

Upper Merion Sanitary & Stormwater Authority (UMSSA)

March 19, 2019

A meeting of the Upper Merion Sanitary and Stormwater Authority (UMSSA) was held on Tuesday, March 19, 2019, in the Boardroom of the Upper Merion Township Building located at 175 West Valley Forge Road, King of Prussia PA 19406.

1. Executive Summary: Three new development plans currently under review will generate tapping fees for the Authority. The annual report to DEP will be filed ahead of the report deadline. A new Tapping Fee Resolution and three contract awards totaling \$285,790.00 were approved. The commissioning of a stormwater fee analysis was discussed, and the Engineer shall draft RFP documents to initiate a study. The payment of requisitions totaling \$6,397.00 was approved.

2. Attendees.

James Ruddy	Chair
Diane Reilly	Vice Chair
Ed Veneziale	Secretary
Gian Singla	Treasurer
Edmund Campbell	Assistant Secretary/Assistant Treasurer
Steve Hann	Solicitor
Fred Ciottoni	Engineer
Geoff Hickman	Director of Public Works
Rob McKernan	Chief of Wastewater & Collections

The following members were not present at the meeting: Greg Philips (Board of Supervisors Liaison), Sally Slook (Executive Secretary), and Nicholas Hiriak (Director of Finance).

3. Call to Order: The UMSSA meeting was called to order at 6:30 p.m. by the UMSSA Chair, followed by the Pledge of Allegiance by all attendees.

4. Minutes of the Previous Meeting: **A motion by the Chair to approve the minutes from the previous meeting was seconded by the Vice Chair and approved by all Authority members present.**

5. Executive Secretary's Report: The Chair presented the Executive Secretary's Report. The Township Planning Department is reviewing three new development applications, and the tapping fees for the developments have been calculated according to the application submission date (cf. attached Impact Fee Analysis):

Glasgow Tract	271 Housing Units	\$2,369,624.00
Craft Custom Homes	5 Housing Units	\$43,720.00
SR & ZR Real Estate, LLC	Convenience Store	TBD

6. Engineer's Report: The Engineer presented two flow charts, which confirm that neither one of the Township's Water Pollution Control Centers (WPCCs) has been overloaded over the past ten years (cf. attached Hydraulic Loading Charts). This information will be included in the report to DEP and submitted prior to the March 31, 2019 deadline.

7. Solicitor's Report: The Solicitor submitted two documents for the Authority's consideration: the Mancill Mill Easement Agreement and a new Tapping Fee Resolution. The Mancill Mill developer proposes to create a pre-school facility on Mancill Mill Road and requests to discuss this proposal at the next UMSSA Meeting in April.

The updated fee proposed by the Tapping Fee Resolution is based upon the Engineer's calculations and will increase the tapping to \$8,744.00. **A motion by the Treasurer to approve the Tapping Fee Resolution was seconded by the Vice Chair and approved by all Authority members present.**

8. Director of Public Works' Report: The Director presented three contracts for the Authority's consideration: a bid recommendation for the Swedesburg Pump Station and Flint Hill Pump Station New Emergency Generator project, a professional services agreement (PSA) for a SCADA Evaluation, and a PSA for the Trout Run WPCC

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New Emergency Generator project (cf. attached contract documents). The bid to procure and install new emergency generators at two pump stations is complete, and ARRO Consulting, Inc. (hereafter ARRO) reviewed the bids and recommends award to the lowest bidder. The Assistant Secretary inquired about the emissions guidelines for the generators. The Chief of Wastewater & Collections confirmed that generator power sources classified as emergency generators do not fall under the emissions requirements for continuous power generators. **A motion by the Chair to award the contract to BSI Electrical Contractors in the amount of \$240,250.00 was seconded by the Vice Chair and approved by all Authority members present.**

ARRO submitted a PSA to provide instrumentation controls and SCADA engineering services for the Township's wastewater assets. **A motion by the Secretary to award the PSA to ARRO in the amount of \$16,940.00 was seconded by the Vice Chair and approved by all Authority members present.**

ARRO submitted a PSA to provide consulting and engineering services for the installation of a new generator and automatic transfer switch at Trout Run WPCC. **A motion by the Chair to award the PSA to ARRO in the amount of \$28,600.00 was seconded by the Treasurer and approved by all Authority members present.**

9. New Business: The Vice Chair advised the Authority that it should begin prioritizing stormwater projects for implementation, particularly noting the flooding mitigation required for Tannery Drive. The Township must procure a firm to perform an analysis of stormwater fees. The Solicitor remarked that in accordance with case law throughout the country, a distinction must be raised between a "fee" and a "tax." A fee assessed by the Authority would conform to the *Municipal Authorities Act*, and for this reason the Solicitor counseled that a stormwater fee should be assessed by the Authority rather than the Board of Supervisors. Contents of the stormwater fee study were discussed (e.g. the analysis should factor lot size, impervious surface, property type, etc.). The Engineer shall draft the contract documents for a stormwater fee study RFP and shall contact Gannett Fleming regarding the status of the 25-year stormwater study currently underway.

10. Director of Finance's Report: The Chair presented the Director of Finance's Report, noting that interest rates have increased (cf. attached budget statements). **A motion by the Chair to accept the Financial Report and the payment requisitions in the amount of \$6,397.00 (see table below) was seconded by the Vice Chair and approved by all Authority members present.**

11. Approval of Requisitions:

Agency	Invoice Amount	Invoice Number	Description
Arro Consulting	\$2,560.00	0049776	Professional Services
HRMM&L	\$2,210.00	263880	Professional Services
HRMM&L	\$51.00	263882	Professional Services
Norfolk Southern	\$165.00	90902253	Swedeland Grade Recurring Agreement
HRMM&L	\$221.00	264704	Mancill Mill Easement Preparation
HRMM&L	\$1,224.00	264702	General Representation
TOTAL	\$6,397.00	---	---

12. Adjournment: There being no further business for the Authority to conduct, the meeting was adjourned at 7:30 p.m.

~~Sally Stook~~

NICHOLAS F. HIRIAK
EXECUTIVE SECRETARY

Accountant TO THE AUTHORITY