

EAST GOSHEN TOWNSHIP
MUNICIPAL AUTHORITY MEETING MINUTES
APRIL 13, 2009

The East Goshen Township Municipal Authority held their regularly scheduled meeting on Monday, April 13, 2009 at 7:00 PM at the East Goshen Township building. Members in attendance were: Chairman Fran Beck, Mike Steinberger, Jack Yahraes, Joe McCawley, and Dana Pizarro. Also in attendance were: Township Manager Rick Smith, Authority Engineer Evan Andrews (Pennoni), Authority Solicitor Bob Adams, Mark Miller (Director of Public Works), Megann Hedgecock (PC), and Carmen Battavio (BOS).

COMMON ACRONYMS:

MA – Municipal Authority

HC – Historical Commission

PC – Planning Commission

CB – Conservancy Board

PR – Park & Recreation Board

BOS – Board of Supervisors

I&I – Inflow & Infiltration

RCSTP – Ridley Creek Sewer Treatment Plant

LCSTP – Lockwood Chase Sewer Treatment Plant

DEP – Department of Environmental Protection

EPA – Environmental Protection Agency

PHMC – Pennsylvania Historical Museum Commission

NPDES – National Pollutant Discharge Elimination System

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Fran Beck called the meeting to order at 7:00 PM and led those present in the Pledge of Allegiance.

2. CHAIRMAN'S REPORT

Because the township staff are overwhelmed with the scale of the RCSTP project, they have engaged the idea of hiring a project manager and will interview three potential candidates. They expect to make a decision within one week.

3. PROJECT MANAGER INTERVIEW #1 – CARROLL ENGINEERING (7 – 7:40pm)

Andrew Samuelson with Carroll Engineering is familiar with the aspects and expectations of an owner rep as he was an owner rep for Bucks County (\$12 million project) and Benminster (\$6 million SBR plant). He has worked with Worth & Company and provided a summary. He has also worked as an authority engineer for Horsham and Bucks County's Municipal Authorities. Mr. Samuelson will need approximately 1 week to review the project status, drawings and schedule of construction. If there is a solid design only 1-2% change orders would be expected. He is familiar with Pennoni but has never worked with them. He expects to be on site 1x/wk., hold monthly meetings 2x/mth., conduct project meetings with all members 4x/mth, plus 50hrs./mth. office support, for a total of 900/hrs. on the project. He would look to develop personal relationships, working to improve the schedule, eliminate delays and reduce costs, while providing pressure to the general and sub-contractors. He has not previously handled payment requests. He has other projects going on but is "committed to hitting the ground running" if awarded this project. His office is in Warrington and mileage is an additional charge.

Members agree this candidate has the lowest number of hours and the highest hourly rate. Carmen is concerned about this becoming a peer review. Joe would prefer a business person not another engineer.

4. APPROVAL OF MINUTES

The minutes of March 9, 2009 were reviewed and corrected. Mike moved that the minutes of the March 9, 2009 meeting be approved as corrected. Jack seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.

The minutes of February 24, 2009 were reviewed. Mike moved that the minutes of the April 2, 2009 meeting be approved as written. Jack seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.

5. ENGINEERING REPORT

Evan reported that the DEP responded to their Updated Revision for LCSTP and the Hershey Mill/Reserve PS Diversion Special Study and the comments are under review. The RCSTP Upgrade & Expansion project is moving along and the schedule remains unchanged. The contractor proposed to move the screen building 16' west to reduce the amount of excavating and shoring, and protect the existing equalization tank. Carmen the money saved on shoring should be refunded to EGT. Joe agreed the contractor is getting a financial benefit but the SBR tank misplacement has not been addressed; he want to address issues as they arise and not wait for arbitration. Evan said the effects of the 8' tank misplacement will result in a narrower paved way in front of the treatment building but does not see any harm to the township; there will be no additional charge for adjustments to piping and utilities. Bob suggested the MA send a letter recognizing Pennoni's position on the engineering issue and asking for documentation of the financial savings; members agree.

6. PROJECT MANAGER INTERVIEW #2 – PENNONI ASSOC. (8 – 8:30pm)

Matt Siedlecki with Pennoni Assoc. was introduced by Evan Andrews. Evan explained that Mr. Siedlecki has been with Pennoni for the past two years but has 30+ years experience as a construction manager/inspector and head of public works. Evan took Mr. Siedlecki on a tour of RCSTP last week so he has a general knowledge of the project status. Mr. Siedlecki explained his work experience and takes a hands-on approach to every project. He has worked with municipalities, contractors, mechanical, electrical, etc. They propose 24hrs./wk. @ \$75/hr., plus 10hrs./wk. in office support, including reports to the BOS, etc. Members discussed the anticipated chain of command on the work site and Mr. Siedlecki said he would report to Evan. He would work exclusively on this project. He anticipates Mark from Pennoni reviewing payment requests and the township signing off on them. Mr. Siedlecki would absorb the 8-12 hrs./wk. Evan is currently working on the look-ahead schedule and have 2-3 days/wk. on site. Members are looking for an independent, objective owner rep and question Mr. Siedlecki's ability to do so.

7. PROJECT MANAGER INTERVIEW #3 – BRICKHOUSE ENVIRONMENTAL (8:40 – 9:25pm)

Scott Towler with Artesian and Brickhouse Environmental, along with Dave Farrington and Dave Evans of Brickhouse Environmental were present. Mr. Towler explained that Artesian and Brickhouse are separate entities, but work together. He would be the lead project manager on this project but is also in charge of PA Operations for Artesian in southeast PA. Dave Evans, located in West Chester, would be available during any absences as it is their intention to provide a seamless role in the project. Mr. Towler has 20yrs. of wastewater experience, working with multiple municipalities on system upgrades and expansions including Upper Moreland and Phoenixville. He also worked on government projects with American Water. As a project manager, he has experience working with various levels of

personnel/teams, documenting, permitting, and with contractors, as well as schedule maintenance, bid meetings, pre-construction meetings, specifications, etc. He has reviewed this project's background and visited the site; he has met Matt from Pennoni and finds him forthcoming and potentially easy to work with. He said an owner rep works in the MA's interest; he would work closely with the site inspector vs. the engineer to ensure that the MA is informed, identifying design changes and managing conflicts. He would first need to review the schedule and identify artificial vs. real deadlines. Members discussed liquidated damages, negotiations and payment requests with the candidate. Mr. Towler would expect a monthly schedule update from the contractor for reporting to the MA, in addition to weekly meetings with the inspector; a project log would document all change orders, liquidated damages, etc. As project manager they would work to keep the contractors on schedule, reducing time on site to key inspections, installations, etc., as time progressed – he anticipates 32hrs./wk. Mr. Farrington said they estimated the project to be 72wks., allowing for the contract close-out, but there is room for adjustment in the hours, while still be effective. With various interpretations of the scope of the project, Bob suggested developing a budget for consideration. Members agree that the Asst. Project Manager position could be eliminated as it duplicates some of the Inspector's work.

8. PROJECT MANAGEMENT EVALUATION

Members agreed that Brickhouse was the most impressive and qualified, and Scott appeared to be an effective communicator. They need to evaluate the proposed number of hours and negotiate. Joe said a minimum of 8 hours for job meetings was critical, along with monthly reports, payouts, etc. Brickhouse proposed 32hrs./wk. at \$115/hr. for 72wks. for a total of \$246,000; the MA budget is roughly \$175,000. Dana said 24hrs./wk. is average for projects, bringing the cost down to \$193,000. Members agreed that the project manager should be responsible for attending all project meetings including MA meetings, conduct site visits 3 times per week or as needed, handle/approve all pay applications, and review all schedule changes, change orders and construction change directives.

Having determined Brickhouse to be the most qualified, Joe moved that the MA authorize two representatives to negotiate the terms of a professional services contract with Brickhouse to be the owner representative for the RCSTP project, providing reports and recommendations to the MA, based on a 24hr. work week and not to exceed \$200,000. Mike seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.

9. APPROVAL OF INVOICES

- A. Action Mobile Industries, Inv. #PRI-10524350, 3/10/09 – \$239.10,
Potty Queen, Inv. #P86850, 3/18/09 – \$95.00, and
Verizon Bill, 4/2/09 – \$264.31

Mike moved to approve payment of the above-mentioned invoices totaling \$598.41 for the RCSTP upgrade & expansion project. Joe seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.

- B. Worth & Company, Inc., Payment #3, 3/31/09 – \$768,780.00

Joe moved to approve payment to Worth & Company in the amount of \$768,780.00 for the RCSTP. Jack seconded the motion. The SBR tank and walls are in. No material is off-site. Mark has reviewed this bill. No further discussion or public comment was heard. The motion passed unanimously.

- C. Clinger Corporation., Payment #1, 3/13/09 – \$7,034.00
Joe moved to approve payment to Clinger Corporation in the amount of \$7,034.00 for the RCSTP electrical work. Dana seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.
- D. Pennoni, Inv. #404309, 4/08/09 – \$965.00
Joe moved to approve payment to Pennoni in the amount of \$965.00 for 2009 Annual Services. Mike seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.
- E. Pennoni, Inv. #404308, 4/08/09 – \$1,225.00
Joe moved to approve payment to Pennoni in the amount of \$1,225.00 for Marydell Diversion Planning. Mike seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.
- F. Pennoni, Inv. #404307, 4/08/09 – \$157.50
Joe moved to approve payment to Pennoni in the amount of \$157.50 for West Goshen Diversion Planning Project. Mike seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.
- G. Pennoni, Inv. #404306, 4/08/09 – \$32,787.46
Mike noted that Pennoni has gone significantly over-budget on the construction phase and no notification was given. Joe thought this was a “not to exceed” contract and Dana said Pennoni never should have billed beyond the contract cost. The bill was held until such time as the MA receives an acceptable proposal.
- H. Gawthrop Greenwood, Inv. #6604-01 – \$1159.00 and Inv. #6604-06 – \$2,255.50
Mike moved to approve payment of the Gawthrop Invoice #6604-01 in the amount of \$1159.00 for general authority services, and Invoice #6604-06 in the amount of \$2,255.50 for the RCSTP upgrade & expansion project. Dana seconded the motion. No further discussion or public comment was heard. The motion passed unanimously.

10. OLD BUSINESS – none

11. SEWER REPORTS

Mark completed the lining of the sewer pipe in Grand Oak and Waterview developments, and brought a sample of the material.

12. PUBLIC COMMENT – none

13. ADJOURNMENT

Mike moved that the MA adjourn. Joe seconded the motion. No further discussion or public comment was made. The motion carried unanimously. The meeting adjourned at 10:10 PM.

Respectfully submitted by: _____

Tracie Hill, Recording Secretary