

April 20, 2016
7:00 PM

The regular meeting of the Monroe Township Municipal Authority was called to order by Chairman Miller.

The Pledge of Allegiance was said.

ATTENDANCE

Kevin Miller, Chairman
Sue Sunday, Vice Chairperson
William Beck, Treasurer
Ronald Eckerd, Secretary

Michael Pykosh, Solicitor
Mark Bruening, Engineer
Karen Lowery, Recording Secretary

PUBLIC COMMENTS –

Carl Kuhl, Supervisor, said the Board of Supervisors are happy with the direction the Municipal Authority is going. They look forward to hearing suggested rates and budget information when ready.

MINUTES

On the motion of Mr. Eckerd, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to approve the minutes of the March 16, 2016 regular meeting.

OPERATIONS REPORT

Mr. Miller reviewed the Operation Report. There was concern by the Board of the increase in flows in the White Rock area. Mr. Bruening referred to the flow report which shows the amount of rain and snow that was received.

Mr. Kuhl added that the road crew had heard from the water company that they are losing 10,000 gallons per day and aren't sure where it is going.

Mr. Eckerd questioned how the flow is measured at the trailer park in the Northern District. Mr. Bruening stated that the water going into the park is metered.

Mr. Eckerd said then it looks like the trailer park flows are already included in the total Northern District flows. The flows are calculated using 342 EDU's, but should the 31 trailers also be added to that number. Mr. Miller asked Karen to verify the EDU numbers.

Mr. Bruening asked that the Board hold off on cleaning the Sandy pump station. When the pump is put back it the pit will be cleaned very good because there is a lot of debris in the pit.

On the motion of Mr. Miller, and seconded by Mr. Beck, and by unanimous vote of the members it was duly RESOLVED to postpone the cleaning for the Sandy pump station.

On the motion of Ms. Sunday, and seconded by Mr. Beck, and by unanimous vote of the members it was duly RESOLVED to approve the Operations Reports for March.

Mr. Bruening mentioned that he had received an email from Jeff Wilbur regarding the times the pumps run. He said in dry weather the pumps should be running very closely. The pumps will alternate each time they run, but during wet periods a pump may run for a long time pumps the pit down and shuts off.

FINANCIAL REPORT

Mr. Eckerd mentioned that in the Northern District expenses he notices the expense in the maintenance and repair category where very high. He looked into this and found that Monroe paid a bill for the digester to be cleaned. This is something that is normally done every 10 to 15 years, but was last done in 1998. He feels items like this should be charged to the reserve fund. When building a budget he would like to keep it as close to what expenses are anticipated and the extraordinary charges would be paid from the reserve account.

Mr. Kuhl asked if there is enough information to know what future maintenance items would be. Mr. Miller said no, we would have to anticipate the maintenance repair costs would go up, so that should be a factor, adding 20% to the budget. The systems are aging. Mr. Kuhl suggested talking to Mechanicsburg to get good numbers relating to upcoming expenses, but we don't know when things will break. Ms. Sunday said Mr. Eckerd can build a cushion in the reserve fund for such items.

Mr. Kuhl said since there is an unknown need for cash could the reserve funds be comingled. Mr. Miller said there are separate bonds and districts so the money should be kept separate. Mr. Bruening suggested talking with bond counsel about this.

Mr. Kuhl reminded the Board that bond counsel is willing to come out in May or June to discuss the bonds and refinancing option.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to approve the Financial Report.

LIEN/DEBT REPORT

Mr. Beck asked if the Board has been pushing to get the outstanding funds collected. Mr. Miller stated that in the past 2 ½ to 3 years we have collected a good amount of outstanding debt. Mr. Pykosh said some of the liens go back to 2003. The larger outstanding amounts are harder to collect than the smaller ones. He is moving forward with title searches and possible foreclosures and he just filed judgements for a Sheriff Sale to sell personal property. He is also trying to garnish bank accounts. Mr. Pykosh said he attended a Sheriff Sale where East Pennsboro Township was actively moving forward with foreclosures, but all of the sales were continued. Mr. Miller feels there are other ways to collect than forcing people out of their homes.

On the motion of Ms. Sunday, and seconded by Mr. Eckerd, and by unanimous vote of the members it was duly RESOLVED to approve the Lien/Debt Report.

CAPACITY REPORT

Mr. Eckerd asked if we can notify Allenberry of the available capacity. Mr. Pykosh said he's not sure where they stand at this time and gave an update on Allenberry selling their property and that there is to be an auction held on June 13.

Mr. Bruening added that the available flows are seasonal and we will not have these available when the 2016 Chapter 94 report is done with the flows we have recently had. He added that a developer would have to submit a sewer module, which South Middleton Sewer Authority would not sign off on. South Middletown won't approve sewer modules until our flows are consistently below our allowable amount.

Mr. Kuhl asked Mr. Line, the new Dillsburg Authority representative, if Dillsburg would be able to provide the available capacity amount.

On the motion of Mr. Eckerd, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to accept the Capacity Report.

SOLICITOR'S REPORT

Mr. Pykosh provided a memo to the Board listing the status of accounts that he been working on collecting from. He has filed judgements and is starting collection procedures. He has filed with the Sheriff's office for sales of personal property for 2 accounts. He added that about \$2,200 in payments have been collected since the last meeting.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to accept the Solicitors Report.

ENGINEER'S REPORT

Mr. Bruening reviewed the engineer report dated April 13, 2016.

Mr. Eckerd asked for more information about the yogurt business. Mr. Bruening said in the industrial zone a yogurt business is going in. Because of the discharge they have entered into an agreement with Mechanicsburg Waste Water Treatment Plant. If the discharge exceeds the acceptable limits, which will be tested twice a month, they will be charged additional fees for treatment. They will be using 1 EDU and have calculated their daily flows at 180 gallons and they will have a meter. Mr. Eckerd said that this needs to be checked out because an industrial company should be paying more. Mr. Miller asked how many employees there will be since we recently just updated the home based business regulations. Mr. Bruening said this is not a home based business.

Mr. Miller asked where we are at with the Sandy pump station. Mr. Bruening said the meter was put on and took some measurements with the static heads. The ABS pump should fit and is available on the shelf. The cost is about \$15,000 and believed to be a better pump. Mr. Bruening said he is concerned with the integrity of the existing pump and suggested that the pump stations may need to be cleaning quarterly.

On the motion of Ms. Sunday, and seconded by Mr. Beck, and by unanimous vote of the members, it was duly RESOLVED to accept the Engineers Report.

OLD BUSINESS

PUMP STATION PHONE LINES

Mr. Miller said that he looked at 2 sets of prints, but they aren't what he needs. He thinks the information may be in the pump station manual. He will coordinate a time with Mr. Bruening to look at these.

On a motion by Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members, it was duly RESOLVED to table the pump station phone line discussion.

ASSET MANAGEMENT COMMITTEE

Ms. Sunday informed the Board that everything is done except White Rock and the low pressure system in the Churchtown area. 175 volunteer hours have been spent working on this project. She feels we are very lucky because everyone has a niche for the project.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members, it was duly RESOLVED to table the Asset Management discussion.

2016 AND BEYOND NORTHERN AND SOUTHERN DISTRICT PLANS

Mr. Miller asked if the Board thought a separate workshop to discuss our options would be best rather than trying to do this at a regular meeting. Ms. Sunday felt they would have more time at a separate workshop. Mr. Beck asked if this was the planning process and how far out would be planned. Mr. Miller said we would want to look at the next 5 years. We could determine the items that could be done quickly to keep I&I under control and any other plans that could impact us down the road. Mr. Bruening said that when planning a lot of these items can be done at the same time. Non-material cost items could be done first. Mr. Eckerd asked if this list was in a priority order. Mr. Bruening said it was a list for consideration by the Board.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to advertise a workshop to be held on May 3, 2016 to discuss the 2016 and beyond Northern and Southern district inflow and infiltration investigation options.

SEWER SYSTEM OPTIONS

On the motion of Mr. Eckerd, and seconded by Mr. Miller, and by unanimous vote of the members, it was duly RESOLVED to table the Sewer System Options and remove from the agenda.

GENERATOR MAINTENANCE OPTIONS

The Board reviewed the information that was provided for companies that provide generator maintenance.

Mr. Bruening added that the company chosen should submit reports to the township for each visit that is made to each site for any preventative maintenance, repairs, or emergency calls. Mr. Miller added that they should report worn items so that we can be proactive in repairs.

On the motion of Mr. Miller, and seconded by Mr. Eckerd, and by unanimous vote of the members it was duly RESOLVED to recommend H.B. McClure perform the preventative and regular maintenance on the pump station generators.

2017 BUDGET DISCUSSION

Mr. Eckerd said he and Mr. Beck are going to get together to look at the budgets.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to table the 2017 Budget Discussion until the June meeting when the draft should be ready.

NEW BUSINESS

NORTHERN DISTRICT TRAILER PARK USER CHARGES

Mr. Eckerd provided a memo regarding the trailer park in the Northern District and page 6 of Resolution 2015-21. He understands that the trailer park is metered, but according to Resolution 2015-21 his interpretation is that a minimum charge of \$184 per quarter should be charged to each trailer. According to his calculations based on flows and the number of trailers they are only paying \$86 per quarter. He added that the Board of Supervisors approved this Resolution and they should answer why they aren't paying this rate. Mr. Eckerd wants the trailer park to be charged \$184 per trailer per quarter immediately and the next step would be to move them up to \$235 per trailer per quarter. Mr. Pykosh added that if it is decided to increase the rate the trailer park would need to be notified. Mr. Miller suggested the increase could be done in steps.

Mr. Bruening said he would have to look at this. Allenberry is also charged the meter rate in the Southern district. All metered properties would need to be reviewed and decision would need to be made for all. Mr. Kuhl asked what other properties are metered. Ms. Lowery said the Churchtown Church of God.

Mr. Miller said that Mr. Eckerd may have uncovered a possible issue based on the meter pay calculations. The Authority Board make a suggestion to the Board of Supervisors what the rate should be, a gradual rate increase he feels would be best. Ms. Sunday added that they aren't even paying the minimum rate. Mr. Bruening stated his interpretation is that that the minimum rate of \$184 is based on the connection no matter how many actual users. The meter basis is a different situation and it should be looked at. Mr. Beck suggested that the trailer park be given a \$20 increase per quarter just like the Southern district was given. Mr. Miller asked for sewer billing history for the trailer park for the past 2 years.

On the motion of Ms. Sunday, and seconded by Mr. Eckerd, and by unanimous vote of the members it was duly RESOLVED to alert the Board of Supervisors of a problem with Resolution 2015-21 page 6, and possibly Resolution 2015-22, in paragraph B regarding the establishments meter rates for the trailer park in the Northern District and Allenberry in the Southern District. And a copy of Mr. Eckerd's memo provided tonight will also be given to the Board of Supervisors to explain the issue that was found.

CASH FLOW AND BALANCE IN NORTHERN SEWER FUND

Mr. Eckerd provided a cash flow overview of monthly ending balances of the Northern Sewer Fund

(07) from January 2015 through April 2016. He would like to look at this a different way, the Northern Sewer Fund (07) should be the main account and approximately \$500,000 should be move to the Northern Capacity Fund (10) as a cushion. That would give the Northern Capacity Fund (10) over a \$700,000 balance. When we talk with bond counsel we could show we have a reserve amount and determine the best way to reduce the debt. Mr. Kuhl gave a copy of the most recent bank statement to Mr. Eckerd and Mr. Beck.

ADJOURN

On the motion of Ms. Sunday, and seconded by Mr. Eckerd, and by unanimous vote of the members it was duly RESOLVED to adjourn the meeting at 9:20 PM.

Respectfully Submitted,

Karen M. Lowery
Recording Secretary