed. He met with DEP on Thursday September 1st to review the NOV. A response letter was send by the September 8, 2011 deadline. Currently Mr. Boyd is awaiting a response from DEP. There were no permit violations for the effluent, as all the issues were internal process control issues.

Mr. Boyd informed the he has met with representatives from AT&T to discuss an easement for communication lines across JSA property to service the cell tower on the bike trail near the Turnpike. AT&T is also working to secure easements along the bike trail. Mr. Boyd will continue to meet with AT&T to discuss the easement and a compensation package.

Mr. Boyd informed the Board that the plant handled the impacts of Hurricane Irene well. There were no problems or overflows at Saw Mill Pump Station. There was an overflow at the last Ross Street manhole and internal to the plant for a brief period. They were all reported to DEP. The plant returned to normal operations after the storm passed and the river flooding subsided.

Mr. Boyd is working with Plymouth Township to resolve a sewer back up issue on Jefferson Street. JSA will be responsible for some storm related damage to several homes on Jefferson Street. This was due to a piece of broken pipe in the Plymouth Township line. The insurance company has been notified.

The annual meeting for DVIT WC is Tuesday, September 27th. If anyone one is interested in attending, please let Mr. Boyd know by Friday, September 16th.

Our new NPDES permit was issued with an effective date of September 1, 2011. The permit expires August 31, 2016. Under the new permit, the Operations and Maintenance Manual (O&M) needs to be updated and going forward updated annually. The O&M was last updated in 1980. We need assistance in updating the O&M, so the JSA obtained a proposal EEMA to prepare a new O&M. The cost is not to exceed \$20,000. A motion was made by Mr. Tornetta, seconded by Mr. Staples, and unanimously passed to approve the contact with EEMA to update the Operations and Maintenance Manual.

A motion was made by Mr. Greco, seconded by Mr. Slanker and unanimously passed to approve this month's bills for \$89,693.03, ratify payment of payrolls for \$96,903.54, ratify checks #18750 \$5,385.24 and #18751 \$8,041.04, and ratify P-Card payment of \$37,903.09, for total payables of \$237,925.94.

The Board reviewed the Superintendent's O&M Report.

The Board reviewed the Flow Connection Report.

The Board reviewed the 2012 Minimum Municipal Obligation funding requirement. There is no Minimum Municipal Obligation funding requirement for 2012.

A motion was made by Mr. Greco, seconded by Mr. Tornetta, and unanimously passed to adjourn the meeting at 6:35 pm.

Respectfully prepared by,

Submitted for approval by,

  
Timothy A. Boyd  
Executive Director

Mr. Frederick W. McBrien, III  
Secretary



**EAST NORRITON-PLYMOUTH-WHITPAIN JOINT SEWER AUTHORITY  
2012 OPERATIONS BUDGET**

**OPERATING EXPENSES**

**PERSONNEL**

5000	PLANT SUPERVISION	\$463,940
5010	LABOR	\$886,015
5020	PAYROLL TAXES	\$114,746
5021	WORKERS' COMPENSATION	\$40,000
5022	LIFE INSURANCE	\$13,130
5023	HOSPITALIZATION	\$327,280
5025	PENSION/457	\$8,000
5026	TRAINING/CONF.	\$16,300
	<b>TOTAL PERSONNEL</b>	<b>\$1,869,411</b>

**OPERATIONS**

5100	CHEMICALS	\$122,555
5101	LAB SUPPLIES	\$33,000
5111	OUTSIDE LAB TESTS	\$15,000
5102	FUEL (GAS)	\$364,800
5103	ELECTRIC	\$588,720
5106	OPERATIONS ENGINEER	\$28,000
5200	MAINTENANCE & REPAIRS	\$210,000
5201	MATERIALS & SUPPLIES	\$35,000
5201A	SAFETY EQUIPMENT	\$4,500
5202	ASH DISPOSAL	\$31,807
5203	EQUIPMENT REPLACE	\$4,000
5204	VEHICLE EXPENSES	\$27,000
5205	UTILITIES	\$14,400
5206	SERVICE CONTRACTS	\$50,060
5300	MIPP	\$9,425
5403	PERMITS/FEES	\$6,750
	<b>TOTAL OPERATIONS</b>	<b>\$1,545,017</b>

**TOTAL OPERATING EXPENSES**

**\$3,414,428**

**ADMINISTRATIVE EXPENSES**

5400	AUTHORITY	\$9,400
5401	AUDITING & ACCOUNTING	\$9,650
5408	BANK CHARGES	\$3,000
5402	LEGAL	\$23,200
5404	OFF SUPP/AMIN. MISC.	\$11,000
5405	COMMUNICATION	\$12,948
5406	POSTAGE	\$1,220
5407	INSURANCE, LIABILITY	\$50,000
5410	CONTINGENCY	\$10,000
	<b>TOTAL ADMINISTRATIVE</b>	<b>\$130,418</b>

**TOTAL 2012 OPERATING BUDGET**

**\$3,544,846**