

The meeting was brought to order by Chairman John Pennebaker at 6:01 p.m. It was followed by the Pledge of Allegiance.

The following members were present:

John Pennebaker, Chairman
Donald Plourde, Secretary
Mark Panassow, Treasurer

Dale Kreider, Vice Chairman
Steven Oliver, Assistant Secretary

The following staff were present:

Tom Long, Solicitor
Scott Galbraith, Public Works Director
Jennifer Rabuck, Administrative Secretary
Chris Hannum, Engineer

Public Input – None

Minutes – Member Kreider moved to approve the minutes from January 7, 2016, second by Member Panassow. Motion carried.

Treasurers' Report

Financial Statement - Fund 9A & 9B Revenue & Expenditure Statement Month Ending 01/27/16
Fund 09 Revenue & Expenditure Statement Month Ending 01/27/2016
Account Balances as of 01/27/16 total \$2,026,480.45

Requisitions

Member Kreider moved to approve Requisition #02-2016 in the amount of \$7,010.85, seconded by Member Oliver. Motion approved unanimously.

Correspondence/Reports

1. Board of Supervisors' Meeting Minutes 12/08/15
2. Planning Commission Meeting Minutes 12/15/15
3. Letter to the Planning Commission regarding Vanderhoef Sewer Plan/Discharge
4. List of properties who owe the Authority over \$1,200.00

Engineer's Report

Colebrook Treatment Plant Design

The Preconstruction Job Conference (PCJC) was held at their office today. The meeting was attended by Scott Galbraith from the Authority, the Entech construction staff and the contractors holding the two (2) construction contracts. Work is to be initiated shortly starting at the pump station. The submittal process has not been initiated but is expected to shortly. Entech will update the Authority as required during the project. Currently the contractor is showing a completion time as required by the Consent Order and Agreement.

As part of the Authorities packet Entech has included the final billing for the design and bidding of the project. This closes out the original design Engineering Work Order (EWO). Also included in the package is the new EWO for Services during Construction (SDC) and construction observation. This EWO is expected to take Entech up to startup of the system, which is approximately one (1) year away.

Campbelltown East Garage

The project is complete and is in storage until the Authority authorizes Entech to proceed. Included with the package is the final bill for the garage project.

Campbelltown East Screen

A new heater was installed and is operational. However, a noise with the motor has developed. Based on the location and nature of the noise it is assumed to be a lubrication issue. It becomes louder and more prevalent at lower temperatures. The manufacturer's representative was out at the site and will be proposing a solution shortly.

Mr. Hannum also noted that he has been in contact with Mr. Galbraith to transfer the Chapter 94 files over from last year.

Moved by Member Kreider, seconded by Member Plourde to approve the new Engineering Work Order (EWO) for Services during Construction (SDC) and construction observation. This EWO is expected to take Entech up to startup of the system, which is approximately one (1) year away. Motion approved unanimously.

Solicitor's Report

Solicitor Long noted that he spoke with the bankruptcy attorney for Leslie Winters and it was noted that the Authority will be paid in full through the bankruptcy plan.

Old Business

Moved by Member Kreider, seconded by Member Panassow to enter into a Sewer Easement Agreement with John Pennebaker, 20 Tavern Lane, Lebanon, PA 17042 for construction of the Colebrook Waste Water Treatment Plant. Member Plourde, Yea, Member Panassow, Yea, Member Kreider, Yea, Member Oliver, Yea. Member Pennebaker abstained from voting due to a conflict in interest. Motion approved.

Moved by Member Kreider, seconded by Member Plourde to approve the Authority auditor Brown Schultz Sheridan & Fritz to complete an audit of the Township Fund 09 account which is funded with quarterly authority payments. Motion approved unanimously.

Member Oliver asked if the Planning Commission responded to the Authorities letter concerning the Vanderhoef project. It was noted that we believe this project is now on hold since the Planning Commission was requiring other major road improvements as well.

New Business

Moved by Member Kreider, seconded by Member Panassow to approve Resolution 01-2016 to destroy the following records in accordance with the Municipal Records Manual for the year 2008. Sewer Account Payment Records, General Ledger Information, Requisitions, Bank Statements/Cancelled Checks, Annual Reports, Miscellaneous Correspondence. Motion approved unanimously.

Mr. Galbraith discussed issues relating to the sewer clean out cap that is broken in the driveway of 817 Lawn Road which is owned by Jason Weaver. Mr. Galbraith noted that he has talked to the owner and sent a certified letter which was returned regarding the homeowners responsibility to correct the broken cap. Mr. Galbraith noted that the hole is like a bathtub drain and all water flows directly into the pipe. This has created extremely high flow rates at the Lawn Treatment Plant which is directly across from the driveway. Mr. Galbraith is seeking guidance to have the broken cap corrected.

Solicitor Long noted that he believes this is a Township issue as the Township should have an ordinance against infiltration into the collection system. It was noted that Mr. Galbraith speak with the Township Manager to see if such an ordinance exists.

Mr. Galbraith noted that the Authority received a request from Gerald Musser requesting 22 EDU's for a 74 acre tract on the east side of Bell Road. He believes that this area was moved out of the Act 537 plan and is not subject to public sewer. Authority Members noted that Mr. Galbraith should give the request to the Township Manager for the Board of Supervisors to discuss.

Good and Welfare

Jerry a resident of the Springbrook Farms neighborhood wanted to know if the only control the Authority has was regarding sewer related situations. It was noted that yes. The Municipal Authority only pertains to the sewer. He also questioned the list of properties who owe over \$1,200 to the Authority. It was noted that there are 68 properties on the list and all of these properties currently have active liens.

Member Oliver asked how the Smart Fusion sewer utility and accounting program has been working. Ms. Rabuck noted that it is working as horrible as always but they manage with what they have. It was asked if a new program should be sought. Ms. Rabuck noted that it would be nice to use QuickBooks for the Accounting portion and she knows of other utility billing programs that are more user and service friendly who are local from Bloomsburg Pennsylvania. She noted that the Township Auditors know the frustration with the current program that has been being used this past year and that reports they had asked for cannot be generated from the current software. She noted that it was discussed informally with them regarding another change in the software and that they may make a note in the final audit report. It was noted that the Authority would wait to see if a note is issued in the final audit.

Adjournment

There being no further business Member Panassow moved to adjourn the meeting at 6:51 p.m. Seconded by Member Plourde. Motion approved unanimously.

Secretary