



February 17, 2010

Meeting Minutes

Approved

In Attendance: Hal Harper, Chairman, Bob Watts, Vice-Chairman, Don Carlson, Member, Lou Schack, Member, Matt Brown, Authority Engineer/Administrator, Cheryl Neri, Assistant Township Treasurer, Paul Ruffini, ARRO Consulting, Inc.

Call to Order

H. Harper, Chairman called the meeting to order at 7:34 PM.

Approval of Minutes

D. Carlson moved, seconded by B. Watts to approve the minutes of the January 20, 2010 Authority meeting as submitted. It was so moved.

Approval of Payments

After a brief discussion on the payments, D. Carlson moved, seconded by L. Schack to approve the payments for February 2010. It was so moved. The Authority reviewed the YTD Revenue and Expense Report and Balance Sheet. After brief comments by the members, D. Carlson moved, seconded by L. Schack to accept the YTD Revenue and Expense Report and Balance Sheet as submitted. It was so moved. B. Watts discussed the establishing a cash flow budget for the Authority to illustrate when expenditures would hit during the year. It was the consensus of the Authority this would be helpful. M. Brown and C. Neri agreed to work together to develop a plan.

H. Harper asked several questions of M. Brown relative to the installation of sewerage to the three developments in Phase II. M. Brown noted that many of the details were yet to be determined by the Authority.

Authority Administration Reports

M. Brown reviewed Clean Water, Inc.'s monthly report relative to the operation of the wastewater treatment systems. He noted that all systems are generally operating well and within parameters. M. Brown went over several highlights of the report including the average flows for the Route 100 WWTF (216,000 gpd), spray difficulties due to the snow storms, an ammonia violation at the Eaglepointe WWTF, problems with the generator at the Lakeridge WWTF and the status of the Chapter 94 Reports for all of the WWTFs. B. Watts noted that Lakeridge is one of the larger facilities and is currently operating under a Corrective Action Plan (CAP) as required by DEP. He recommended the Authority look at replacing the generator at Lakeridge with a new fixed unit. He further recommended the Authority look at a mobile unit or units to help throughout the various systems in the event of a prolonged power outage. M. Brown stated he would procure the proper estimates of the units noted and bring those estimates back to the Authority for deliberation. B Watts moved, seconded by D. Carlson to

authorize the necessary preliminary work be done relative to the emergency power supplies. It was so moved.

M. Brown then referred to the ARRO monthly report and called attention to several highlights including the collection of data for the preparation of the new annual groundwater monitoring report required by PADEP. M. Brown reviewed the Lakeridge WWTF CAP status including the correspondence on use of garbage disposals and the use a regular meeting of the Authority in either April or May to gather the effected residents together to discuss the I&I issues, the discussions with DEP relative to the meter installations throughout the disposal areas and the schedule for construction of Phase II of the Route 100 WWTF.

M. Brown briefly reviewed his Administrator's Report noting that it had been a relatively quiet month.

Following a brief discussion on other items in the reports, D. Carlson moved, seconded by B. Watts to accept the monthly reports of Clean Water, Inc., ARRO Consulting, Inc. and the Authority Administrator. It was so moved.

M. Brown noted the correspondence attached to the Board packet and asked if there were any questions.

D. Carlson noted his concern relative to the number of delinquent accounts for sewer service. He further noted the Authority had established a protocol that included legal action against those delinquent account holders. To discuss this legal matter further, the Authority adjourned into an Executive Session at 8:25 pm. At 8:35 pm, the Authority returned to regular session noting that the Township would be taking the lead on establishing the means to collect costs of prosecution for delinquent accounts. M. Brown and the Authority Solicitor would follow that progress and report back to the Authority the status.

D. Carlson also noted his discussion with the Township Manager and Roadmaster relative to establishing special procedures for and a possibly even a separate bid item in the annual snow removal contract for the Authority facilities. This is in response to the road and drive closures experienced during the severe February snowstorms.

D. Carlson noted that a letter had been sent to the Township Manager confirming the Authority Administrators contract would be adjusted from a flat rate to a time and expense type fee. He also noted that ARRO Consulting had made a rate adjustment to recognize the Authority's goal of cost savings and fiscal oversight. M. Brown noted this adjustment would result in a reduction in engineering fees of 17 to 20 percent.

Open Session

No residents were in attendance.

The next meeting date was noted to be March 17, 2010 at 7:30 PM.

Adjournment

There being no further business to be brought before the Authority, H. Harper adjourned the meeting at 8:47 PM.

Respectfully submitted,

G. Matthew Brown, P.E., DEE
Authority Administrator