



November 18, 2009

Meeting Minutes

Approved with revisions in italics

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

Call to Order

D. Carlson, Chairman called the meeting to order at 7:35 PM noting that B. Watts, Authority member would be arriving around 8:00 PM.

Approval of Minutes

A. Tabasso moved, seconded by H. Harper to approve the minutes of the October 21, 2009 Authority meeting as submitted. It was so moved.

Approval of Payments

M. Brown and C. Neri answered several questions which arose regarding the bills for the month. H. Harper moved, seconded by L. Schack to approve the payments for November 2009. It was so moved. The Authority reviewed the YTD Revenue and Expense Report. After a few questions, A. Tabasso moved, seconded by H. Harper to accept the Revenue and Expense Report. It was so moved.

Authority Administration Reports

M. Brown reviewed Clean Water, Inc.'s monthly report of 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 (205,000 gpd), retirement of the temporary pump station at Eagle Hunt, installation of timers on the blowers for the storage tanks at Windsor Ridge and Eagle Hunt, and the fecal coliform violation at Lakeridge. M. Brown noted the several minor maintenance tasks were also performed this month.

M. Brown noted that a spreadsheet and graph were being developed per the request of H. Harper showing the monthly flow variations. M. Brown said it would include precipitation amounts to reflect the Infiltration/Inflow impact. He said this would be available in January for the calendar year 2009.

M. Brown then referred to the ARRO monthly report and called the Authority's attention to several highlights including the dedication correspondence with Toll Brothers for Byers Station and the request for utility reimbursement relative to power costs Toll paid after the Authority assumed operation of pumping facilities, the connection between Eagle Hunt and Ewing being completed, punch list development for the Ewing UUT collection system and the Greenridge WWTF, Lakeridge WWTF Corrective Action Plan status, the combined permit for the Route 100 WWTF disposal areas, the status of the negotiations with the developers relative to the Phase II agreement for the Route 100 WWTF and the receipt of as-built plans for Windsor Ridge.

M. Brown briefly reviewed his Administrator's Report noting that it had been a relatively quiet month. He noted the upcoming tour of the WWTFs scheduled for Saturday November 21, 2009. He stated he anticipated the tour to take no more than three to four hours.

Following a brief discussion on other items in the reports, A. Tabasso moved, seconded by L. Schack 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 correspondence received directly by him in his role as Chairman of the Authority *from various engineering firms interested in doing business with the Authority.*

2010 Meeting Schedule, Timing

M. Brown discussed 2010 meeting dates and times for the Authority. After a brief discussion, the Authority decided to maintain a schedule similar to previous years with the option of calling a workshop should the need arise. M. Brown also posed the option of submitting Board packets in electronic format. The consensus of the Board was that an electronic packet was a good idea but cautioned that the format of the documents should be with the use of "common" software so all could access them. It was suggested the 'e-packets' could be submitted the following month and after the first quarter of 2010, the Authority would address the success of the methodology.

2010 Proposed Budget - Review

M. Brown discussed the 2010 draft operating and capital budgets submitted to all members. He stated that it was his expectation that this meeting would provide a venue for the Authority to review the budget and ask questions with adoption at the December meeting. He noted one change to the draft documents where the Administrative costs in the operating budget were adjusted from \$100,000 to \$110,000. He noted that rates for all systems would remain the same for 2010 with the exception of Marsh Harbour. That rate would be increased from \$120 per quarter per EDU to \$135 per quarter. B. Watts questioned the need to undertake confined space training and activities and expressed concern over the liabilities relative to entering confined spaces. M. Brown stated he would investigate the frequency this would occur and look into the cost of outsourcing these tasks.

After several other questions, the draft budget was tabled till the December meeting for action.

Executive Session – Route 100 WWTF Phase II Amendment

The Authority adjourned to Executive Session at 8:28 PM to discuss legal matters relative to this amendment. The Authority reconvened at 9:46 PM.

A.Tabasso moved, seconded by B. Watts to authorize the Chairman to sign the Phase II Amendment to the Route 100 WWTF Agreement. The Chairman's signature was to be predicated on the approval by the Board of Supervisors of the amendment. It was so moved.

Open Session

A resident from an area proposed for public sewer in Phase II asked a question relative to the schedule and costs of the proposed improvements. M. Brown provided an update.

The next meeting date was noted to be December 16, 2009 at 7:30 PM.

Adjournment

There being no further business to be brought before the Authority, D. Carlson adjourned the meeting at 10:10 PM.

Respectfully submitted,

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