

**EAST GOSHEN MUNICIPAL AUTHORITY**

**June 11, 2012**

**Monday 7:00 PM**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
  - a. Ask if anyone will be taping the meeting?
2. CHAIRMAN'S REPORT/OTHER MEMBERS REPORTS
3. APPROVAL OF MINUTES
  - a. May 14, 2012
4. APPROVAL OF INVOICES

a. Pennoni #501145	\$	920.25
b. Pennoni #507185	\$	498.50
c. Pennoni #507186	\$	320.50
d. Pennoni #507187	\$	289.75
e. Pennoni #507188	\$	6,049.00
f. Pennoni #507189	\$	558.00
g. SMJ Construction Payment #1- Lockwood Div.	\$	105,473.17
5. LIAISON REPORTS
6. FINANCIAL REPORTS
  - a. Jon Altshul will discuss findings and recommendations regarding Municipal Authority finances.
  - b. May 2012 Report
  - c. Memo on Internal Quarterly Billing for Overhead –Q2-2012
  - d. Acknowledge receipt of 2011 Audit and Related Correspondence
7. OLD BUSINESS
  - a. Revised invoice from Clinger
8. GOALS
  - a. May Goals
9. NEW BUSINESS
  - a. Proposal for Prof. Services, Hershey's Mill Pump Station Grinder Installation
  - b. Meter Quote From Allied Control Services
10. CAPACITY REQUESTS - none
11. SEWER REPORTS
  - a. Director of Public Works Report
  - b. Pennoni Engineer's Report
  - d. Big Fish Environmental Inc Report with DMR's
  - e. East Goshen Township Flows for May 2012
12. ANY OTHER MATTER

- 13. CORRESPONDENCE AND REPORTS OF INTEREST
- 14. PUBLIC COMMENT
- 15. ADJOURNMENT

Meetings & Dates of Importance

June 11, 2012	Municipal Authority	7:00 PM
June 13, 2012	Long Range Planning	9-12:00PM
June 13, 2012	Conservancy Board	7:00 PM
June 14, 2012	Farmer's Market	3-7:00PM
June 14, 2012	Historical Com - CANCELLED	
June 18, 2012	Commerce Dev. Comm.	7:00 PM
June 19, 2012	Board of Supervisors	7:00 PM
	CU Hearing	
	Goshen Meadows	
	1325 West Chester Pike	
June 21, 2012	Farmer's Market	3-7:00PM
June 21, 2012	Historical Comm.	7:00PM
June 23, 2012	EGT Community Day	5:00PM
	EGT Park	
	Rain date is June 24	
June 26, 2012	Applebrook Golf	
June 27, 2012	Friends of EGT 501c3	7:00PM
June 28, 2012	Farmer's Market	3-7:00PM

Reminder – NEWSLETTER ARTICLE SUBMISSION DUE DATES:

Article Due Date

Website Posting Date

July 1, 2012 - Summer

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**draft**  
**EAST GOSHEN TOWNSHIP MUNICIPAL AUTHORITY**  
**MEETING MINUTES**  
**May 14, 2012**

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The East Goshen Township Municipal Authority held their regularly scheduled meeting on Monday, May 14, 2012 at 7:00pm at the East Goshen Township building. Members in attendance were: Chairman Dana Pizarro, Joe McCawley, Jack Yahraes, Fran Beck and Kevin Cummings. Also in attendance were: Rick Smith (Township Manager), Mark Miller (Director of Public Works), Jon Altshul (Township CFO), Bob Adams, Atty., Walter Wujick (Conservancy Board), Scott Towler, Dan Barbato, and Mike Ellis.

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**Special Tour** – The meeting was held at the Ridley Creek Sewer Treatment Plant. At 6:00 p.m., the members of the Municipal Authority and others in attendance were given a tour of the plant by Scott Towler.

22

**Call to Order & Pledge of Allegiance**

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24  
25  
26  
27

Dana called the meeting to order at 7:00pm and led those present in the Pledge of Allegiance. There was a moment of silence to remember the troops. Dana asked if anyone would be recording the meeting and there was no response.

28

**Chairman's Report/Other Members' Reports**

29  
30  
31  
32  
33

Jack attended the West Goshen Municipal Authority meeting and provided copies of the minutes.

34

**Approval of Minutes**

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39

The Chairman noted that the minutes of the April 9, 2012 meeting were approved as corrected.

40

**Approval of Invoices**

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Joe moved to approve payment of the following Pennoni invoices:

1. Pennoni #504741, \$ 1,089.00
2. Pennoni #504742, \$ 5,835.00
3. Pennoni #504744, \$10,348.75
4. Pennoni #504746 \$ 3,035.25

Fran seconded the motion. There was no further discussion. The motion passed unanimously.

Joe moved to approve payment of the following Gawthrop Greenwood invoices:

1. Gawthrop Greenwood #98012 \$152.00
2. Gawthrop Greenwood #98989 \$703.00

Jack seconded the motion. There was no further discussion. The motion passed unanimously.

40

**Liaison Reports**

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1. Conservancy Board – Walter reported that the Board did a planting in the open space on the east side of Reservoir Road. They are planning a walk through the basins with Mark Miller.

2. Historical Commission – Jack reminded everyone about Living History Day on Saturday, June 2, 2012 from 11 am to 4 pm. This year is still about the Civil War but the focus is on the women who were left at home.

1 **Financial Reports** – Jon Altshul, the Township’s new CFO, introduced himself and gave his  
2 background. He took a look at all of the financial information for the Authority and found that  
3 some items weren’t coming through on the reports. He asked the Authority members for any  
4 additional information or layouts they might want to see. Fran spoke about the annual audit.  
5 Kevin would like to know what controls are in place. He feels the auditors should meet with the  
6 Authority members. Rick will ask an auditor to come to the next meeting. Dana liked having  
7 the transaction details. Jon mentioned that the Authority has 3 bank accounts. He will attend  
8 next month’s meeting.  
9

10 **Old Business**

11 1. Clinger Invoice – In response to Rick’s letter to Clinger about their invoice  
12 #M11143 for \$1,484.00, Clinger advised that according to their collective bargaining agreement,  
13 2 journeymen have to respond to this type of call. Joe feels the rate of \$145/hr is too much and  
14 wants to deny payment. Rick pointed out that a journeyman’s hourly rate is \$102.00 and  
15 suggested that they pay for 2 men at this rate. Everyone agreed.  
16

17 **Goals**

- 18 1. Newsletter – Jack submitted the article for the summer newsletter. Dana will do an  
19 article for Fall.  
20 2. Joe will attend the June 6th West Goshen meeting and Dana will attend the  
21 September meeting.  
22

23 **New Business**

24 None  
25

26 **Capacity Requests**

27 None.  
28

29 **Sewer Reports**

- 30 a. Mark Miller, Director of Public Works Report:

31 **C.C. Collection** – PWD received a call from a resident on Heather Lane stating that  
32 their lateral needed repairs. We looked at the lateral and found that the stack had  
33 pulled out of the tee. I stood on the stack and pushed the pipe back into the tee.  
34 While visiting the Hershey Mill Pump station the Crew found a sewer manhole  
35 overflowing. We entered the downstream manhole and removed several 5 gallon  
36 buckets of grit. We then jetted the line to clear the clog. We received 12 calls for  
37 lateral cap replacement during the month.

38 **ACTION ITEM** - Mark asked the Authority for approval to have Pennoni investigate  
39 the cost to install a Muffin Monster at the Hershey Mill Pump Station. With  
40 additional flow, he believes they are going to have a problem with debris. He  
41 estimated \$70,000 and drawings and engineering will be needed. Mark and Dan will  
42 get the costs for the next meeting.

43 **R.C. Collection** – The pumping station was visited on a daily basis and the basket was  
44 cleaned. Chemicals are still being added to fight the grease. There were no problems  
45 during the month of April. Seven calls were received for laterals during the month.

46 **Lochwood Plant:** The contractor has started the sewer work. They started at the

1 swim club on Tanglewood Drive. The road crossing took them 3 days due to utility  
2 conflicts. Once they crossed the road they hit rock which took 3.5 days to get  
3 through. They removed 54 cubic yards of rock. They are currently in good dirt and  
4 working their way through the open space. Matt and Mark are taking turns  
5 inspecting. Dan introduced Mike Ellis, who designs pump stations at Pennoni. Dan  
6 feels the way the contract went out was good. The bids were better because the  
7 township didn't make the project unclassified. It is better that the rock was  
8 mentioned. Mike reported that rock was found at Lochwood where it was expected  
9 but at a shallower level. The contractor submitted preconstruction video. They  
10 installed manhole six. In a few weeks the first house should be connected.  
11 Mark reported that Dusty Kilgore and Kevin Miller have completed the sewer  
12 maintenance courses at Delaware County Community College. They are interested in  
13 attending other courses.

14 Alarms – 22 alarms were received for the month

15 PA One Call – There were 87 PA One calls for the month of April.

- 16 b. **Pennoni** inspection report done on April 11 & 13 by Matt McAloon was reviewed.  
17 c. Pennoni Engineer's Report - Dan Barbato provided the following report:

18 Invoices - with summaries were provided under separate cover.

19 Ridley Creek Sewage Treatment Plant –

- 20 • The plant was inspected in detail on April 11 & 13. The purpose of the inspection  
21 was to compare the current operation and plant condition to the conditions  
22 documented in the March 5, 2012 report, which was immediately following the  
23 departure of Miller Environmental. The majority of the deficient conditions appear to  
24 have been corrected. The building were clean and well organized, the alum feed  
25 system is not currently required, the disk filters were clean and appeared to be  
26 operating properly, sludge levels in the digesters was acceptable, and effluent  
27 appeared clear at the time of the inspection. A detailed inspection report is attached.  
28 In summary, several conclusions and observations can be made:

- 29 1. Miller Environmental was not properly operating the plant.  
30 2. Housekeeping and process data collection was poor.  
31 3. The plant is capable of meeting the new discharge limitations.  
32 4. Miller's claim that design shortcomings in the plant inhibited their ability to  
33 operate the plant is unfounded, particularly in light of the demonstration of the plant  
34 performance over the past 2 months.  
35 5. The centrifuge is capable of processing solids.  
36 6. Miller Environmental did not properly manage and remove solids at the  
37 facility.  
38 7. Miller Environmental relied too heavily on chemical treatment, particularly  
39 alum.  
40 8. The plant is currently being operated properly, with good data management,  
41 housekeeping and maintenance practices.  
42 Dan is pleased with the current operation of the plant and Pennoni stands by their  
43 design.  
44

45 LCSTP Elimination

1           1. The contractor, SJM Construction Company, began construction on May 1  
2 installing E&S controls and performing site clearing. Sewer construction began on  
3 May 3 and they are tentatively projecting approximately 60 days to complete the  
4 work. The required contract completion date is July 2, 2012.

5           2. We have been performing close to full-time construction inspection services  
6 from the start of construction on May 3 through the time of this report. Full-time  
7 inspection is planned to continue at least until the contractor is no longer excavating  
8 rock. We expect to be out of rock by May 11.

9           3. As of this report, the contractor is encountering rock at shallower depths  
10 (higher elevations) than indicated in the Township's pre-construction borings. The  
11 rock removal contract quantity is 75 c.y. We are currently estimating the actual rock  
12 removal quantity will be a little over 100 c.y, resulting in an increased cost of  
13 approximately \$3,000 due to the increased quantity.

14           4. The existing drop connection at Existing Manhole EXMH-8 along  
15 Tanglewood Drive was not damaged during construction of the new sewer, so the Bid  
16 Add Item for that item of work will not need to be exercised. The Add Item was bid  
17 at \$5,300.

18           5. We have provided in-office construction support on scheduling, Tanglewood  
19 Drive closure, detour/closure signage, marking and extent of tree clearing, rock  
20 quantification, and verification that the existing lateral from 924 Dolphin Dr. will not  
21 conflict with the proposed sewer based upon the measured lateral depth leaving the  
22 house.

23           6. We reviewed additional construction submittals including the contractor's pre-  
24 construction video. All submittals have been "Approved" or "Approved as Noted".

25           7. We issued a Construction Issue set of plans and specifications to the  
26 contractor and Township to incorporate the various addenda into one set of plans and  
27 specifications.

#### 28 Hershey Mill PS Diversion, Reserve PS Elimination Planning

- 29 • We previously prepared draft plans and draft applications for DEP General Permits  
30 (GP) for Stream Crossings. The PNDI Receipt for the Hershey Mill PS Diversion  
31 identified potential threats to two plant species. We prepared and submitted the  
32 required documents to DCNR for their comments/approval regarding the potential  
33 threats, and we are awaiting feedback. It also appears that additional construction  
34 easements will be required to install a temporary construction bridge stream crossing  
35 for the Hershey Mill PS Diversion, and we are coordinating with the Township to  
36 determine if the General Permit for a temporary crossing should be pursued as a  
37 result.

#### 38 Marydell PS Elimination Planning

- 39 • We have prepared draft plans and a draft PennDOT Highway Occupancy Permit  
40 (HOP) application. We are continuing attempts to coordinate with PECO regarding  
41 mitigation of impacts to overhead utility poles given the proximity of the proposed  
42 sewer to the poles. The PECO coordination may impact the HOP application, such as  
43 modifications to the exact sewer location. Upon resolution of any such PECO issues,  
44 we will finalize and submit the HOP application.

1        Annual Chapter 94 Reports

2        • A new influent metering and organic sampling location is needed at the Ridley Creek  
3        STP in order to satisfy DEP's new Chapter 94 requirements. We have discussed the best  
4        location with Public Works, and we forwarded a recommendation letter to the Authority  
5        prior to the April 9, 2012 meeting.  
6

7        **c. Big Fish Environmental Services, Inc.** Scott Towler gave the following report on  
8        plant operations for April 2012:

9        Treatment Process Operation – Sequencing batch reactors (SBRs) numbered 2, 3 and 4  
10       were in service until April 11<sup>th</sup>. SBR #2 was removed from service on April 11, 2012 to  
11       evaluate the treatment performance through utilizing 2 SBRs #3 & #4. The following  
12       observations were recorded with only 2 SBRs in service:

- 13           1. Occasional filled decants attributed to diurnal flow loadings.
- 14           2. Nitrification and denitrification was achieved.
- 15           3. Nitrate concentrations became elevated contributing to denitrification within  
16           the SBRs during settle phase.
- 17           4. Phosphorus removal within the effluent limitation was achieved without alum.
- 18           5. DO trends during peak flow periods indicated significant oxygen demand  
19           (minimum to no desired "DO peaks").
- 20           6. SBR surface developed a layer of foam. Microscopic examinations did not  
21           identify *Nocardia* sp. as the main contributing factor for development of foam.
- 22           7. The F:M ratio increased (160 minutes fill cycles)
- 23           8. Effluent clarity remained good; however, the final effluent exhibited a slight  
24           color (similar to the discharge from a trickling filter treatment process). The final  
25           effluent achieved permit compliance with the discharge limitations.

26       On April 7, 2012, transfer of treated effluent to the Applebrook golf course lagoon  
27       commenced, approximately 65,000 gallons/day.

28       On April 22, 2012, the chemical feed system to provide alum to the flocc tank mixer and  
29       influent to the disc filters was placed in service. It should be noted that the use of alum to  
30       assist in phosphorus removal was driven by the uncertainty of compliance with the  
31       NPDES permit. Typical laboratory turnaround for analytical reports is two weeks, with  
32       the April 5<sup>th</sup> sample report received on April 27<sup>th</sup>. Split sample analysis between on-site  
33       testing and the laboratory indicates elevated sample results obtained on site as compared  
34       to ALS. Evaluation of selected laboratory accreditation is warranted.

35       On May 2, 2012, SBR #1 was placed in service, in addition to SBRs #3 & #4.

36       A summary of the influent and effluent sample data for the month of March 2012 is  
37       attached for review. The eDMR and supplemental reports for March 2012 have been  
38       prepared and hand delivered to PA DEP by BFESI on April 27, 2012. As required by the  
39       NPDES permit effective March 1, 2012, the following supplemental reports accompanied  
40       the DMR:

- 41           1. Daily Effluent Monitoring Report
- 42           2. Chemical Additives Report
- 43           3. Sewage Sludge/Biosolids Production and Disposal report 1 of 3, report 2  
44           of 3 and report 3 of 3.
- 45           4. Hauled in Municipal Waste Report
- 46           5. Influent & Process Control Form

1                   6.     Laboratory Accreditation Report.  
2

3     **Any Other Matter - None**  
4

5     **Correspondence and Reports of Interest - None**  
6

7     **Public Comment** – None  
8

9     **Adjournment**

10    There being no further business, Joe moved to adjourn the meeting. Fran seconded the motion.  
11    The motion passed unanimously. The meeting was adjourned at 8:10pm.  
12

13    Respectfully submitted,  
14

15  
16    Ruth Kiefer  
17    Recording Secretary





# INVOICE

Newark, DE  
302-655-4451 Fax: 302-654-2895

Remit Payment To:  
Pennoni Associates Inc.  
P.O. Box 827328  
Philadelphia, PA 19182-7328

East Goshen Municipal Authority  
1580 Paoli Pike  
West Chester, PA 19380-6199  
Attention: Louis F. Smith, Twp Mgr.

Invoice #: 501145  
Invoice Date: 03/28/2012  
Project: EGMA1204  
Project Name: Lockwood-Chase Construction  
Phase S

For Services Rendered through: 03/18/2012

Contract paperwork for SJM, set up pre-construction meeting, request submittals from Contractor. Preparation of survey control point files and CAD files for Contractor.

Phase : \*\*\*\* -- Professional Services

Total Phase : \*\*\*\* -- Professional Services

Labor : 920.25  
Expense : 0.00  
Phase Total : 920.25

Amount Due This Invoice

\$920.25

Fee : 16,000.00  
Prior Billings : 0.00  
Current Billings : 920.25  
Total Billings : 920.25

Phase : \*\*\*\* -- Professional Services

Labor Class	Hours/Units	Rate	Amount
Senior Engineer	5.00	105.00	525.00
Project Engineer	4.25	93.00	395.25
<b>Labor Total:</b>	<b>9.25</b>		<b>920.25</b>

Total Phase : \*\*\*\* -- Professional Services

Labor : \$920.25  
Expense : \$0.00

Total Project : EGMA1204 -- Lockwood Chase Construction Phase S

Labor : \$920.25  
Expense : \$0.00

# 7424-7475

OK RS  
6-8-12

East Goshen Municipal Authority  
EGMA1204 Invoice Summary  
Invoice Date 12-27-2011

**Project:** EGMA1204  
**Pennoni Job No.:** Lockwood Chase Construction Phase S  
**Invoice No:** 501145  
**Invoice Period:** N/A to 3/18/2012  
**Initial Authorization:** \$ 16,000.00 **Date:** 2/22/2012  
**Contract Amount:** \$ 16,000.00  
**Previously Invoiced:** \$ -  
**Current Invoice:** \$ 920.25  
**Invoiced to Date (\$):** \$ 920.25  
**Invoiced to Date (%):** 6%  
**Remaining Budget (\$):** \$ 15,079.75  
**Remaining Budget (%):** 94%

**Budget by Phase:**

**Phase No.** \*\*\*\*  
**Phase Name:** Construction Phase S  
**Phase Budget:** \$ 16,000.00  
**Previously Invoiced:** \$ -  
**Current Invoice:** \$ 920.25  
**Invoiced to Date (\$):** \$ 920.25  
**Invoiced to Date (%):** 6%  
**Remaining Budget (\$):** \$ 15,079.75  
**Remaining Budget (%):** 94%

**Comments:** Contract paperwork for SJM, set up pre-construction meeting, request submittals from Contractor. Preparation of survey control point files and CAD files for Contractor.

## Rick Smith

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**From:** Rick Smith <rsmith@eastgoshen.org>  
**Sent:** Friday, June 08, 2012 9:26 AM  
**To:** 'Barbato, Daniel'  
**Subject:** RE: Aging Invoice

Dan

For some reason we missed listing this on the April Agenda.

I will put it on the agenda for Monday's meeting.

Rick

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**From:** Barbato, Daniel [<mailto:DBarbato@Pennoni.com>]  
**Sent:** Thursday, June 07, 2012 3:32 PM  
**To:** Rick Smith  
**Subject:** Aging Invoice

Rick,

Accounting reported the attached invoice to me as over 60 days old. Maybe it was missed one of the previous runs. Can you please check on this?

Dan

**Daniel P. Barbato, PE**  
Pennoni Associates Inc.  
Office 302-655-4451 x5230 | Direct 302-351-5230  
Fax 302-654-2895 | Mobile 302-379-8240

**From:** [univsend@pennoni.com](mailto:univsend@pennoni.com) [<mailto:univsend@pennoni.com>]  
**Sent:** Thursday, June 07, 2012 3:41 PM  
**To:** Barbato, Daniel  
**Subject:** Attached Image



# INVOICE

Newark, DE  
302-655-4451 Fax: 302-654-2895

Remit Payment To:  
Pennoni Associates Inc.  
P.O. Box 827328  
Philadelphia, PA 19182-7328

East Goshen Municipal Authority  
1580 Paoli Pike  
West Chester, PA 19380-6199  
Attention: Louis F. Smith, Twp Mgr.

Invoice # : 507185  
Invoice Date : 05/22/2012  
Project : EGMA1107  
Project Name : HersheyMill & Reserve PS Div Des  
Per

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For Services Rendered through: 05/13/2012

Stream crossing permitting research and alternatives analysis. Finalize Hersheys Mill DCNR submission.

**Phase : 1 -- Design**

Total Phase : 1 -- Design

Labor :	266.00
Expense :	0.00
Phase Total :	266.00

**Phase : 6 -- PADEP General Permits**

Total Phase : 6 -- PADEP General Permits

Labor :	232.50
Expense :	0.00
Phase Total :	232.50

Amount Due This Invoice

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\$498.50

Fee :	60,200.00
Prior Billings :	14,187.50
Current Billings :	498.50
Total Billings :	14,686.00

*o/c TRS 5-25-12*

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INVOICES DUE ON RECEIPT. Invoices outstanding over 30 days will have a Service Charge of 1 1/2% per month.

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**Phase : 1 -- Design**

<b>Labor Class</b>	<i>Hours/ Units</i>	<i>Rate</i>	<i>Amount</i>
Authority Engineer	0.75	110.00	82.50
Project Engineer	1.75	93.00	162.75
Associate Engineer	0.25	83.00	20.75
<b>Labor Total:</b>	<b>2.75</b>		<b>266.00</b>

<b>Total Phase : 1 -- Design</b>	<b>Labor :</b>	<b>\$266.00</b>
	<b>Expense :</b>	<b>\$0.00</b>

**Phase : 6 -- PADEP General Permits**

<b>Labor Class</b>	<i>Hours/ Units</i>	<i>Rate</i>	<i>Amount</i>
Project Engineer	2.50	93.00	232.50
<b>Labor Total:</b>	<b>2.50</b>		<b>232.50</b>

<b>Total Phase : 6 -- PADEP General Permits</b>	<b>Labor :</b>	<b>\$232.50</b>
	<b>Expense :</b>	<b>\$0.00</b>

<b>Total Project : EGMA1107 -- HersheyMill &amp; Reserve PS Div Des Per</b>	<b>Labor :</b>	<b>\$498.50</b>
	<b>Expense :</b>	<b>\$0.00</b>

INVOICES DUE ON RECEIPT. Invoices outstanding over 30 days will have a Service Charge of 1 1/2% per month.

East Goshen Municipal Authority  
EGMA1107 Invoice Summary  
Invoice Date 12-27-2011

**Project:** EGMA1107  
**Pennoni Job No.:** Hershey Mill & Reserve PS Div Des Per  
**Invoice No:** 507185  
**Invoice Period:** 4/16/2012 to 5/13/2012  
**Initial Authorization:** \$ 60,200.00 **Date:** 7/7/2011  
**Contract Amount:** \$ 60,200.00  
**Previously Invoiced:** \$ 14,187.50  
**Current Invoice:** \$ 498.50  
**Invoiced to Date (\$):** \$ 14,686.00  
**Invoiced to Date (%):** 24%  
**Remaining Budget (\$):** \$ 45,514.00  
**Remaining Budget (%):** 76%

**Budget by Phase:**

**Phase No.** \*\*\*\*  
**Phase Name:** Hershey Mill & Reserve  
**Phase Budget:** \$ 60,200.00  
**Previously Invoiced:** \$ 14,187.50  
**Current Invoice:** \$ 498.50  
**Invoiced to Date (\$):** \$ 14,686.00  
**Invoiced to Date (%):** 24%  
**Remaining Budget (\$):** \$ 45,514.00  
**Remaining Budget (%):** 76%

**Comments:** Stream crossing permitting research and alternatives analysis.  
Finalize Hersheys Mill DCNR submission.



**INVOICE**  
 Newark, DE  
 302-655-4451 Fax: 302-654-2895

**Remit Payment To:**  
**Pennoni Associates Inc.**  
 P.O. Box 827328  
 Philadelphia, PA 19182-7328

**East Goshen Municipal Authority**  
**1580 Paoli Pike**  
**West Chester, PA 19380-6199**  
**Attention: Louis F. Smith, Twp Mgr.**

**Invoice # : 507186**  
**Invoice Date : 05/22/2012**  
**Project : EGMA1109**  
**Project Name : Marydell Pump Station Diversion**

**For Services Rendered through: 05/13/2012**

Field recon for utility markouts. Coordination with PECO contractor.

**Phase : 1 -- Design**

**Total Phase : 1 -- Design**

**Labor : 320.50**  
**Expense : 0.00**  
**Phase Total : 320.50**

**Amount Due This Invoice**

**\$320.50**

**Fee : 45,100.00**  
**Prior Billings : 5,496.25**  
**Current Billings : 320.50**  
**Total Billings : 5,816.75**

**Phase : 1 -- Design**

**Labor**

<i>Class</i>	<i>Hours/ Units</i>	<i>Rate</i>	<i>Amount</i>
Project Engineer	3.00	93.00	279.00
Associate Engineer	0.50	83.00	41.50
<b>Labor Total:</b>	<b>3.50</b>		<b>320.50</b>

**Total Phase : 1 -- Design**

**Labor : \$320.50**  
**Expense : \$0.00**

**Total Project : EGMA1109 -- Marydell Pump Station Diversion**

**Labor : \$320.50**  
**Expense : \$0.00**

*ok TRS 5/25/12*

INVOICES DUE ON RECEIPT. Invoices outstanding over 30 days will have a Service Charge of 1 1/2% per month.

East Goshen Municipal Authority  
EGMA1109 Invoice Summary  
Invoice Date 12-27-2011

**Project:** EGMA1109  
**Pennoni Job No.:** Marydell Pump Station Diversion  
**Invoice No:** 507186  
**Invoice Period:** 3/19/2012 to 5/13/2012  
**Initial Authorization:** \$ 45,100.00 **Date:** 2/22/2012  
**Contract Amount:** \$ 45,100.00  
**Previously Invoiced:** \$ 5,496.25  
**Current Invoice:** \$ 320.50  
**Invoiced to Date (\$):** \$ 5,816.75  
**Invoiced to Date (%):** 13%  
**Remaining Budget (\$):** \$ 39,283.25  
**Remaining Budget (%):** 87%

**Budget by Phase:**

**Phase No.** \*\*\*\*  
**Phase Name:** Marydell Pump  
Station Diversion  
**Phase Budget:** \$ 45,100.00  
**Previously Invoiced:** \$ 5,496.25  
**Current Invoice:** \$ 320.50  
**Invoiced to Date (\$):** \$ 5,816.75  
**Invoiced to Date (%):** 13%  
**Remaining Budget (\$):** \$ 39,283.25  
**Remaining Budget (%):** 87%

**Comments:** Field recon for utility markouts. Coordination with PECO contractor.





**INVOICE**  
Newark, DE  
302-655-4451 Fax: 302-654-2895

**Remit Payment To:**  
**Pennoni Associates Inc.**  
P.O. Box 827328  
Philadelphia, PA 19182-7328

**East Goshen Municipal Authority**  
1580 Paoli Pike  
West Chester, PA 19380-6199  
Attention: Louis F. Smith, Twp Mgr.

**Invoice # :** 507187  
**Invoice Date :** 05/22/2012  
**Project :** EGMA1201  
**Project Name :** 2012 General Services

**For Services Rendered through: 05/13/2012**

Monthly report for April. Respond to initial questions regarding comminutor installation at Hersheys Mill pump station.

**Phase : \*\*\*\* -- Professional Services**

**Total Phase : \*\*\*\* -- Professional Services**

**Labor :** 289.75  
**Expense :** 0.00  
**Phase Total :** 289.75

**Amount Due This Invoice**

**\$289.75**

**Fee :** 10,000.00  
**Prior Billings :** 1,485.00  
**Current Billings :** 289.75  
**Total Billings :** 1,774.75

**Phase : \*\*\*\* -- Professional Services**

<b>Labor Class</b>	<b>Hours/Units</b>	<b>Rate</b>	<b>Amount</b>
Authority Engineer	2.00	110.00	220.00
Project Engineer	0.75	93.00	69.75
<b>Labor Total:</b>	<b>2.75</b>		<b>289.75</b>

**Total Phase : \*\*\*\* -- Professional Services**

**Labor :** \$289.75  
**Expense :** \$0.00

**Total Project : EGMA1201 -- 2012 General Services**

**Labor :** \$289.75  
**Expense :** \$0.00

*OK IRS 5/25/12*

East Goshen Municipal Authority  
EGMA1201 Invoice Summary  
Invoice Date 12-27-2011

**Project:** EGMA1201  
**Pennoni Job No.:** 2012 General Services  
**Invoice No:** 507187  
**Invoice Period:** 3/19/2012 to 5/13/2012  
**Initial Authorization:** \$ 10,000.00 **Date:** 2/22/2012  
**Contract Amount:** \$ 10,000.00  
**Previously Invoiced:** \$ 1,485.00  
**Current Invoice:** \$ 289.75  
**Invoiced to Date (\$):** \$ 1,774.75  
**Invoiced to Date (%):** 18%  
**Remaining Budget (\$):** \$ 8,225.25  
**Remaining Budget (%):** 82%

**Budget by Phase:**

**Phase No.** \*\*\*\*  
**Phase Name:** 2012 General Services  
**Phase Budget:** \$ 10,000.00  
**Previously Invoiced:** \$ 1,485.00  
**Current Invoice:** \$ 289.75  
**Invoiced to Date (\$):** \$ 1,774.75  
**Invoiced to Date (%):** 18%  
**Remaining Budget (\$):** \$ 8,225.25  
**Remaining Budget (%):** 82%

**Comments:** Monthly report for April. Respond to initial questions regarding comminutor installation at Hersheys Mill pump station.



**INVOICE**  
Newark, DE  
302-655-4451 Fax: 302-654-2895

**Remit Payment To:**  
**Pennoni Associates Inc.**  
P.O. Box 827328  
Philadelphia, PA 19182-7328

**East Goshen Municipal Authority**  
1580 Paoli Pike  
West Chester, PA 19380-6199  
Attention: Louis F. Smith, Twp Mgr.

Invoice # : 507188  
Invoice Date : 05/22/2012  
Project : EGMA1204  
Project Name : Lockwood Chase Construction  
Phase S

**For Services Rendered through: 05/13/2012**

Reviewed construction submittals, survey stake-out cut sheets, pre-construction video, and shop drawings; construction coordination with Township and contractor including scheduling, Tanglewood Rd closure and detour signage, and tree clearing; evaluated feasibility of 924 Dolphin Dr. lateral connection; prepared project contact list; daily on-site construction observation; and monitored daily rock removal quantities.

**Phase : \*\*\*\* -- Professional Services**

**Total Phase : \*\*\*\* -- Professional Services**

Labor : 6,049.00  
Expense : 0.00  
Phase Total : 6,049.00

**Amount Due This Invoice**

**\$6,049.00**

Fee : 16,000.00  
Prior Billings : 3,955.50  
Current Billings : 6,049.00  
Total Billings : 10,004.50

**Phase : \*\*\*\* -- Professional Services**

**Labor**

Class	Hours/ Units	Rate	Amount
Authority Engineer	0.50	110.00	55.00
Project Engineer	20.50	93.00	1,906.50
Technical Specialist	54.50	75.00	4,087.50
<b>Labor Total:</b>	<b>75.50</b>		<b>6,049.00</b>

**Total Phase : \*\*\*\* -- Professional Services**

Labor : \$6,049.00  
Expense : \$0.00

**Total Project : EGMA1204 -- Lockwood Chase Construction Phase S**

Labor : \$6,049.00  
Expense : \$0.00

*OK IRS 5/25/12*

East Goshen Municipal Authority  
EGMA1204 Invoice Summary  
Invoice Date 12-27-2011

**Project:** EGMA1204  
**Pennoni Job No.:** Lockwood Chase Construction Phase S  
**Invoice No:** 507188  
**Invoice Period:** 4/16/2012 to 5/13/2012  
**Initial Authorization:** \$ 16,000.00 **Date:** 2/22/2012  
**Contract Amount:** \$ 16,000.00  
**Previously Invoiced:** \$ 3,955.50  
**Current Invoice:** \$ 6,049.00  
**Invoiced to Date (\$):** \$ 10,004.50  
**Invoiced to Date (%):** 63%  
**Remaining Budget (\$):** \$ 5,995.50  
**Remaining Budget (%):** 37%

**Budget by Phase:**

**Phase No.** \*\*\*\*  
**Construction Phase**  
**Phase Name:** S  
**Phase Budget:** \$ 16,000.00  
**Previously Invoiced:** \$ 3,955.50  
**Current Invoice:** \$ 6,049.00  
**Invoiced to Date (\$):** \$ 10,004.50  
**Invoiced to Date (%):** 63%  
**Remaining Budget (\$):** \$ 5,995.50  
**Remaining Budget (%):** 37%

**Comments:** Reviewed construction submittals, survey stake-out cut sheets, pre-construction video, and shop drawings; construction coordination with Township and contractor including scheduling, Tanglewood Rd closure and detour signage, and tree clearing; prepared project contact list; daily on-site construction evaluated feasibility of 924 Dolphin Dr. lateral connection; observation; and monitored daily rock removal quantities.



# INVOICE

Newark, DE  
302-655-4451 Fax: 302-654-2895

Remit Payment To:  
Pennoni Associates Inc.  
P.O. Box 827328  
Philadelphia, PA 19182-7328

East Goshen Municipal Authority  
1580 Paoli Pike  
West Chester, PA 19380-6199  
Attention: Louis F. Smith, Twp Mgr.

Invoice # : 507189  
Invoice Date : 05/22/2012  
Project : EGMA1205  
Project Name : Hershey Mill PS Comminutor Cost Est

For Services Rendered through: 05/13/2012

Pump station hydraulic and piping analysis. Begin feasibility review and estimating for addition of a comminutor.

Phase : \*\*\*\* -- Professional Services

Total Phase : \*\*\*\* -- Professional Services

Labor :	558.00
Expense :	0.00
Phase Total :	558.00

Amount Due This Invoice

558.00

Fee :	4,000.00
Prior Billings :	0.00
Current Billings :	558.00
Total Billings :	558.00

Phase : \*\*\*\* -- Professional Services

Labor

Class	Hours/ Units	Rate	Amount
Project Engineer	6.00	93.00	558.00
<b>Labor Total:</b>	<b>6.00</b>		<b>558.00</b>

Total Phase : \*\*\*\* -- Professional Services

Labor :	\$558.00
Expense :	\$0.00

Total Project : EGMA1205 -- Hershey Mill PS Comminutor Cost Est

Labor :	\$558.00
Expense :	\$0.00

OK 5/25/12  
RS

East Goshen Municipal Authority  
 EGMA1205 Invoice Summary  
 Invoice Date 12-27-2011

**Project:** EGMA1205  
**Pennoni Job No.:** Hershey Mill PS Comminutor Cost Est  
**Invoice No:** 507189  
**Invoice Period:** N/A to 5/13/2012  
**Initial Authorization:** \$ 4,000.00 **Date:** 5/15/2012  
**Contract Amount:** \$ 4,000.00  
**Previously Invoiced:** \$ -  
**Current Invoice:** \$ 558.00  
**Invoiced to Date (\$):** \$ 558.00  
**Invoiced to Date (%):** 14%  
**Remaining Budget (\$):** \$ 3,442.00  
**Remaining Budget (%):** 86%

**Budget by Phase:**

<b>Phase No.</b>	****
<b>Phase Name:</b>	PS Comminutor Cost Est
<b>Phase Budget:</b>	\$ 4,000.00
<b>Previously Invoiced:</b>	\$ -
<b>Current Invoice:</b>	\$ 558.00
<b>Invoiced to Date (\$):</b>	\$ 558.00
<b>Invoiced to Date (%):</b>	14%
<b>Remaining Budget (\$):</b>	\$ 3,442.00
<b>Remaining Budget (%):</b>	86%

**Comments:** Pump station hydraulic and piping analysis.  
 Begin feasibility review and estimating for addition of a comminutor.

**EAST GOSHEN MUNICIPAL AUTHORITY  
EAST GOSHEN TOWNSHIP**

1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

June 8, 2012

To: Municipal Authority  
From: Mark Miller  
Re: Payment 1 for Lockwood Diversion

The attached invoice has been reviewed by the Authority Engineer and we recommend the release in the amount of \$105,473.17.



# SJM CONSTRUCTION COMPANY, INC.

PO Box 373  
Spring House, Pa. 19477-0373

Phone 215-628-3905

Fax 215-628-3922

INVOICE NO: 1  
DATE SUBMITTED: 5/30/2012  
PERIOD ENDING:  
COMPLETION:

66.46%

WORK COMPLETED:  
TOTAL DAYS ALLOWED:  
DAYS USED:  
NOTICE TO PROCEED:

833,268.80  
113,326.88

ITEM NUMBER	ITEM DESCRIPTION	BID QUANTITY	BID UNIT PRICE	BID AMOUNT	COMPLETED PRIOR		INCREASE THIS PERIOD		TOTALS TO DATE		RETAINAGE		QUANTITY REMAINING
					QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	10%	AMOUNT	
1	Installation, Maintenance, and Removal of E	1 LS	\$21,900.00	\$21,900.00	\$0.00	0.45	\$9,855.00	0.45	\$9,855.00	0.45	\$985.50	0.55	0.55
2	8 Sanitary Sewer Main in Paved Areas. Pric	484 LF	\$71.00	\$34,364.00	\$0.00	370	\$26,270.00	370	\$26,270.00	370	\$2,627.00	114.00	114.00
3	8 Sanitary Sewer Main in Non-Paved Areas	814 LF	\$55.85	\$29,181.90	\$0.00	928	\$94,487.60	928	\$94,487.60	928	\$5,448.76	0.80	0.80
4	Manholes. Price complete, in place	8 EA	\$2,591.00	\$20,728.00	\$0.00	7.20	\$18,655.20	7.20	\$18,655.20	7.20	\$1,865.52	0.00	0.00
5	Drop Connection to Existing Manhole EXMT	1 LS	\$5,448.00	\$5,448.00	\$0.00	1	\$5,448.00	1	\$5,448.00	1	\$544.80	0.00	0.00
6	4 Laterals. Price complete, in place	99 LF	\$45.30	\$4,286.70	\$0.00	107	\$4,633.10	107	\$4,633.10	107	\$463.31	-8.00	-8.00
7	Cleanouts. Price complete, in place	6 EA	\$1,058.00	\$6,348.00	\$0.00	5.40	\$5,713.20	5.40	\$5,713.20	5.40	\$571.32	0.60	0.60
8	8 Superpave 25 mm Base Course Paving	240 SY	\$63.00	\$15,120.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	240.00	240.00
9	In-Kind Concrete Curb Replacement. Price	140 LF	\$35.00	\$4,900.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	140.00	140.00
10	Abandon Existing 8 Sewer Main. Price con	766 LF	\$4.10	\$3,140.60	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	766.00	766.00
11	Abandon Existing Manholes. Price comple	2 EA	\$1,085.00	\$2,170.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	2.00
12	Miscellaneous Excavation and Backfill with	50 CY	\$81.00	\$4,050.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	50.00	50.00
13	Miscellaneous Excavation and Backfill with	50 CY	\$47.50	\$2,375.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	50.00	50.00
14	Concrete Encasement. Price complete, in f	100 LF	\$33.67	\$3,367.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	100.00	100.00
15	Cleaning. Price complete, in place	1 LS	\$8,000.00	\$8,000.00	\$0.00	1.00	\$8,000.00	1.00	\$8,000.00	1.00	\$800.00	0.00	0.00
16	Rock Removal. Price complete, in place	75 CY	\$100.00	\$7,500.00	\$0.00	53.50	\$5,350.00	53.50	\$5,350.00	53.50	\$535.00	21.50	21.50
17	Demolish and Re-Build Exist Drop Connecti	1 LS	\$5,300.00	\$5,300.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	1.00
18			\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	0.00
19			\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	0.00

Total Amount of Items 1 through 19

\$178,179.20

\$118,412.20  
117,193.30  
117,193.30

APPROVED BY: *[Signature]*

SJM CONSTRUCTION CO., INC.

APPROVED BY: *[Signature]*

Pennoni Associates Inc.

APPROVED BY: *[Signature]*

\$109,473.12

\$109,473.12

6/7/12

MAN  
6/7/2012



**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

DATE: 5/30/2012  
INVOICE # 1

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A	B	C	D	E	F	G	H	I	
ITEM No.	DESCRIPTION OF WORK	SCHEDULED VALUE	Previous Application	Work in Place	Stored Materials (not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
1	Installation, Maintenance, and Ren	\$ 21,900.00	\$ -	\$ 9,855.00	\$ -	\$ 9,855.00	45%	\$ 12,045.00	\$ 985.50
2	8 Sanitary Sewer Main in Paved Ar	\$ 34,364.00	\$ -	\$ 26,270.00	\$ -	\$ 26,270.00	76%	\$ 8,094.00	\$ 2,627.00
3	8 Sanitary Sewer Main in Non-Pav	\$ 29,181.90	\$ -	\$ 34,487.70	\$ 33,208.80	\$ 34,487.70	114.18%	\$ (5,305.80)	\$ 3,448.77
4	Manholes. Price complete, in plac	\$ 20,728.00	\$ -	\$ 18,655.20	\$ -	\$ 18,655.20	90%	\$ 2,072.80	\$ 1,865.52
5	Drop Connection to Existing Manhr	\$ 5,448.00	\$ -	\$ 5,448.00	\$ -	\$ 5,448.00	100%	\$ -	\$ 544.80
6	4 Laterals. Price complete, in plac	\$ 4,286.70	\$ -	\$ 4,633.10	\$ -	\$ 4,633.10	108%	\$ (346.40)	\$ 463.31
7	Cleanouts. Price complete, in plac	\$ 6,348.00	\$ -	\$ 5,713.20	\$ -	\$ 5,713.20	90%	\$ 634.80	\$ 571.32
8	8 Superpave 25 mm Base Course	\$ 15,120.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 15,120.00	\$ -
9	In-Kind Concrete Curb Replaceme	\$ 4,900.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,900.00	\$ -
10	Abandon Existing 8 Sewer Main.	\$ 3,140.60	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,140.60	\$ -
11	Abandon Existing Manholes. Pric	\$ 2,170.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,170.00	\$ -
12	Miscellaneous Excavation and Bac	\$ 4,050.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 4,050.00	\$ -
13	Miscellaneous Excavation and Bac	\$ 2,375.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 2,375.00	\$ -
14	Concrete Encasement. Price com	\$ 3,367.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 3,367.00	\$ -
15	Clearing. Price complete, in place	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	100%	\$ -	\$ 800.00
16	Rock Removal. Price complete, in	\$ 7,500.00	\$ -	\$ 5,350.00	\$ -	\$ 5,350.00	71%	\$ 2,150.00	\$ 535.00
17	Demolish and Re-Build Exist Drop	\$ 5,300.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 5,300.00	\$ -
18	0 \$	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
19	0 \$	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
<b>TOTAL CHANGE ORDERS</b>		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
<b>TOTALS</b>		\$ 178,179.20	\$ -	\$ 118,412.20	\$ -	\$ 118,412.20	66%	\$ 59,767.00	\$ 11,841.22
AIA DOCUMENT G703 CONTINUATION SHEET APRIL 1978 EDITION AIA 1978				\$ 117,193.30		\$ 117,193.30		G703---1978	\$ 11,714.93
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006									

60,985.90

MJM  
6/7/2012

MJM  
6/7/12

SJM CONSTRUCTION COMPANY, INC.

INVOICE #	CHECK DATE	CHECK NUMBER	CHECK AMOUNT
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TOTAL PAID \$ -



# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF 2 PAGES

PROJECT: LOCKWOOD CHASE SAN SEWER EAST GOSHEN MUJA

APPLICATION NO: 1

DISTRIBUTION TO: OWNER ARCHITECT CONTRACTOR

21301

CONTRACTOR: SJM Construction Co., Inc. ARCHITECTS

PROJECT NO: PO Box 373

CONTRACT DATE: 3/12/2012

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

The present status of the account for this Contract is as follows:

ORIGINAL CONTRACT SUM	\$	178,179.20
Net change by Change Order	\$	-
CONTRACT SUM TO DATE	\$	178,179.20

TOTAL COMPLETED & STORED TO DATE	\$	117,193.30	448,442.20
(Column G on G703)			
RETAINAGE	\$	11,719.35	14,844.22
or total in Column I on G703			
TOTAL EARNED LESS RETAINAGE	\$	105,473.97	406,570.98

LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	-
CURRENT PAYMENT DUE	\$	105,473.97

State of: Pennsylvania County of: Montgomery

Subscribed and sworn to before me this 30 day of APRIL, 2012  
 Notary Public: Tammie H. Laddley  
 My Commission expires: March 26, 2014

COMMONWEALTH OF PENNSYLVANIA  
 NOTARIAL SEAL  
 Tammie H. Laddley, Notary Public  
 Whitmarsh Twp, Montgomery County  
 My commission expires March 26, 2014

AMOUNT CERTIFIED \$ 105,473.97

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT ENGINEER: Mike Ellis, P.E. Date: 6/7/12

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTRACTOR'S APPLICATION FOR PAYMENT

Change Orders approved in previous months by Owner

ADDITIONS	DEDUCTIONS
TOTAL \$ -	\$ -
Approved this Month	
Number	Date Approved

TOTALS	\$ -	\$ -
Net change by Change Orders	\$ -	\$ -

The undersigned Contractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

CONTRACTOR: [Signature] 5/30/2012  
 ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-the-site observations and the data comprising the above application, the Architect certifies to the Owner that the Work has progressed to the point indicated; that to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents; and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

# Memo

---

To: Municipal Authority Board  
From: Jon Altshul  
Re: FY2012 Quarter 1 Financial Report  
Date: May 21, 2012

---

This memo responds to your request for information regarding the internal controls that the township has in place to prevent waste, fraud and abuse of the Municipal Authority's finances. It also provides an overview of some of the tasks that our independent auditor—Maillie, Falconiero & Company, LLP—performs to detect financial irregularities and improprieties. I have also included some recommendations for improvements to the township's internal controls, some of which I will begin to implement on my end and others for which further action by the Municipal Authority may be warranted.

## **Overview of Internal Controls**

As you know, the 5-person board of the Municipal Authority is responsible for approving routine invoices on behalf of the authority. When this approval is granted, Rick Smith provides Barb Phillips, a staff accountant in the Finance Department, an initialed copy of the invoice and indicates which general ledger account codes specific items or services should be charged.

At that point, Barb checks the balance of the Municipal Authority bank accounts to ensure that the authority has sufficient funds to cover any approved expenditures and, as appropriate, will transfer funds from the township's sewer operating fund (for operating expenses, e.g. audit, legal, and general engineering) or, more likely, from the sewer capital reserve fund. I also routinely check the balance of township bank accounts and will check in with Barb if I observe that an account balance is unusual.

Barb then writes a check, which needs to be signed by at least two of the following three township officials: 1) Rick Smith; 2) Jon Altshul and 3) Mark Gordon, the Township's Zoning Officer. To clarify, the two signatures are a requirement for the check to be processed by either of the two banks (Susquehanna and Beneficial) with whom Municipal Authority funds are deposited. Theoretically, township officials will not sign a check unless they have a clear assurance that the board of the Municipal Authority has approved the funds. Barb then performs a journal entry to ensure that the transaction is reflected on the Municipal Authority's general ledger, a copy of which is shared with me.

At the beginning of every month, Barb reconciles the balance of the Municipal Authority's bank accounts for the previous month with the general ledger. Simply put, this means that she ensures that any change in the balances of the authority's bank accounts between the beginning and the end of the month corresponds with the net change in debits and credits on the general ledger over the same period. As part of this process, Barb will post any earned interest from these accounts to the authority's general ledger. I also check in with Barb monthly to ensure that her reconciliations are complete and ok.

There are, however, a handful of expenses that are not formally approved by the authority board. For example, Mark and Rick have the authority to make emergency purchases of up to \$5,000 when it's not feasible to wait for formal board approval, although in practice, neither Rick nor Mark routinely do this. In addition, at year-end, I will do a journal entry transferring 28% of the annual debt service costs on the 1998 note from the Sewer Operating Fund to the Municipal Authority (roughly \$26,000 annually)

pursuant to the authority's lease agreement with the township. Also, the quarterly overhead chargeback (roughly \$8,400), which represents a fixed percentage of selected township employees' work on behalf of the authority, is also automatically debited from the municipal authority as well. The formula for these chargebacks (on an annual basis; we divide by 4 to get the quarterly chargeback) is as follows:

- 15% of the township Administrative Assistant's salary and benefits
- 5% of the Public Work's Director's salary and benefits
- 5% of the Staff Accountant's (Barb Phillips) salary and benefits
- 5% of the Chief Financial Officer's salary and benefits
- 5% of the Township Manager's salary and benefits
- 24 hours \* \$35/hour for salary and benefits for meeting note taking and minutes preparation.

Municipal Authority revenues other than interest income are handled by Tia Piccolo, the other staff accountant in the Finance Department. Tia deposits any checks received for tap-in fees or other municipal authority revenue to the Susquehanna account and posts the revenue on the general ledger. In general, because the municipal authority receives a negligible amount of non-transfer revenue, Tia's work on behalf of the authority is *de minimis*. Note also that the township does not accept cash payments, which limits the potential for theft.

As you know, we also provide the Municipal Authority with monthly financial reports, which are intended to provide the authority with an additional check on its finances. More detail on these revised reports is provided in the Recommendations section of this memo.

### **Board of Supervisors Oversight**

While the Township Board of Supervisors does not have direct legal authority over the Municipal Authority's budget, it does exert indirect control over it, by virtue of the fact that the overwhelming majority of the authority's revenue is from transfers from either the sewer capital reserve fund (\$828,000 in 2012) or the sewer operating fund (\$125,000 in 2012). That is, the Municipal Authority depends on the Board of Supervisors to adopt a budget of its own. This indirect oversight ensures that another set of eyes is reviewing the authority's finances and prevents the authority from having unlimited access to township funds.

### **Audit Process**

The Municipal Authority's finances are audited annually by Maillie, Falconiero & Company, LLP, an independent auditor based in West Chester. The following bullet points summarizing the firm's audit procedures were provided by Jim Yiaski, the principal for the Municipal Authority audit:

- Confirm year end bank balances with independent verification letters and agree bank reconciliations to year end books.
- Audit material reconciling items as needed.
- Calculate and update net investment in lease.
- Update annual deferred charges amortization (for note issue costs).
- Perform search for unrecorded liabilities and record necessary payables and accruals.
- Confirm year end debt balances with independent verification letter.
- Calculate lease rental collections revenue.

- Vouch selected expenditure items to assure properly authorized and classified.
- Agree transfers to/from Township sewer operating fund.

In addition, it is worth noting that transfers from and to either the sewer operating or capital reserve funds would theoretically be audited as part of the township audit as well.

**Conclusion:**

Because of reconciliation, monthly reporting and audit processes, it is nearly impossible for township staff to divert funds from the authority's accounts without detection, either by me, the authority or eventually the auditor. To the extent that the municipal authority has any financial vulnerabilities from the actions of township staff, they would involve the quarterly chargeback for township administrative expenses, which are not routinely approved by the authority and could theoretically result in the township over or undercharging the authority for its overhead support.

Arguably, as in any accounting system, there is a potential for some expenses to be misclassified—e.g. an engineering cost being recorded as a construction cost—that might escape notice either by the Municipal Authority board, the Finance Department or the auditors, although misclassifying an expense doesn't affect the authority's bottom line and thus should not be considered a material vulnerability.

Of course, the authority, like any organization or individual that deposits funds with a bank, is vulnerable to extraordinary occurrences, like computer hacking, phishing, or even fraudulent bank employees. The Finance Department takes general, common sense steps to protect our passwords from being stolen, such as locking our office doors at night, not checking township bank account balances from public computers and not responding to emails from third parties regarding potentially sensitive banking information. Otherwise, both Susquehanna and Beneficial, like all banks, have robust, encrypted online security systems to thwart would be hackers.

To the extent that the Municipal Authority might potentially engage in "ghosting"—i.e. approving fictional invoices for which no good or service is rendered in exchange for payment—the auditor might be able to identify those by "vouch[ing] selected expenditure items". However, as Municipal Authority board members have observed, the auditor may not be physically inspecting inventory at the plant, meaning that a paper trail alone might not identify this type of fraud if it were to occur. Moreover, many services—e.g. legal, engineering—and well as some goods—e.g. equipment rental necessary for a construction project that is now complete—are not readily inventoried.

To the extent that the authority engages in "diversion"—i.e. purchasing a good that is used either partially or entirely to benefit someone or something other than the Municipal Authority, such as if a backhoe was rented for month for a Municipal Authority project, but was used during the weekends by a board member or public works employee to build a retaining wall at his or her personal residence—such activity could potentially evade detection. The authority therefore needs to rely on the integrity and honesty of its members and employees, as well as the threat of arrest in the event that such activity was found to have occurred.

If it has not done so already, the Municipal Authority board also needs to develop formal processes and controls to ensure that there is no "bid rigging"—inappropriately awarding contracts to people or firms with whom one or more members of the authority board or township staff has either a direct financial or familial relationship. Such controls may include board members recusing themselves from any contract decision about which they may have a conflict of interest and ensuring that all contract

decisions are made after “scoring” proposals using an objective, transparent and well-documented set of criteria. In addition, members of the Municipal Authority board need to ensure that their Statements of Financial Interests are completed annually and that former members submit such a statement for the year after they resign from the board. At this point, only one such Statement of Financial Interests has been received from the members of the Municipal Authority board for 2011, which are due this month.

### **Recommendations**

- 1) The Township CFO should improve the monthly budget reports. Ultimately, the board of the Municipal Authority needs the appropriate tools to reconcile the invoices it has approved in the past to both the balance of its bank accounts and the general ledger. To that end, the following improvements to the reports will be implemented prior to the June meeting:
  - Show beginning of month fund balance
  - Include all revenue, including transfers from the sewer capital reserve, on the report
  - Show end of month fund balance
  - Include all general ledger transactions for the year to date
- 2) The CFO will present the calculation for and obtain the Municipal Authority’s approval at the beginning of each year for the quarterly chargebacks for administrative wages that will occur throughout the year. The four chargebacks will eventually show up on the general ledger transactions report as well.
- 3) The Municipal Authority should encourage the audit team to physically inventory selected purchases from the previous year.
- 4) If not already done, the Municipal Authority should develop internal controls with respect to diversion, such as requiring all public works employees to sign a form indicating that they will not use any property owned or rented by the Municipal Authority to conduct personal business.
- 5) If not already done, the Municipal Authority should develop a clear procurement policy that meets or exceeds relevant Pennsylvania laws and regulations.
- 6) All members of the Municipal Authority Board should provide a Statement of Financial Interest for 2011 to Nancy Scheiderman at their earliest possible convenience. Please contact Nancy if you do not currently have a blank copy.

cc: Rick Smith  
Mark Miller



EAST GOSHEN TOWNSHIP  
 1580 PAOLI PIKE  
 WEST CHESTER, PA  
 Municipal Authority  
 May 2012

Account Title	Acct #	Annual Budget	Month To Date Actual	Year To Date Actual
<b>MUNICIPAL AUTHORITY BEGINNING FUND BALANCE</b>			<b>130,627.47</b>	
<b>RCSTP BUDGET</b>				
REVENUE				
INTEREST EARNED - RCSTP EXPANSION	07341 1020	0.00	0.00	35.20
GRANT REVENUE	07392 0800	0.00	0.00	0.00
TOTAL REVENUE		0.00	0.00	35.20
EXPENSES				
R.C.-CAP. PROJ.-ENGINEER	07424 7451	0.00	0.00	0.00
R.C. CAP EXPANSION GEN'L CONTRACTOR	07424 7452	0.00	0.00	0.00
R.C. CAP EXPANSION - ELECTRICAL	07424 7453	0.00	0.00	0.00
R.C. CAP EXP CONTINGENCY CAPITAL	07424 7454	0.00	0.00	0.00
R.C. CAP EXP CONTINGENCY ONGOING	07424 7455	0.00	0.00	0.00
R.C. CAP EXP ADDITIONAL CONTINGENCY	07424 7456	0.00	0.00	0.00
TRANSFER TO AUTHORITY CAP FUND	07492 0990	0.00	0.00	0.00
TOTAL EXPENSES		0.00	0.00	0.00
RCSTP NET RESULT		0.00	0.00	35.20



EAST GOSHEN TOWNSHIP  
 1580 PAOLI PIKE  
 WEST CHESTER, PA  
 Municipal Authority  
 May 2012

Account Title	Acct #	Annual Budget	Month To Date		Year To Date	
			Actual	Budget	Actual	Budget
<b>OPERATING BUDGET</b>						
<b>REVENUE</b>						
INTEREST EARNINGS	07341 1000	0.00	0.00		6.40	
C.C. TAPPING FEES	07364 1100	2,000.00	0.00		0.00	
R.C. TAPPING FEES	07364 1110	2,000.00	2,000.00		2,000.00	
CONNECTION FEES - SEWER	07364 1130	0.00	0.00		845.64	
MISCELLANEOUS REVENUE	07380 1000	1,000.00	0.00		423.36	
TRANSFER FROM SEWER OPERATING	07392 0500	125,000.00	0.00		30,700.00	
<b>TOTAL REVENUE</b>		<b>130,000.00</b>	<b>2,000.00</b>		<b>33,975.40</b>	
<b>EXPENSES</b>						
ADMINISTRATIVE WAGES	07424 1400	37,669.00	0.00		8,391.94	
MISCELLANEOUS EXPENSE	07424 3000	4,162.00	0.00		950.00	
MUNIC.AUTH.-AUDITING	07424 3110	8,843.00	0.00		0.00	
ENGINEERING SERVICES	07424 3130	37,066.00	14,501.00		20,875.25	
LEGAL SERVICES	07424 3140	12,485.00	703.00		3,611.68	
M.C.-DVRFA-DEBT SERVICE	07471 1000	19,600.00	0.00		0.00	
M.C.-DVRFA-INTEREST PAYMN	07472 1000	6,981.00	0.00		0.00	
<b>TOTAL EXPENSES</b>		<b>126,806.00</b>	<b>15,204.00</b>		<b>33,828.87</b>	
<b>OPERATING NET RESULT</b>		<b>3,194.00</b>	<b>(13,204.00)</b>		<b>146.53</b>	

EAST GOSHEN TOWNSHIP  
 1580 PAOLI PIKE  
 WEST CHESTER, PA  
 Municipal Authority  
 May 2012

Account Title	Acct #	Annual Budget	Month To Date Actual	Year To Date Actual
<b>CAPITAL BUDGET</b>				
<b>REVENUE</b>				
LOAN PROCEEDS-SEWER PROJECT	07392 0804	0.00	0.00	0.00
TRANSFER FROM SEWER CAP RESERVE	07392 0900	828,000.00	0.00	100,000.00
<b>TOTAL REVENUE</b>		828,000.00	0.00	100,000.00
<b>EXPENSES</b>				
MARYDELL PUMP STATION - ENGINEER	07425 1000	51,764.00	0.00	2,232.00
MARYDELL PUMP STATION - CONSTRUCTION	07425 2000	170,000.00	0.00	0.00
LOCHWOOD ABANDONMENT ENGINEER	07424 7475	37,553.00	4,124.25	19,845.75
LOCHWOOD ABANDONMENT CONSTRUCTION	07424 7476	411,000.00	0.00	0.00
HERSHEY MILL STATION - ENGINEER	07426 1000	29,069.00	2,917.50	5,254.25
HERSHEY MILL STATION - CONSTRUCTION	07426 2000	46,000.00	0.00	0.00
RESERVE PUMP STATION - ENGINEER	07427 1000	29,069.00	2,917.50	3,995.00
RESERVE PUMP STATION - CONSTRUCTION	07427 2000	93,000.00	0.00	0.00
RESERVOIR PUMP STATION - ENGINEER	07428 1000	0.00	0.00	0.00
RESERVOIR PUMP STATION CONSTRUCTION	07428 2000	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>		867,455.00	9,959.25	31,327.00
<b>CAPITAL NET RESULT</b>		<b>(39,455.00)</b>	<b>(9,959.25)</b>	<b>68,673.00</b>

**MUNICIPAL AUTHORITY ENDING FUND BALANCE 107,464.22**

4GRP18 run by BRIAN 11 : 01 AM

Acct #	Per	Src	Trx #	Debits	Credits	Beg/End Bal	Date	Check/Ref #	ID #	Name/Description
07341-1000			INTEREST EARNINGS			0.00				
	1201	JE	31221		0.62		02/07/12	INTEREST		INTEREST EARNED JAN. 2012 7100.1000
				0.00	0.62	-0.62				
	1202		31655		0.25		03/14/12	INTEREST		INTEREST EARNED FEB. 2012 7100.1000
				0.00	0.25	-0.87				
	1203		31930		0.56		04/04/12	INTEREST		INTEREST EARNED MARCH 2012 7100.1000
				0.00	0.56	-1.43				
	1204		32293		4.97		05/02/12	INTEREST		INTEREST EARNED APRIL 2012 7100.1000
				0.00	4.97	-6.40				
				0.00	6.40	-6.40				
07341-1020			INTEREST EARNED - RCSTP EXPANSION			0.00				
	1201		31222		0.40		02/07/12	INTEREST		INTEREST EARNED JAN. 2012 7105.1000
			31223		7.80		02/07/12	INTEREST		INTEREST EARNED JAN. 2012 7109.2000
			31270		0.05		02/09/12	INTEREST		INTEREST EARNED JAN.2012 7105.1500
				0.00	8.25	-8.25				
	1202		31656		0.30		03/14/12	INTEREST		INTEREST EARNED FEB. 2012 7105.1000
			31657		7.30		03/14/12	INTEREST		INTEREST EARNED FEB. 2012 7109.2000
				0.00	7.60	-15.85				
	1203		31931		0.15		04/04/12	INTEREST		INTEREST EARNED MARCH 2012 7105.1000
			31932		9.54		04/04/12	INTEREST		INTEREST EARNED MARCH 2012 7109.2000
				0.00	9.69	-25.54				
	1204		32294		0.14		05/02/12	INTEREST		INTEREST EARNED APRIL 2012 7105.1000
			32295		9.52		05/02/12	INTEREST		INTEREST EARNED APRIL 2012 7109.2000
				0.00	9.66	-35.20				
				0.00	35.20	-35.20				

MGRP18 run by BRIAN 11 : 01 AM

Acct #	Per	Src	Trx #	Debits	Credits	Beg/End Bal	Date	Check/Ref #	ID #	Name/Description
07364-1110	R.C.		TAPPING FEES			0.00				
	1205	RE	32596		2,000.00		05/25/12	32596 1		TAP IN FEE FOR 1636 MANLEY RD
				0.00	2,000.00	-2,000.00				
				0.00	2,000.00	-2,000.00				
07364-1130	CONNECTION FEES - SEWER					0.00				
	1202	CR	31243		423.00		02/08/12	197	6576	1 JACOBS, ROBERT & CHERYL
			31437		423.00		02/27/12	2103	6575	1 STOFFLET, MICHAEL
		JE	31244	141.12			02/08/12	PINE ROCK		ANNUAL PINE ROCK INSTALLMENT
			31438	141.12			02/27/12	PINE ROCK		ANNUAL PINE ROCK INSTALLMENT
				282.24	846.00	-563.76				
	1203	CR	31489		423.00		03/01/12	730	6574	1 GEORGE SMITH & CHRISTINA CONLE
		JE	31490	141.12			03/01/12	PINE ROCK		ANNUAL PINE ROCK INSTALLMENT
				141.12	423.00	-845.64				
				423.36	1,269.00	-845.64				
07380-1000	MISCELLANEOUS REVENUE					0.00				
	1202		31244		141.12		02/08/12	PINE ROCK		ANNUAL PINE ROCK INSTALLMENT
			31438		141.12		02/27/12	PINE ROCK		ANNUAL PINE ROCK INSTALLMENT
				0.00	282.24	-282.24				
	1203		31490		141.12		03/01/12	PINE ROCK		ANNUAL PINE ROCK INSTALLMENT
				0.00	141.12	-423.36				
				0.00	423.36	-423.36				
07392-0500	TRANSFER FROM SEWER OPERATING					0.00				
	1202		31428		15,000.00		02/24/12	XFER		XFER FROM 5100.1000 TO 7100.1000
				0.00	15,000.00	-15,000.00				
	1203		31612		15,700.00		03/13/12	XFER		XFER FROM 5100.1000 TO 7100.1000 TO COVER MA EXP.
				0.00	15,700.00	-30,700.00				
				0.00	30,700.00	-30,700.00				
07392-0900	TRANSFER FROM SEWER CAP RESERVE					0.00				
	1204		32045		100,000.00		04/12/12	XFER		XFER \$ FROM SEWER CAP.RESERVE TO MUN.AUTHORITY GEN.ACCT.
				0.00	100,000.00	-100,000.00				
				0.00	100,000.00	-100,000.00				

4GRP18 run by BRIAN 11 : 01 AM

Acct #	Per	Src	Trx #	Debits	Credits	Beg/End Bal	Date	Check/Ref #	ID #	Name/Description
07424-1400						0.00				
				ADMINISTRATIVE WAGES						
	1203	CD	31601	8,391.94			03/13/12	2085	425	EAST GOSHEN TOWNSHIP 1ST QTR.2012 MUNICIPAL AUTHORITY EXPENSES
				8,391.94	0.00	8,391.94				
				8,391.94	0.00	8,391.94				
07424-3000						0.00				
				MISCELLANEOUS EXPENSE						
	1201		30772	950.00			01/06/12	2081	2132	PENNSYLVANIA MUNICIPAL AUTHORITIES ASSOC 2012 ACTIVE MEMBERSHIP DUES
				950.00	0.00	950.00				
				950.00	0.00	950.00				
07424-3130						0.00				
				ENGINEERING SERVICES						
	1202		31393	220.00			02/22/12	2084	1052	PENNONI ASSOCIATES INC. SERV.THURU 1/15/12 2011 ANNUAL SE
				220.00	0.00	220.00				
	1203		31608	1,182.50			03/13/12	2086	1052	PENNONI ASSOCIATES INC. SERVICES THRU 12/11/12 2011 ANN SERVICES
				1,182.50	0.00	1,402.50				
	1204		32043	4,971.75			04/12/12	2088	1052	PENNONI ASSOCIATES INC. SERVICES THRU 3/18/12 2012 GEN.S
				4,971.75	0.00	6,374.25				
	1205		32450	14,501.00			05/15/12	2090	1052	PENNONI ASSOCIATES INC. SERVICE THRU 4/15/12 2011 CHAP.9
				14,501.00	0.00	20,875.25				
				20,875.25	0.00	20,875.25				
07424-3140						0.00				
				LEGAL SERVICES						
	1202		31393	1,825.68			02/22/12	2083	528	GAWTHROP GREENWOOD & HALSTED LEGAL SERV. 12/12/11 - GEN.AUTH.
				1,825.68	0.00	1,825.68				
	1204		32043	1,083.00			04/12/12	2087	528	GAWTHROP GREENWOOD & HALSTED LEGAL SERVICE 2/7-2/29/12 GEN.AU
				1,083.00	0.00	2,908.68				
	1205		32450	703.00			05/15/12	2089	528	GAWTHROP GREENWOOD & HALSTED LEGAL SERV. 3/12-3/21/12 GEN.AUT
				703.00	0.00	3,611.68				

4GRE18 run by BRIAN 11 : 01 AM

Acct #	Per	Src	Trx #	Debits	Credits	Beg/End Bal	Date	Check/Ref #	ID #	Name/Description
				3,611.68	0.00	3,611.68				
07424-7475	LOCHWOOD	ABANDONMENT	ENGINEER			0.00				
1202	31393	2,600.00					02/22/12	2082	2911	EARTHCORE SERVICES LLC MOBILIZATION, ATV RIG, AUGER PRO LOCKWOOD ENGINEERING
		4,315.00					02/22/12	2084	1052	PENNONI ASSOCIATES INC. SERV. THRU 1/15/12 LCSTP FINAL D
	***	6,915.00			0.00	***				
		6,915.00			0.00	6,915.00				
1203	31608	7,440.50					03/13/12	2086	1052	PENNONI ASSOCIATES INC. SERVICES THRU 12/11/12 LCSTP FI DESIGN
		7,440.50			0.00	14,355.50				
1204	32043	1,366.00					04/12/12	2088	1052	PENNONI ASSOCIATES INC. SERVICES THRU 3/18/12 LOCHWOOD
		1,366.00			0.00	15,721.50				
1205	32450	4,124.25					05/15/12	2090	1052	PENNONI ASSOCIATES INC. SERVICES THRU 4/15/12 LCSTP
		4,124.25			0.00	19,845.75				
		19,845.75			0.00	19,845.75				
07425-1000	MARYDELL	PUMP STATION -	ENGINEER			0.00				
1203	31608	810.00					03/13/12	2086	1052	PENNONI ASSOCIATES INC. SERVICES THRU 12/11/12 MARYDELL
		810.00			0.00	810.00				
1204	32043	1,422.00					04/12/12	2088	1052	PENNONI ASSOCIATES INC. SERVICES THRU 3/18/12 MARYDELL P
		1,422.00			0.00	2,232.00				
		2,232.00			0.00	2,232.00				
07426-1000	HERSHEY	MILL STATION -	ENGINEER			0.00				
1203	31608	2,336.75					03/13/12	2086	1052	PENNONI ASSOCIATES INC. SERVICES THRU 12/11/12 HERSHEY
		2,336.75			0.00	2,336.75				
1205	32450	2,917.50					05/15/12	2090	1052	PENNONI ASSOCIATES INC. SERVICE THRU 4/15/12 HERSHEY MIL
		2,917.50			0.00	5,254.25				
		5,254.25			0.00	5,254.25				

MGRP18 run by BRIAN 11 : 01 AM

Acct #	Per	Src Trx #	Debits	Credits	Beg/End Bal	Date	Check/Ref #	ID #	Name/Description
07427-1000					0.00				
	1203	31608	605.00			03/13/12	2086	1052	PENNONI ASSOCIATES INC. SERVICES THRU 12/11/12 RESERVE
			605.00	0.00	605.00				
	1204	32043	472.50			04/12/12	2088	1052	PENNONI ASSOCIATES INC. SERVICES THRU 3/18/12 RESERVE PU
			472.50	0.00	1,077.50				
	1205	32450	2,917.50			05/15/12	2090	1052	PENNONI ASSOCIATES INC. SERVICE THRU 4/15/12 RESERVE PS
			2,917.50	0.00	3,995.00				
			3,995.00	0.00	3,995.00				
beg Bal	0.00		65,579.23	134,433.96	-68,854.73				

# Memo

To: Municipal Authority

From: Tia Piccolo

Date: June 6, 2012

Re: Internal Quarterly Billing for Overhead – Q2 2012

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The quarterly administrative overhead charge for the Municipal Authority for the 2<sup>nd</sup> quarter of 2012 is \$8,391.94, which corresponds with an annual amount of \$33,567.76.

I recommend that the Municipal Authority approve this charge.



**EAST GOSHEN TOWNSHIP  
1580 PAOLI PIKE  
WEST CHESTER, PA 19380  
(610) 692-7171**

**June 1, 2012**

**MUNICIPAL AUTHORITY EXPENSES:  
2nd QTR 2012**

<b>ABC Secretarial Services (Preparing &amp; distributing packets):</b>	<b>\$2,259.66</b>
<b>Secretarial Services (Taking &amp; Preparing Minutes):</b>	<b>\$210.00</b>
<b>Director of Finance/Treasurer</b>	<b>\$1,207.44</b>
<b>Staff Accountant:</b>	<b>\$929.24</b>
<b>Director of Public Works:</b>	<b>\$1,784.90</b>
<b>Manager:</b>	<b>\$2,000.70</b>
	<hr/>
	<b>\$8,391.94</b>

07424-1400

Tia Piccolo  
Staff Accountant

## Rick Smith

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**From:** Rick Smith <[rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)>  
**Sent:** Friday, May 25, 2012 9:11 AM  
**To:** 'Robert Dina'  
**Subject:** RE: Revised Invoice

Bob

The Authority's next meeting is on June 11.

Have a good holiday.

Rick

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**From:** Robert Dina [<mailto:rdina@clingerelectric.com>]  
**Sent:** Friday, May 25, 2012 8:51 AM  
**To:** [rsmith@eastgoshen.org](mailto:rsmith@eastgoshen.org)  
**Subject:** Revised Invoice

Rick,

I have attached a revised version of the invoice that was in question. Can you tell me when I might expect payment?

Thanks again for all of your help.

**Robert F. Dina, Sr.**

Cell: (484) 325-1126 | Email: [rdina@clingerelectric.com](mailto:rdina@clingerelectric.com)



736 Baltimore Pike, P.O. Box 158, Concordville, PA 19331

Office: (610) 459-1234 | Fax: (610) 459-8823 | [www.ClingerElectric.com](http://www.ClingerElectric.com)

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Over a half-century of excellence

736 Baltimore Pike  
P.O. Box 158  
Concordville, PA 19331

Phone: (610) 459-1234  
Fax: (610) 459-8823  
Website: clingerelectric.com

Invoice

EAST GOSHEN MUNICIPAL AUTHORITY ATTN: ACCTS. PAYABLE 1580 PAOLI PIKE WEST CHESTER, PA 19380-6199	Invoice #: M11143-R Invoice Date: 12/23/11 Due Date: 01/22/12 PO #: VERBAL Customer ID: 204 Contact: RICK SMITH Contact: MARK MILLER
Job: CEG800	
Work Performed: Electrical - Miscellaneous	

Description:	Labor Thru Week Ending 12-25-11	Price	Total
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Work Order#:	Amount
PLEASE SEE ATTACHED WO#: 08690,08725	\$ 1,228.08

Subtotal	\$ 1,228.08
Previously Paid	\$0.00
<b>NET PAYMENT CURRENT DUE</b>	<b>\$1,228.08</b>

Please make checks payable to: Wm. H. Clinger Corp.







**JUNE 2012**  
**EAST GOSHEN MUNICIPAL AUTHORITY GOALS**

ON-GOING

1. Submit an article for each newsletter.
  - a. Need by 2/8/12 - Kevin - **Completed**
  - b. Need by 5/2/12 –Jack - **Completed**
  - c. Need by 8/1/12 - Dana
  - d. Need by 11/7/12
  - e. February 2013
2. Attend West Goshen Meetings quarterly – more often if needed.
  - a. 1<sup>st</sup> Quarter (March) – Jack - **Completed**
  - b. 2<sup>nd</sup> Quarter (June) - Joe
  - c. 3<sup>rd</sup> Quarter (September) - Dana
  - d. 4<sup>th</sup> Quarter (December) - Kevin
3. Respond to capacity requests in 45 days or less.
4. Implement I & I Plan
5. Conduct a sewer facilities tour after RCSTP construction is complete – Have tour in September

PROJECTS

1. Lockwood
  - a. Bid – Bid awarded 2/20 – Contract executed 3/12
  - b. Pipe Installation - Notice to proceed issued 3/20, Pipe work completed. Restoration work in progress
2. Abandon Plant – Flow diverted, currently pumping down the treatment pond and storage lagoon.
3. Marydell Pump Station
  - a. Design/Permit – In Progress
  - b. Bid
  - c. Pipe Installation
  - d. Abandon Pump Station
4. Hershey Mill Pump Station
  - a. Design/Permit – In Progress
  - b. Bid
  - c. Pipe Installation
5. Reserve Pump Station - In Progress
  - a. Design/Permit
  - b. Bid
  - c. Pipe Installation
  - d. Abandon Pump Station



PENNONI ASSOCIATES INC.  
CONSULTING ENGINEERS

June 7, 2012

Rick Smith, Township Manager  
East Goshen Township  
1580 Paoli Pike  
West Chester, PA 19380

Re: Proposal for Professional Services  
Hershey's Mill Pump Station Grinder Installation

Dear Mr. Smith:

Pennoni Associates Inc. is pleased to submit the following proposal for the design and bid assistance services associated with the purchase and installation of a Muffin Monster grinder at the Hershey's Mill Pump Station.

#### BACKGROUND

The Hershey's Mill Pump Station is equipped with a bar screen style trash basket for the removal of large solids that may otherwise damage the pumps. The trash rack must be removed periodically and manually cleaned. The Public Works Department would like to install a Muffin Monster grinder as manufactured by JWC Environmental. The Muffin Monster grinds wastewater solids to allow them to be safely pumped. We understand that the Township plans to purchase the Muffin Monster directly from the equipment manufacturer and will contract out the labor for installation of the equipment.

The existing pump station wet well top slab is equipped with separate access hatches for pump and trash rack removal. The hatch dedicated for trash rack removal has an opening of 30 inches by 30 inches. This opening is adequate for installation and maintenance of the Muffin Monster. The Muffin Monster comes equipped with a five (5) horsepower hydraulic power pack. It is anticipated that the Muffin Monster hydraulic power pack will be mounted on a small concrete pad or metal stand in the corner of the Generator Building. The Muffin Monster control panel will be mounted on the wall adjacent to the power pack. A new PVC conduit will be installed from the Generator Building underground to the wet well. The hydraulic hoses will be installed within this conduit from the power pack to drive the Muffin Monster grinder that is installed within the wet well.

Based on our preliminary observation of the pump station electrical system, it appears that adequate capacity exists for the additional electric load that will be imparted by the Muffin Monster. It may be necessary to perform some minor modifications to the electrical system; the extent of any modifications will be determined during the final design phase.

We anticipate the following work items will be required for the installation of the new Muffin Monster at the Hershey's Mill Pump Station:

- Bypass pumping during the work in the wet well.
- Demolition of the existing trash rack.
- Removal and disposal of the existing access ladder. No new steps or ladder will be installed.
- Installation of the Muffin Monster, mounting frame, and slide rails in the wet well.
- Installation of a new PVC conduit from the Generator Building to the wet well which will be used for installation of the hydraulic hoses.
- Installation of the Muffin Monster hydraulic power pack in the Generator Building.
- Mounting of the Muffin Monster control panel and interconnection to the existing power panel in the Generator Building. Some minor modifications may be required to the power panel.
- Startup and testing of the Muffin Monster.

Based on the work items described above, and assuming the Township will purchase the Muffin Monster directly from the manufacturer, the preliminary construction cost is estimated at \$62,000 with a 15% contingency as summarized in the table below.

Equipment Purchase: Muffin Monster Grinder, Wet Well Mounting Frame, Slide Rails, Control Panel	\$30,000
Estimated Installation Labor and Incidental Materials (anchors, conduit, brackets, etc.)	\$24,000
Materials and Installation Labor Subtotal	\$54,000
~15% Contingency	\$8,000
Estimated Project Construction Cost	\$62,000

### SCOPE OF WORK

The scope of work for professional services has been divided into two phases: Final Design and Bid Assistance.

#### ***Phase 1 – Final Design***

During this phase, we will prepare mechanical plans and sections and a bidding document suitable for use by the Township to solicit bids from Contractors to complete the work. We will also work with the local Muffin Monster equipment representative, Watermark Environmental Systems, for obtaining a proposal suitable for use by the Township to purchase the equipment. We will complete the following tasks:

- Site visit with our electrical engineer to verify the control panel location and power panel interconnection requirements.
- Preparation of mechanical plan, section and mounting details for the Muffin Monster. Any required material specifications will be included on the drawings.



- Preparation of an electrical plan, single line diagram and electrical details. Any required material specifications will be included on the drawings.
- Preparation of a bidding document and specifications for installation of the Township-purchased equipment. Since the estimated installation cost is in excess of the required bidding limit, we assume this project will be publicly bid using the PennBID website.
- Coordination with Watermark Environmental Systems for Township purchase of Muffin Monster.
- We will meet with the Township one time during the design to review and discuss the plans.

We do not expect that any DEP or other agency permits will be required for this work, so no permitting applications are included in this scope.

*Phase 2 – Bid Assistance*

During this phase, Pennoni will provide assistance to the Township during the construction solicitation period at the hourly rates approved for Pennoni in 2012. The anticipated scope includes: attendance at a pre-bid meeting, responding to RFI's, review and tabulation of bids, reference checks, and recommendation of award. This phase is included as an approximated budget.

SCHEDULE

We anticipate completion of the construction drawings and bidding document approximately six (6) weeks from receipt of the Township's approval of this proposal.

FEE

Our estimated fee, to be billed on a time and material basis, is \$12,000.00 broken down by Phase as follows:

Phase 1 – Final Design.....	\$10,000.00
Phase 2 – Bid Assistance .....	<u>\$2,000.00</u>
<i>TOTAL</i> .....	<i>\$12,000.00</i>

Work shall be done on an hourly basis, billed at the Authority's approved rates for Pennoni for 2012.

Extraordinary expenses, authorized in advance and identifiable to the specific project will be billed in addition to the above stated fees. These expenses include, but are not limited to: permit application fees, Federal Express and delivery charges, and the reproduction of plans and specifications by outside services. We do not bill for such items as relatively small amounts of in-house printing, mailing expenses, reasonable telephone calls, and travel expenses.

Rick Smith

Hershey's Mill Pump Station Grinder Installation

BILLING AND PAYMENT

Fees will be billed monthly based on actual services completed. Payment is due upon receipt of invoice. Billing and Payment shall be in accordance with Item three (3) of the attached General Terms and Conditions.

The client acknowledges that the method of Billing and Payment has been discussed in detail; that the terms agreed upon can only be changed by a written addendum agreed to by both parties; and work may be stopped until payment is made in accordance with the agreement.

TERMS AND CONDITIONS

*Pennoni Associates Inc. General Terms and Conditions (Form No. LE01, Rev. 09/2002)* are attached hereto and are considered as part of this proposal.

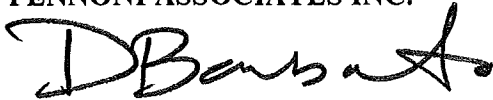
Special

- a. We will perform our work in accordance with accepted engineering standards. However, we cannot guarantee approvals by permitting agencies as these approvals are subject to circumstances beyond our control.
- b. Revisions to the plans as may be required by personal preferences of reviewers, reviewing agencies, agency consultants, and the client will be performed as additional work on an hourly basis.
- c. This proposal is limited strictly to those items quoted above. Application fees and other costs payable to regulatory agencies will be the responsibility of the Client.

We appreciate this opportunity to submit our proposal to the Township. Should you have any questions or need additional information, please do not hesitate to call. Please sign and return one (1) copy of this proposal as our Notice to Proceed.

Sincerely,

PENNONI ASSOCIATES INC.



Daniel P. Barbato, P.E.  
Authority Engineer

ACCEPTED BY: \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Title)

DATE: \_\_\_\_\_



**PENNONI ASSOCIATES INC.**  
**CONSULTING ENGINEERS**

## **PENNONI ASSOCIATES INC.**

### **GENERAL TERMS & CONDITIONS**

1. Unless withdrawn sooner, proposals are valid for thirty days.
2. The technical and pricing information in proposals is the confidential and proprietary property of Pennoni Associates Inc. or any subsidiary or affiliate of Pennoni Associates Inc. ("Pennoni"). Client agrees not to use or to disclose to third parties any technical or pricing information without Pennoni's written consent.
3. The agreement created by the Client's acceptance of a proposal and these Terms & Conditions is hereinafter referred to as the "Agreement." If a proposal is submitted to Client and Client fails to return a signed copy of the proposal but knowingly allows Pennoni to proceed with the services, then Client shall be deemed to have accepted the terms of the proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the proposal and these General Terms & Conditions, the proposal shall take precedence. The proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.
4. Payment is due upon receipt of invoices as submitted. Client agrees to pay interest at the rate of 1½ percent per month on invoices that are more than 30 days past due. If an invoice is 30 or more days past due, Pennoni may suspend services and refuse to release work on this Agreement or any other agreement between Client and Pennoni until Client has paid all amounts due. Unless Pennoni receives written notice of Client's dispute of an invoice within 30 days of the invoice date, the invoice will be presumed correct. If payment is not made in accordance with the Agreement, Client agrees to pay reasonable costs and attorney's fees incurred by Pennoni to collect payment.
5. All drawings, sketches, specifications and other documents ("Documents") in any form, including electronic, prepared by Pennoni are instruments of Pennoni's services, and as such are and shall remain Pennoni's property. Upon payment in accordance with the Agreement, Client shall have the right to use and reproduce the Documents solely for the purposes of constructing, remediating, using or maintaining the project contemplated by the Agreement ("Project"). The Documents are prepared for use on this Project only, and are not appropriate for use on other projects, any additions or alterations of the Project, or completion of the Project by others. Use of the Documents in violation of this paragraph without the express written consent of Pennoni is prohibited, and shall be at Client's sole risk. Client agrees to indemnify, defend and hold harmless Pennoni from any claims, damages, losses, liabilities and expenses arising from such prohibited use.
6. The proposed fees and schedule constitute Pennoni's best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The hourly rate schedule for services provided on a time and material basis will be subject to increases annually.
7. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by third parties, unpredictable occurrences or force majeure.
8. Where the method of payment is based on time and materials, Client agrees that the following will apply: The minimum time segment for charging work is one-quarter hour, except the minimum time segment for charging of field survey work is four (4) hours. Client reimbursable expenses include travel and living expenses of personnel when away from the home office on business connected with the Project; subcontractor and subconsultant costs; identifiable communications, mailing and reproduction costs; identifiable drafting and stenographic supplies; and expendable materials and supplies purchased specifically for the Project. A ten (10) percent administrative and handling charge will be added to client reimbursable expenses.
9. No termination of this Agreement by Client will be effective unless Client gives seven days prior written notice with the reasons and details, and Pennoni is afforded an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation. Where the method of payment is time and materials, Client agrees that the final invoice will include all services and direct expenses up to the effective date of cancellation plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation.
10. Pennoni will maintain at its own expense Workman's Compensation insurance, Comprehensive General Liability insurance and Professional Liability insurance.

INITIALS \_\_\_\_\_

11. Pennoni does not represent or warrant that any permit or approval will be issued by any governmental or regulatory body. Pennoni will endeavor to prepare applications for such permit or approval in conformance with applicable requirements; but, in view of the complexity of and the frequent changes in applicable rules and regulations and interpretations by the authorities, Pennoni cannot guarantee that any such application will be considered complete or will conform to all applicable requirements.
12. Pennoni will perform its work in accordance with generally accepted professional standards. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED. This Agreement is solely for the benefit of the Client and its successors. There is no third-party beneficiary of this Agreement.
13. CLIENT AND PENNONI HAVE CONSIDERED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, AS WELL AS PENNONI'S TOTAL FEE FOR SERVICES. CLIENT AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, PENNONI'S TOTAL AGGREGATE LIABILITY (INCLUDING THE LIABILITY OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS AND CONSULTANTS) TO THE CLIENT (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT) FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES IS LIMITED TO THE TOTAL FEE RECEIVED BY PENNONI UNDER THIS AGREEMENT OR \$50,000, WHICHEVER IS GREATER. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, PENNONI'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, OR BREACH OF CONTRACT OR WARRANTY.  
  
IN THE EVENT THE CLIENT IS UNABLE TO ACCEPT THE ABOVE LIMITATION OF LIABILITY, PENNONI AGREES TO INCREASE THE LIMITATION TO \$1,000,000 UPON ITS RECEIPT, PRIOR TO PERFORMING ANY SERVICES, OF CLIENT'S WRITTEN AGREEMENT TO PAY AN ADDITIONAL SUM OF NOT LESS THAN 10% OF THE TOTAL FEE UNDER THIS AGREEMENT OR \$1,000, WHICHEVER IS GREATER.
14. Client shall make no claim against Pennoni unless the Client first provides a written certification, executed by an independent design professional, specifying those acts or omissions which the independent design professional contends is a violation of generally accepted professional standards and upon which the claim will be premised. The independent design professional must be licensed to practice in the state where the Project is located and in the discipline related to the claim. Client agrees that the independent design professional's certification is a condition precedent to the Client's right to institute any judicial proceeding.
15. If required under the scope of services, Pennoni shall visit the Project site to become generally familiar with the progress and quality of the work for which Pennoni prepared contract documents, and Pennoni shall not make exhaustive or continuous onsite inspections. Pennoni's services do not include supervision or direction of the contractor's work. Observation by Pennoni field representatives shall not excuse the contractor for defects or omissions in its work. Pennoni shall not control construction means, methods, techniques, sequences, or procedures, and the contractor is solely responsible for all work on the Project, including safety of all persons and property.
16. If Client does not retain Pennoni to render construction phase services, Client waives any claim it may have against Pennoni and agrees to indemnify, defend and hold harmless Pennoni from any loss or liability, including attorneys fees and other costs of defense, arising out of or related to the interpretation of Pennoni's plans and specifications, the review of shop drawings, the evaluation of contractor's request for change orders, or the failure to detect and correct obvious errors or omissions in Pennoni's plans and specifications.
17. Unless and until a court determines that Pennoni's preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, specifications and/or Pennoni's giving or failure to give instructions is the primary cause of any damage, claim, loss or expenses, Client shall indemnify, defend and hold harmless Pennoni and its officers, employees and consultants from and against all damages, claims, losses or expenses, including reasonable attorneys' fees and other costs of defense, arising out of this Agreement. In the event the Client is required to defend Pennoni under this paragraph, Pennoni shall have the right to select its attorneys.
18. Client agrees to pay reasonable expert witness fees if Pennoni or any of its employees is subpoenaed to testify as a fact or opinion witness in any court proceeding, arbitration or mediation to which the Client is a party.
19. Unless otherwise provided in this proposal, Pennoni shall have no responsibility for the discovery, presence, handling, removal or disposal of hazardous materials or underground structures at the Project site.
20. Client and Pennoni waive consequential damages arising out of this Agreement.
21. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.
22. Neither the Client nor Pennoni shall assign this Agreement without the written consent of the other.

INITIALS \_\_\_\_\_



**ALLIED CONTROL SERVICES, INC.**

611 GARFIELD AVE. • P.O. BOX 234 • WEST POINT, PA 19486  
Phone: 215-699-2855  
Fax: 215-699-9030

NJ Electrical License 14734  
DE Electrical License T1-0004854  
MD Electrical License 9097  
WV Electrical License WV043488

June 6, 2012

Mr. Mark Miller  
East Goshen Township M.A.  
1580 Paoli Pike  
West Chester, PA 19380

Reference: Flo – Dar / FL900 Series Flow Logger

Dear Mark:

Per your request we are pleased to provide the following quotation to furnish new Flo-Dar radar area/velocity sensor with FL900 series flow logger, provide installation of Flo-Dar sensor and configuration and calibration of Flo-Station.

ITEM	QUANTITY	DESCRIPTION	COST
1	1	Flo-Dar Sensor	\$6,400.00
2	1	Flo-Dar Sensor Cable 300'	\$1,325.00
3	1	Flo-Station with Display 120vac power, (4) 4-20mA outputs ,Flo-ware Software	\$5,623.00
4	1	Permanent Mount	\$713.00
5	Lot	Installation of Flo-Dar sensor, start-up, calibration, configuration of new flow meter with on-site training. Includes Operations and Maintenance Manual.	\$1,399.00

<b>Total Package Price:</b>	<b>\$15,460.00</b>
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Clarifications: Customer to provide all conduit required for sensor cable, and flo-station installations, also provide confined space services during installation of Flo-Dar sensor and assistance with installation of Flo-Dar sensor cable.

Delivery: 3-4 Weeks ARO

Terms: Net 30 From Date of Invoice

If you have any questions or comments regarding this quotation, or if you would like to proceed with the installation, please call Chuck Reiter or myself at 1-800-441-4844.

Sincerely,

*David R Luongo*

David R Luongo  
DRL/

EAST GOSHEN MUNICIPAL AUTHORITY  
EAST GOSHEN TOWNSHIP  
1580 PAOLI PIKE, WEST CHESTER, PA 19380-6199

June 15, 2012

To: Municipal Authority  
From: Mark Miller  
RE: May Monthly Report

**Meters:** Were read on a daily basis, adjustments were made to Ellis Lane.

**Chester Creek Collection:** We replaced all the manhole castings in Marydell a total of (44); while replacing the castings each manhole was checked for infiltration. We televised and cleaned the Ashbridge Farms development; we located one leaky lateral which was repaired on June 5. The crew found a broken tee and a cracked clean-out. The crew also televised the drop manhole in Hershey Mill; the one the contractor tied into for the Lockwood project. The drop was ok. We pulled pump number one, a total of 8150 feet were televised and cleaned.

**Ridley Creek Collection:** We also televised pipe along Paoli Pike where we located two breaks; rather than digging we will be installing a slip liner. We also found a leaking lateral which we already repaired.

**Lockwood Project:**

The contractor is currently doing restoration work installing curb, raking and seeding. The plant operator is spraying on a daily basis. I located a contractor who needs to get rid of 5000 yards of fill dirt; his job should start in about 3 weeks. Matt from Pennoni still has to air test and vacuum test the lines. The contractor also has to grout the old lines. That work is scheduled for one day next week.

**Ridley Creek:**

I your packet is the quote for the new flow meter from Allied Control; the meter is being supplied from HACH who is on COSTARS for state pricing. I would recommend going with the meter Allied quoted. Also in your packet is the cost for the new sampler.

**PA 1 Calls:**

We responded to 88 PA 1 calls for the month of May.

**Alarms:**

We responded to 23 alarms in May that ranged from power outages to pump failure.



**MEMORANDUM**

**TO:** East Goshen Municipal Authority Board  
Rick Smith, Township Manager

**FROM:** Daniel Barbato, P.E.  
Authority Engineer

**DATE:** June 7, 2012

**SUBJECT:** Engineer's Report

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**Invoices**

- Invoices with summaries are provided under separate cover.

**Ridley Creek Sewage Treatment Plant (RCSTP)**

- No activity this period. We will assist with supporting and reviewing warranty claims and with plant troubleshooting as requested.

**LCSTP Elimination**

- The contractor, SJM Construction Company, has completed construction of all new sewers and manholes. All effected residences have had their laterals tied into the new sewers, and the entire Lockwood Chase neighborhood now flows through the new sewers. All but two new sewer runs have been pressure tested and passed. The remaining two runs are planned for pressure testing by Friday, June 8.
- Remaining work generally includes final restoration, abandoning existing sewers and manholes in-place with flowable fill, paving, curb replacement, installation of cast-iron boxes and lids on cleanouts, manhole vacuum testing, mandrel testing and televising of new sewers, and preparation of as-built plans. We anticipate the majority of this work will be completed by Friday, June 15. The required contract completion date is July 2, 2012.
- We have performed on-site, part-time construction inspection services throughout the duration of this work. We have also provided in-office construction to resolve utility conflicts and other unforeseen issues.
- We reviewed Invoice #1 and forwarded our recommendation to the Township.



### **Hershey's Mill PS Diversion and Reserve PS Elimination**

- As reported previously, we have prepared draft plans and draft applications for DEP General Permits (GP) for Stream Crossings. The PNDI Receipt for the Hershey's Mill PS Diversion identified potential threats to endangered plant species. We prepared and submitted the required documents to DCNR for their comments/approval regarding the potential threats. DCNR responded that a qualified botanist must perform an on-site evaluation of a variety of plants commonly found in serpentine soils. We provided additional information and coordinated with DCNR to resolve their concerns without involving a botanist. They have since rescinded the requirement for further investigation, and they issued a letter stating that no impacts are anticipated. We are also coordinating with the Township to determine how to tie into the existing downstream manhole for the Reserve Pump Station diversion because there are elevation conflicts with the depth of sewer across the creek and tying into the existing manhole. We expect to resolve these conflicts and submit both the Reserve PS and the Hershey's Mill PS General Permit applications to DEP the week of June 11-15.

### **Marydell PS Elimination**

- As reported previously, we have prepared draft plans and a draft Penn DOT Highway Occupancy Permit (HOP) application. We are continuing attempts to coordinate with PECO regarding mitigation of impacts to overhead utility poles given the proximity of the proposed sewer to the poles. The PECO coordination may impact the HOP application, such as modifications to the exact sewer location. Upon resolution of any such PECO issues, we will finalize and submit the HOP application. We have also submitted the draft plans to Verizon, and we have requested information from them on the exact location of their conduits in Paoli Pike because it may be less problematic to install the sewer under the edge of pavement (as opposed to the currently designed route on the shopping center side of the PECO utility poles) pending PECO comments and to avoid significant tree disturbance along the shopping center frontage.

### **Hershey's Mill PS Capacity Evaluation**

- We performed drawdown testing at the pump station and an analysis of pump and system curves to verify the station has capacity to handle peak instantaneous flows following the Lockwood Chase diversion. One pump was found to have inadequate capacity. The Township quickly replaced the pump. We will perform a follow-up drawdown test on Monday, June 11, to confirm the replaced pump has adequate capacity.

### **Hershey's Mill Grinder**

- We performed a site visit to evaluate the potential for installation of a comminutor (grinder) in the pump station to replace the existing trash rack. We prepared a budgetary cost estimate for the work which we forwarded to the Township along with a professional services proposal to prepare construction drawings and a bid package.

**Chapter 94 Reports**

- PA DEP responded to the Ridley Creek Chapter 94 Report submission. One comment notes that documentation should be provided to show that the pump station can convey maximum flows with any one pump out of service. This documentation was not required for the current submittal and DEP noted on their letter that no additional information is required to be submitted at this time. This analysis will be provided in the 2013 submission.

# BIG FISH ENVIRONMENTAL SERVICES, INC.

May 2012 - Ridley Creek and Lochwood Sewage Treatment Plant Operations Report

## Executive Summary

### Treatment Process Operation

Sequencing batch reactors (SBRs) numbered 1, 3 and 4 were in service during the month of May. SBR No. 2 remains out of service with the majority of the contents transferred to the aerobic sludge holding tanks.

It is regrettable to report permit exceedances for total suspended solids and total phosphorus during the month of April. Split samples between the contract laboratory and the in-house laboratory were analyzed. Observations of the final effluent appeared to have not visible solids readily identifiable as mixed liquor solids carryover, however, the in-house suspended solids test appeared to indicate a measureable concentration of colloidal solids. Total phosphorus is related to the suspended solids concentration, therefore as the suspended solids concentration increases, the total phosphorus concentration is anticipated to increase. Steps were implemented with the laboratory to improve access to laboratory reports, specifically with phosphorus results. In addition, continued split sampling and comparison of in-house test results and contract laboratory results is on going. Preliminary data for the month of May anticipates full compliance with the discharge permit.

A summary of the influent and effluent sample data for the month of March 2012 is attached for review. The eDMR and supplemental reports for April 2012 have been prepared and submitted PA DEP by BFESI through the electronic eDMR system.

### **Flow data:**

<b>April 2012</b>		
<b>Flow Meter Location</b>	<b>Total Volume for Month, MGD</b>	<b>Average Daily Flow, gpd</b>
Influent Wastewater	10.393	346,428
Treated Effluent to Disc Filters	8.901	296,713
Final Effluent Discharge	5,291	176,367
Applebrook Golf Course	1.150	50,013
<b>May 2012</b>		
<b>Flow Meter Location</b>	<b>Total Volume for Month, MGD</b>	<b>Average Daily Flow, gpd</b>
Influent Wastewater	10.664	344,001
Treated Effluent to Disc Filters	10.314	332,698
Final Effluent Discharge	4.833	155,903
Applebrook Golf Course	2.053	66,210

## BIG FISH ENVIRONMENTAL SERVICES, INC.

May 2012 - Ridley Creek and Lochwood Sewage Treatment Plant Operations Report

### Chemical Usage: May

Chemical	Daily Average	Total Monthly
Soda Ash	132 lbs./day	4,100 pounds
Magnesium Hydroxide	17 gpd	520 gallons
Alum	90 gpd	1,260 gallons

### Solids Dewatering and Disposal

The centrifuge was placed in service for four (4) days during April. Two dumpsters were removed from the site during April.

The centrifuge remained out of service during the month of May 2012.

### Alarms / Emergency Responses

During the month of May, continued alarms were received for the failure of CV-34 to open. This item is currently being addressed by Worth & Company as a warranty item.

May 16, 2012, all three (3) Watson Marlow pumps failed as the result of over current. The pumps were rest and returned to service.

May 20, 2012, SBR No. 3 effluent valve failed to close resulting in the loss of 4.71 feet (60,594 gallons) of the SBR contents (MLSS) into the post EQ tanks. The actuator valve was adjusted and the valve returned to function as designed.

May 21, 2012, alum tank alarm for high level was activated. The alarm was reset and cleared.

### Maintenance, Repairs and Warranty

*Outstanding:* Centrifuge replacement parts – Worth & Co. to replace parts used for warranty repair

*Outstanding:* JWC fine screen has a failed UPS – Worth & Co. informed

*Completed:* JWC fine screen upstream transducer – replacement connection scheduled for installation

*Outstanding:* SBR and Centrifuge MCC panel hour meters – Worth & Co. informed

*Completed:* Leaking PVC valves for alum piping to SBRs

*Outstanding:* Sludge holding tank aeration piping paint is failing

Influent Wastewater											
Design Basis	Flow	BOD <sub>5</sub>		TSS		NH <sub>4</sub> -N		TKN, mg/L		Phosphorus, Total, mg/L	
		mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day
MGD Average		335	2,098	320	2,001	32	200	48	301	9.1	57
Sample date											
4/5/2012*	0.2520	3960	8,323	950	1,997	55.7	117	437	918	97.4	205
April 12, 2012	0.9610	263	553	88	185	24.2	51	33.9	71	3.9	8
April 20, 2012	0.3600	436	916	69	145	34.4	72	52.7	111	8.2	17
April 26, 2012	0.2830	190	399	175	368	39.4	83	42.6	90	6.5	14
Average	0.3460	1212	2548	321	674	38	65	142	238	29	49
Minimum	0.2180	190	399	69	145	24	0	34	0	4	0
Maximum	0.9610	3960	8323	950	1997	56	117	437	918	97	205

\* If grit and debris build up in the bottom of the influent channel and is therefore not representative of the in

Final Effluent - Out Fall 001														
NPDES Permit Discharge Limitations	Flow	CBOD <sub>5</sub>		TSS		NH <sub>4</sub> -N		Phosphorus, Total, mg/L		Fecal Coliform		pH		Dissolved Oxygen
		mg/L	lbs/month	mg/L	lbs/month	mg/L	lbs/month	mg/L	lbs/month	Geo Mean	Inst. Min	Inst. Max	Inst. Min	
0.75	Instantaneous Maximum	20	125	21	131	7	44	0.5	3	200	1,000	6.0	9.0	5.0
		40		42								Daily	Daily	Daily
Sample date														
4/5/2012*	0.1880	5.6	9	5	8	0.2	0.2	0.66	0.2	1	0.0	7.45	7.45	7.42
April 12, 2012	0.2060	2.8	4	8	13	0.195	0.3	0.22	0.3	1	0.0	7.52	7.52	7.02
April 20, 2012	0.1080	7.8	12	40	63	0.142	0.2	0.76	1.2	1	0.0	7.76	7.76	7.60
April 26, 2012	0.1490	2	3	40	63	0.119	0.2	0.72	1.1	1	0.0	7.18	7.18	9.64
Average	0.1760	5	7	23	36	0.16	0	0.59	0.7	1	0	7.48	7.48	7.92
Minimum	0.2800	2	3	5	8	0.12	0	0.22	0.2	1	0	7.18	7.18	7.02
Maximum	0.0380	8	12	40	63	0.20	0	0.76	1.2	1	0	7.76	7.76	9.64

**DRAFT**

Ridley Creek Sewage Treatment Plant Operations Monthly Report

Design Basis	Influent Wastewater											
	Flow		BOD <sub>5</sub>		TSS		NH <sub>4</sub> -N		TKN, mg/L		Phosphorus, Total, mg/L	
	MGD	Average	mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day	mg/L	lbs/day
May 3, 2012	0.2890	151	335	2,098	320	2,001	32	200	48	301	9.1	57
May 10, 2012	0.3410	152	151	364	162	390	8.4	20	15.2	37	3.1	7
May 17, 2012	0.2820	283	152	366	169	407	2.95	7	7.6	18	2.2	5
May 24, 2012	0.2840	283	283	682	215	518	27.8	67	48.7	117	8.4	20
May 31, 2012	0.2800											
Average		0.2952	195	471	182	439	13	31	24	57	5	11
Minimum		0.2800	151	364	162	390	3	7	8	18	2	5
Maximum		0.3410	283	682	215	518	28	67	49	117	8	20

Final Effluent - Out Fall 001

NPDES Permit Discharge Limitations	Flow		CBOD <sub>5</sub>		TSS		NH <sub>4</sub> -N		Phosphorus, Total, mg/L		Fecal Coliform		pH		Dissolved Oxygen	
	MGD	Average	mg/L	lbs/month	mg/L	lbs/month	mg/L	lbs/month	mg/L	lbs/month	Geo Mean	Geo Mean	Inst. Min	Inst. Max	Inst. Min	Inst. Max
Instantaneous Maximum	0.75	62	10	62	21	131	2.5	16	0.5	3.0	200	1,000	6.0	9.0	5.0	5.0
May 3, 2012	0.1390	2	20	2	42	6	5.0	0.1	0.23	0.1	1	0.0	Daily	Daily	Daily	Daily
May 10, 2012	0.1640	2	2	2	8	9	0.424	0.3	0.12	0.1	1	0.0	7.07	7.07	7.07	9.04
May 17, 2012	0.1400	2	2	2	6	7	0.295	0.01	0.87	1.0	1	0.0	7.07	7.07	7.78	8.28
May 24, 2012	0.1340	0	0	0	0	0	0.0	0.0	0.0	0.0	1	0.0	7.10	7.10	7.10	8.15
May 31, 2012	0.1360	0	0	0	0	0	0.0	0.0	0.0	0.0	1	0.0	6.98	6.98	6.98	8.26
Average	0.1426	2	2	1	9	4	0	0	0	0	1	0	7.19	7.19	7.19	8.54
Minimum	0.1340	2	2	0	6	0	0	0	0	0	1	0	6.79	6.79	6.79	7.68
Maximum	0.1640	2	2	2	12	9	0	0	1	1	1	0	7.86	7.86	7.86	9.10



2011 FLOWMETERS

2012 MAY 2ND QUARTER METERS FROM WEST GOSHEN - CC COLLECTION															
Precip	WESTTOWN WAY			ELLIS LANE			PAOLI PIKE			WILSON DRIVE			SUMMIT		NET
	DATE	READING	GPD	READING	GPD	READING	GPD	READING	GPD	READING	GPD	READING	GPD	GPD	
0.2	05/01/12														
0.25	05/02/12	2,519,031	1,094,500	24,480,560	153,135	12,191,689	57,800	13,738,540	53,790	13,747,171	86,310	20,400	20,400	20,400	-111,590
0	05/03/12	2,520,082	1,051,000	24,475,733	151,730	12,204,135	62,660	13,753,973	68,020	20,400	20,400	20,400	20,400	20,400	793,255
0.92	05/04/12														768,590
0	05/05/12														0
0	05/06/12														0
0.03	05/07/12	2,524,509	1,106,750	24,563,610	219,693	12,229,284	62,873	13,775,959	54,965	13,775,959	54,965	20,400	20,400	20,400	0
0.28	05/08/12	2,525,589	1,080,000	24,592,381	287,710	12,235,304	60,200	13,782,091	61,320	13,782,091	61,320	20,400	20,400	20,400	769,220
0.45	05/09/12	2,526,669	1,080,000	24,620,765	283,840	12,241,767	64,630	13,788,881	67,900	13,788,881	67,900	20,400	20,400	20,400	663,630
0	05/10/12	2,527,872	1,203,000	24,651,289	305,240	12,248,592	66,250	13,796,070	71,890	13,796,070	71,890	20,400	20,400	20,400	757,620
0	05/11/12	2,529,021	1,149,000	24,673,216	219,270	12,254,797	62,050	13,803,104	70,340	13,803,104	70,340	20,400	20,400	20,400	797,340
0	05/12/12														0
0	05/13/12														0
0.23	05/14/12	2,532,301	1,093,333	24,733,340	200,413	12,273,217	61,400	13,824,916	72,707	13,824,916	72,707	20,400	20,400	20,400	758,813
1.45	05/15/12	2,533,487	1,186,000	24,754,294	209,540	12,279,642	64,250	13,836,267	113,510	13,836,267	113,510	20,400	20,400	20,400	798,700
0	05/16/12	2,535,046	1,559,000	24,779,931	256,370	12,287,541	78,990	13,850,523	142,560	13,850,523	142,560	20,400	20,400	20,400	1,081,080
0	05/17/12	2,536,287	1,241,000	24,792,356	124,250	12,293,057	55,160	13,862,076	115,530	13,862,076	115,530	20,400	20,400	20,400	946,060
0	05/18/12														0
0	05/19/12														0
0.05	05/20/12														0
0.05	05/21/12	2,540,742	1,113,750	24,833,480	102,810	12,317,388	60,828	13,887,953	64,893	13,887,953	64,893	20,400	20,400	20,400	885,420
0	05/22/12	2,541,850	1,108,000	24,841,714	82,340	12,323,419	60,310	13,894,713	67,600	13,894,713	67,600	20,400	20,400	20,400	897,750
0.03	05/23/12	2,542,938	1,088,000	24,849,168	74,540	12,329,523	61,040	13,901,661	69,680	13,901,661	69,680	20,400	20,400	20,400	882,740
0.05	05/24/12	2,544,069	1,131,000	24,857,471	83,030	12,335,822	62,990	13,911,702	100,210	13,911,702	100,210	20,400	20,400	20,400	884,770
0	05/25/12	2,545,200	1,131,000	24,866,339	88,680	12,341,962	61,400	13,919,951	82,490	13,919,951	82,490	20,400	20,400	20,400	898,430
0	05/26/12														0
0	05/27/12														0
0	05/28/12														0
0.38	05/29/12	2,549,306	1,026,500	24,901,675	88,340	12,365,325	77,877	13,945,328	63,443	13,945,328	63,443	20,400	20,400	20,400	796,841
0	05/30/12	2,550,466	1,160,000	24,910,676	90,010	12,371,805	64,800	13,957,714	123,860	13,957,714	123,860	20,400	20,400	20,400	881,330
0.00	05/31/12														0
5.72			1,144,546		167,830		63,648		81,622					20,400	831,447

EG TWP	5.72
MONTH TO DATE	5.72
NORMAL MONTH TO DATE	
YEAR TO DATE	14.42
NORMAL YEAR TO DATE (DL)	



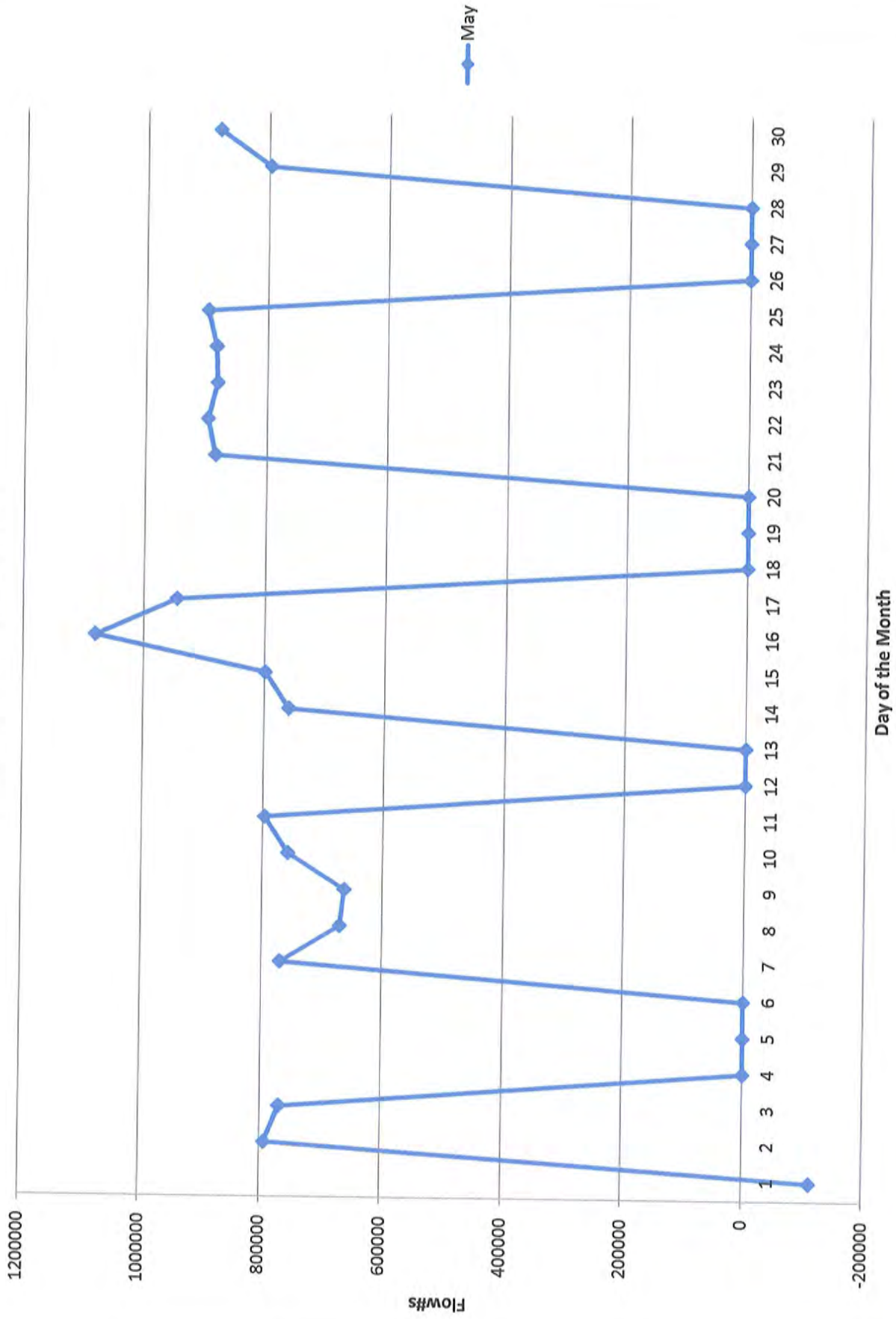


## 2012 SUMMARY OF METER READINGS

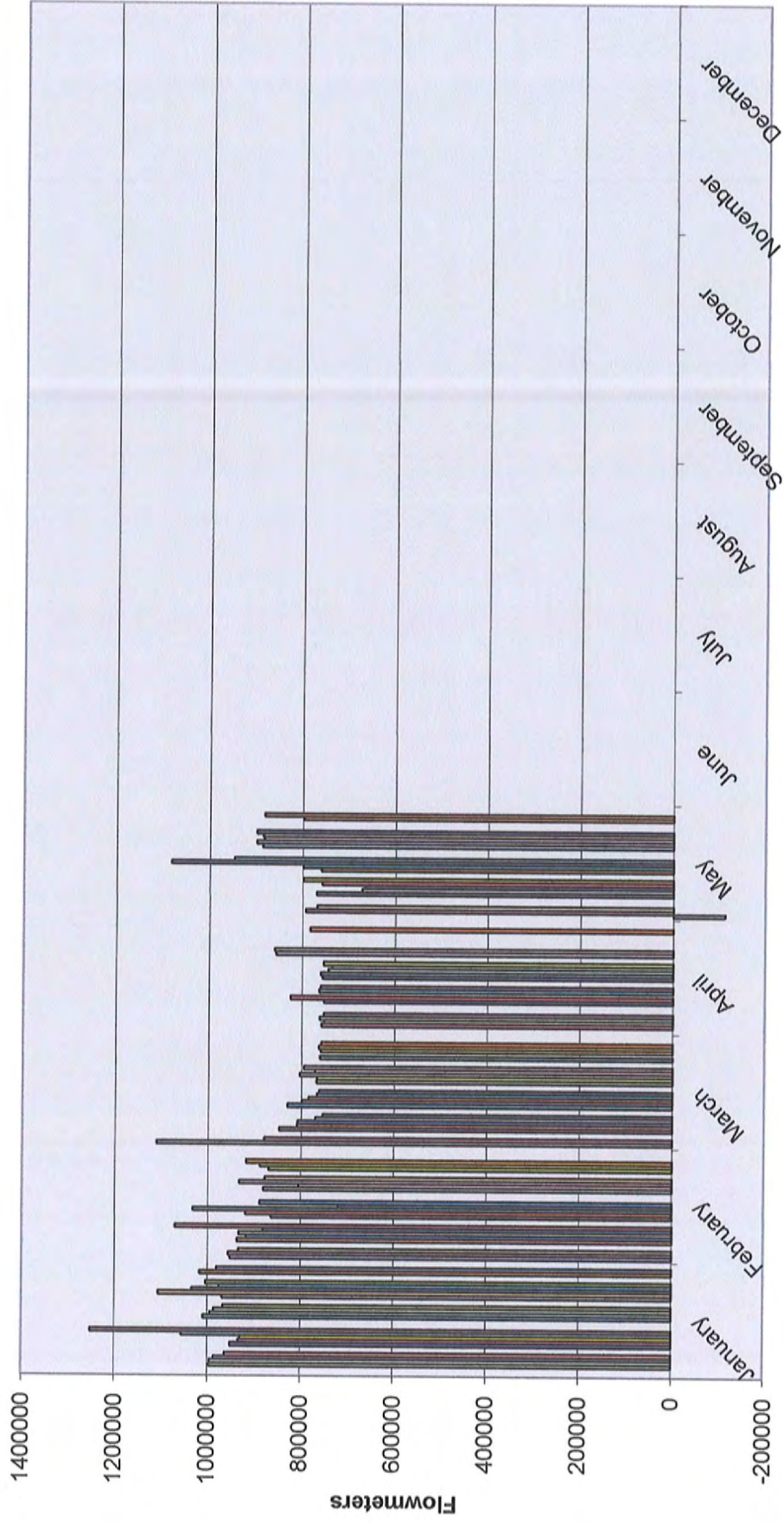
	WESTTOWN WAY	ELLIS LANE	PAOLI PIKE	WILSON DRIVE	SUMMIT	HERSHEY MILL	ASHBRIDGE	HICKS	RESERVOIR	SHERMAN	BARKWAY
JANUARY	1,296,433	152,585	69,729	69,440	20,400	73,086	90,225	67,846	909,322	6,922	12,327
FEBRUARY	1,172,663	140,579	61,074	65,911	20,400	63,555	73,939	295,466	1,019,637	6,561	11,350
MARCH	1,157,405	222,657	61,103	71,039	20,400	60,276	70,943	300,484	0	6,707	8,575
APRIL	1,059,167	186,208	53,353	57,578	20,400	58,987	63,358	285,508	285,613	6,407	10,305
MAY	1,144,546	167,830	63,648	81,622	20,400	55,378	60,690	304,075	652,083	6,354	10,862
JUNE											
JULY											
AUGUST											
SEPTEMBER											
OCTOBER											
NOVEMBER											
DECEMBER											
<b>Total Flows</b>											
<b>Monthly Ave</b>	<b>1,166,043</b>	<b>173,972</b>	<b>61,781</b>	<b>69,118</b>	<b>20,400</b>	<b>62,256</b>	<b>71,831</b>	<b>250,676</b>	<b>573,331</b>	<b>6,590</b>	<b>10,684</b>

To  
West Goshen 861,172

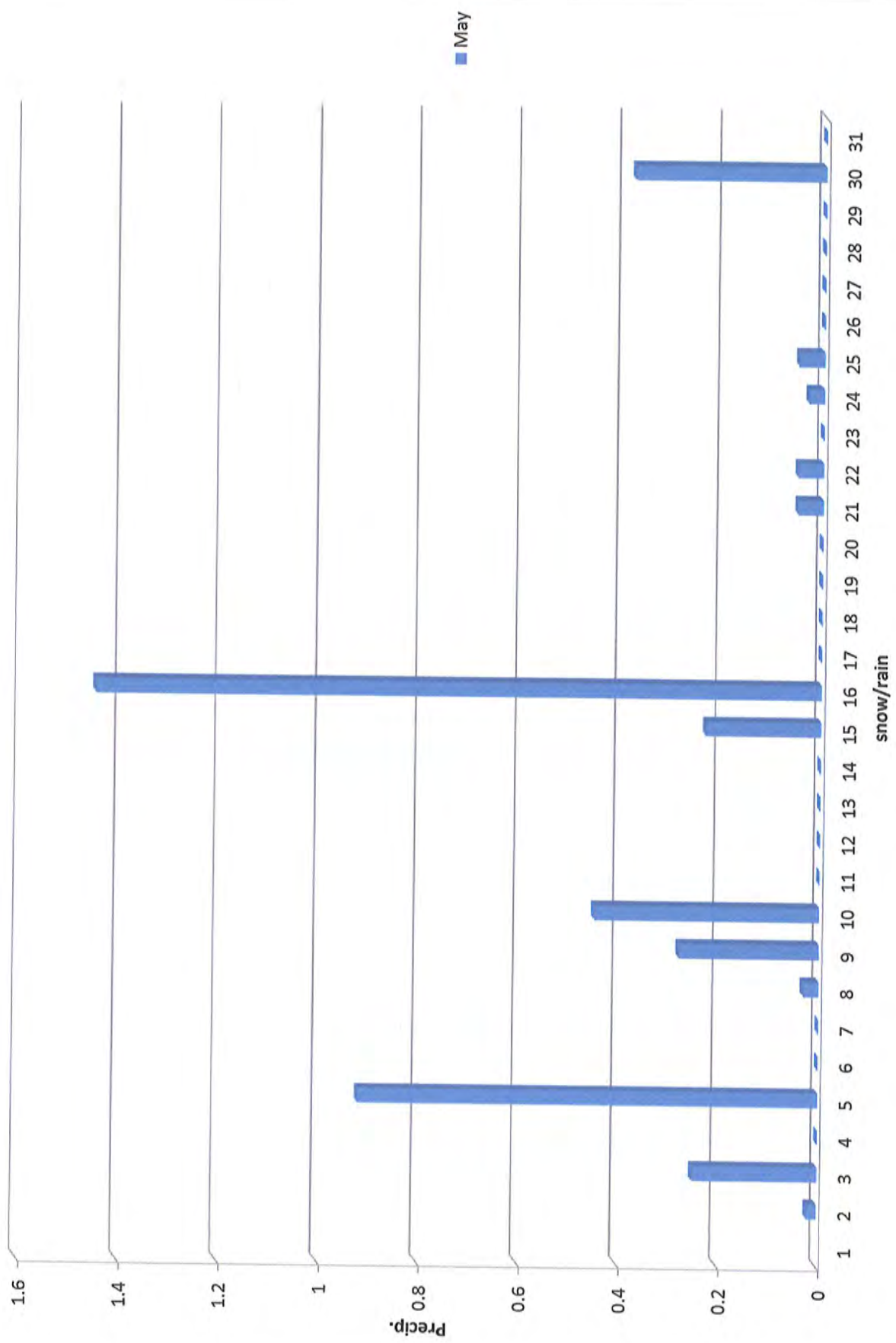
# Flowmeters May 2012



# Monthly Totals 2012 Jan-Dec



# May Precip. 5.72 - 2012



# 2012 Monthly Precipitation

