

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

Doug Stouffer, Treasurer

Sue Sunday, Vice Chairperson

Ronald Eckerd, Secretary

Michael Pykosh, Solicitor

Mark Bruening, Engineer

Karen Lowery, Recording Secretary

Mr. Miller reported to the Board based on research he has done based on a handbook in regards to meeting procedures. Rules of procedure – a clear and up to date written rules of procedures makes it easier to transact municipal business in an orderly fashion. To be effective a councilman needs to know the rules of procedure for a city council meeting. A city charter may be provided for specific specs of rules and procedures or it may be silent. In the case of the city council, they may adopt a set of standard guidelines such as Roberts Rules of Order or may design its own rules of procedures, however, every mobile government should adopt a set of a set procedure rules to govern its meetings. There are no state laws requiring the adopting of procedures or set rules.

PUBLIC COMMENTS

Carl Kuhl, 153 Brindle Road, noticed that meeting attendance of Board members is a concern. There is one member missing quite a few meetings and the Board may wish to correct this for next year. Mr. Miller said the Board should consider this.

MINUTES

On the motion of Ms. Sunday, and seconded by Mr. Stouffer, and by unanimous vote of the members it was duly RESOLVED to approve the minutes of the November 18, 2015 regular meeting.

OPERATIONS REPORT

On the motion of Mr. Stouffer, and seconded by Mr. Eckerd, and by unanimous vote of the members it was duly RESOLVED to approve the Operations Report for November.

Mr. Bruening added that the Leidigh Pump Station was flushed out before the new pumps were put in. The pumps are operational and SMTMA has been notified.

Mr. Miller added that it is nice to see all of the flows down.

Mr. Eckerd provided a spreadsheet that he would like the Board to consider using as the monthly reporting. The spreadsheet condenses all of the information and gives you a yearly comparison.

FINANCIAL REPORT

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.

Mr. Eckerd stated a recommendation for the funds in the Northern Capital Projects fund was given to the Supervisors, but they haven't heard anything. Ms. Lowery replied that they are working on a response.

Mr. Miller asked for explanation of the payment to SMTMA for \$2,276.06 for stipulated penalties. Mr. Bruening said that this is the township's portion of the stipulated penalties charge for not meeting the discharge requirements. Mr. Pykosh added that since the first contractor defaulted there was a time lapse until the new contractor was on board. The Board does not feel that we are responsible for stipulated penalties.

Mr. Eckerd liked that the revenue/expenses report was included and shows the budget amount, monthly and yearly amounts. This information is important for creating a sound budget. He added that he would like to get the carryover amount moved into another area. He also asked for clarification of what accounts 08-429-310 and 08-429-313 are for.

LIEN/DEBT REPORT

Mr. Miller stated that the outstanding debt shows a high amount, but this is due to the quarterly bills not yet paid. We have worked greatly over the past two years to bring down the outstanding debt.

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

On the motion of Mr. Stouffer, 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 stated that he provided a memo with five accounts that have been approved by the Board of Supervisors to begin filing lawsuits and complaints against at the District Justice. He plans to have another six accounts ready for approval at the next Supervisors meeting.

Mr. Miller asked what the chances are of having success in collecting the debt. Mr. Pykosh said the chances are good. The court could rule to garnish bank accounts or sell personal property. Once the suit is filed the resident may just pay. There are some accounts with larger amounts due, we may be able to file foreclosures on these. There is also one account that has filed bankruptcy, so we can't file suit against them.

Ms. Sunday said the first round of suits could bring in \$15,000 and the second list could bring \$10,000.

Mr. Miller thanked Mr. Pykosh for his report and work to reduce the debt.

ENGINEER'S REPORT

Mr. Bruening reviewed the Engineer Report dated December 8, 2015.

Mr. Bruening added that the Leidigh pump station upgrade is substantially complete. There is a small checklist of items to be done.

Mr. Bruening stated that the Board of Supervisors have approved the lateral repair at 672 Deer Road to be done by Jeff Wilbur for \$2,600.

OLD BUSINESS

PUMP STATION PHONE LINES

Mr. Miller has been working on a way to address the number of phone lines and cost for the pump stations. He is still talking with manufactures to see what is available and may work in this area.

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 pump station phone lines discussion.

ASSET MANAGEMENT COMMITTEE

Ms. Sunday reported that she has heard back from 6 of the 8 volunteers. She is working on a date to meet and start training in January.

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.

GRINDER PUMP CONCERNS

Mr. Pykosh stated that he wrote them a letter and the homeowner has paid the bill.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to remove this item from the agenda since it has been taken care of.

NORTHERN AND SOUTHERN DISTRICT – 2016 & BEYOND PLANS

Mr. Bruening reported he is soliciting prices for CCTV, Electroscan, smoke testing and diaphragms. He will also have a prioritized list of these items.

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 Northern and Southern District – 2016 & Beyond.

NEW BUSINESS

TRINDLE STATION – 5 EDU REQUEST

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to grant 5 EDU's to Trindle Station.

CENTRAL PENN PLUMBING PAYMENT REQUEST

Mr. Bruening stated that there were lateral issues at 366 Sanderson Drive. It appears the curb box was damaged, but he is not sure what caused the damage. When this sewer line was installed, it was inspected and tested and operating correctly. During the construction of the home the curb box could have been run over. The subdivision plan was designed to keep the laterals away from driveways, but in this case the driveway may be over the lateral. There are specific requirements in the Rules and Regulations for laterals if they are in the driveway. The lateral must be built with a special, heavier pipe or encased.

On the motion of Mr. Miller, and seconded by Mr. Stouffer, and by unanimous vote of the members it was duly RESOLVED to have the engineer send the builder and homeowner a letter explaining lateral needs to be made compliant with the Rules and Regulations and a refund will not be issued.

COMMENTS

Mr. Miller stated that Mr. Eckerd had suggested some changes to the Operation Report. This would be a good modification and the 12 month history would be nice.

On the motion of Mr. Miller, and seconded by Ms. Sunday, and by unanimous vote of the members it was duly RESOLVED to modify the Operations Report to keep the same information, but include 12 month flow report.

Mr. Miller stated that Doug Stouffer handed in his resignation letter tonight. We are sorry to see you go, but appreciate all of your help and wish you well.

Mr. Stouffer said that he has enjoyed working with everyone. Things are getting better and we are headed in the right direction.

Mr. Eckerd asked if there was a policy for Board members that they have to attend a certain number of meetings. Mr. Miller said as long as there is a quorum the meeting can take place, but it is important Board members attend meetings more often. Mr. Eckerd suggested the Board establish some type of policy. Mr. Bruening added that there may be information regarding this in the Authorities Act.

Mr. Miller also suggested that the Board formulate rules for running the meetings.

Mr. Eckerd mentioned the carryover amount in the budget. He feels this money should be moved to the capacity fund or a new line item created in the current fund. Mr. Miller said the Authority Board should start looking at the budget in June or July and be ready to make suggestions by September. Mr. Miller suggested adding the Budget Carryover matter as a new business item for January and then it will remain on the budget for us to work on.

ADJOURN

On the motion of Mr. Miller, and seconded by Mr. Stouffer, and by unanimous vote of the members it was duly RESOLVED to adjourn the meeting at 8:00 PM.

Respectfully Submitted,

Karen M. Lowery
Recording Secretary