

May 21, 2014  
6:15 PM

The Monroe Township joint Municipal Authority and Board of Supervisors workshop was called to order.

ATTENDANCE

Kevin Miller, Authority Chairman  
Russ Ogle, Authority Vice Chairman  
Doug Stouffer, Secretary  
Sue Sunday, Treasurer  
Mark Bruening, Engineer

Phil Kehoe, Supervisor Chairman  
A.W. Castle, Supervisor Vice Chairman  
Samuel Simmons, Supervisor  
Michael Pykosh, Solicitor  
Karen Lowery, Recording Secretary

Mr. Bruening introduced Adam Cummings from his office. The purpose of the workshop is to look at an asset management program for the sewer system.

Mr. Cummings provided an asset management and database handout as an example of what needs to be determined and the type of database that can be created. He reviewed the handouts and explained the process of what to start with and what further information could be added to track the assets, maintenance needs, and risk factors for repairs/replacement.

Mr. Cummings stated that we already have a map that is marked with the manholes, pump stations that we could start with. Then distances between manholes and what manholes are made of could be added.

There was discussion by the Boards regarding database recommendations. We could start with Excel, Access on the simpler side, or the Hock Job Cal would be the next step for approximately \$1,400. There are about 14 software programs that can be used depending on what criteria is being tracked.

Mr. Kehoe stated that the critical success factor for the asset management tracking would be the use and up keep with the records. It would help us proactively manage the system.

The first step would be to determine what data we would like to track. We have the manhole id's which could be set up on the spreadsheet. Then the distances between manholes could be added, lateral cleanouts and pump stations.

Having an asset management program could help when applying for grants, we would be able to look at the areas that need work much quicker.

Ms. Sunday feels that it makes sense to start the spreadsheet since we already have the information to start the tracking.

Mr. Kehoe stated that we could start with the Excel spreadsheet. We could have Barton & Loguidice do the framework for the project and then the township could fill in the blanks and add as built information.

Mr. Miller would like a list of components. First complete an inventory list and then look at what fits best. The asset management program has merit and could help identify high risk issues.

Mr. Castle stated that Karen Lowery and Holly Wood could work on the data entry part of the project.

**On the motion of Mr. Simmons, and seconded by Mr. Castle, and by unanimous vote of the Supervisors it was duly RESOLVED to direct Mr. Cummings to provide a quote with an estimate to establish templates and develop framework to start tracking the sewer system assets.**

**On the motion of Mr. Miller, and seconded by Mr. Ogle, and by unanimous vote of the members it was duly RESOLVED to second the Supervisors motion to have a quote provided to establish templates and develop framework to start tracking the sewer system assets.**

ADJOURN

The workshop was adjourned at 7:35 PM.

Respectfully submitted,

Karen M. Lowery  
Recording Secretary