

MINUTES

SILVER SPRING TOWNSHIP AUTHORITY REGULAR MEETING

**February 17, 2010
5:30 PM**

The Silver Spring Township Authority met in regular session on Wednesday, February 17, 2010 at the Township Building, 6475 Carlisle Pike, Mechanicsburg, Pennsylvania.

Chairman Brown called the meeting to order at 5:34 PM, and opened with the Pledge of Allegiance.

Authority members present: Mr. Russell Brown, Mr. Robert Mull, Steve Fisher and Mr. Richard Snelbaker.
Absent: Mr. Dave Weihbrecht.

Staff members present: Mr. James A. Stevens – Authority Manager, Mr. Ryan Rhoades P.E. – Authority Engineer, Mr. Steve Stine, Esquire – Authority Solicitor, Mr. William Cook – Township Manager, and Mrs. Susan Hostetler – Office Administrator.

Others present:

Dave Lenker

Michael Backley

Dave Busch

REORGANIZATION

On a Brown-Mull motion the board approved Mr. Russell Brown as Chairman.

Motion carried.

On a Brown-Mull motion the board approved Mr. David Weihbrecht as Vice-Chairman.

Motion carried.

On a Brown-Mull motion the board approved Mr. Steve Fisher as Secretary/Asst. Treasurer.

Motion carried.

On a Brown-Snelbaker motion the board approved Mr. Robert Mull as Treasurer.

Motion carried.

On a Brown-Mull motion the board approved Mr. Richard Snelbaker as Asst. Secretary.

Motion carried.

APPOINTMENTS

On a Brown-Mull motion, the board appointed Steve A. Stine, Esquire as Authority Solicitor.

Motion carried.

On a Brown-Snelbaker motion, the board appointed Pennoni Associates Inc. as Authority Engineer.

Motion carried.

On a Brown-Mull motion, the board appointed Maher Duessel as Authority Auditor.

Motion carried.

SUPERVISOR'S COMMENTS

Supervisor David Lenker indicated that the board of supervisors is looking into the property located on Flower's Drive, and is presently awaiting an appraisal and inspection of the property before moving forward with any decisions.

APPROVAL OF MINUTES

On Brown-Mull motion, the board approved the minutes from the budget workshop meeting, dated December 7, 2009.

Motion carried with Mr. Snelbaker abstaining.

On a Brown-Mull motion, the board approved the minutes for the December 17, 2009 meeting.

Motion carried with Mr. Snelbaker abstaining.

PUBLIC PARTICIPATION

Mr. Dave Busch of Keystone Alliance came before the board to introduce his company and present a sewer rate analysis study example for review. Mr. Busch distributed examples of graphs and tables that are typically used in rate analysis, and thoroughly explained how the information is utilized by municipal authorities and other clients that charge for services. Mr. Snelbaker inquired of the cost for such a study, to which Mr. Busch indicated that a typical rate study would cost between \$15,000 and \$20,000. The board requested that Mr. Busch present a formal proposal for consideration at the next meeting.

Mr. Michael Backley of 6 Sample Bridge Road came before the Authority to express his concern regarding the sewer rental rate increase that was approved for 2010. The board briefly explained the reasons behind the rate increase and indicated that a formal rate analysis study may be soon undertaken to determine if the sewer rates should be structured in a different manner. The chairman thanked Mr. Backley for coming in and expressing his concerns to the board.

TREASURER’S REPORT

On a Mull-Snelbaker motion, the board approved the expenditures for the month of January/February as presented, in the amount of \$86,377.96.

Motion carried.

On a Mull-Brown motion, the bills listed below were approved for payment from the Authority Developer’s Account:

<u>Vendor</u>	<u>Invoice #</u>	<u>Reference</u>	<u>Amount</u>
Pennoni Assoc.	427762	Silver Spring Commerce Park (F)	\$1,914.50
Pennoni Assoc.	427764	Towns @ Oakwood	\$108.00
Pennoni Assoc.	427765	Evergreen II - Phase 5	\$365.20
Pennoni Assoc.	430496	Evergreen II - Phase 1	\$355.00
Pennoni Assoc.	430497	Hillside Farms - Phase 5	\$225.50
Pennoni Assoc.	430498	Silver Spring Commerce Park (F)	\$3,917.00
Pennoni Assoc.	430499	The Manors LD Plan	\$225.50
Pennoni Assoc.	430500	Evergreen 2 - Phase 2, 3 & 4	\$110.00
Pennoni Assoc.	430501	Milfording Highland Lost 120 & 122	\$47.25
Pennoni Assoc.	430502	Milfording Highland - Phase 2	\$242.25
Pennoni Assoc.	430503	Evergreen II - Phase 5	\$248.00
		Total	\$7,758.20

Motion carried.

On a Mull-Brown motion, the bills listed below were approved and forwarded to the Township Developer’s Account for payment.

<u>Vendor</u>	<u>Invoice #</u>	<u>Reference</u>	<u>Amount</u>
Pennoni Assoc.	427766	Danbury Glen – Phase 1	\$554.50
Pennoni Assoc.	427767	Lee Souder (F)	\$54.00
Pennoni Assoc.	430504	114 Associates	\$245.00
		Total	\$853.50

Motion carried.

ENGINEER’S REPORT

Mr. Rhoades discussed the content of his report, dated February 12, 2010.

OLD BUSINESS
DELINQUENT CUSTOMER LIST

Mr. Stevens reported staff is sending out first round delinquent letters in the upcoming weeks.

FINANCIAL REPORTING AND RELATED MATTERS

Chairman Brown indicated that he and Mr. Mull would form a Finance Committee to preliminarily explore different financing options for the authority. Chairman Brown indicated that this is the time for the authority to obtain financing and hopefully have long-term financing in place or identified in either May or June of this year. Chairman Brown indicated that he has a professional relationship with Municipal Services Group (MSG) and asked staff to supply any requested information to Mr. Chris Perlitz of MSG in preparation for a possible presentation of their services to the authority at the March meeting.

Chairman Brown indicated that he will abstain from any voting or deliberation regarding the selection of MSG for financing; however, he strongly encouraged the authority to consider using MSG for its financing needs.

MUNICIPAL CREDIT CARD PAYMENT SERVICE PROPOSAL

This item was tabled for the March meeting.

**NEW BUSINESS
KC CONSTRUCTION
PAYMENT #22, CONTRACT 2007-04**

On a Fisher-Brown motion, the board approved the payment to KC Construction in the amount of \$17,447.08 for work completed on the WWTP Expansion project to this date, which leaves a balance of \$126,143.32 remaining to be paid up to the conclusion of the general/mechanical portion of this project.

Motion carried.

**BOND REDUCTION REQUEST #5 –
SILVER SPRING COMMERCE PARK
(DELTA POINTE)**

On a Brown-Mull motion, the board approved the Silver Spring Commerce Park project sewer bonding to be reduced by the amount of \$103,036.50, resulting in a total of \$174,120.80 remaining to cover all outstanding sewer improvements that are associated with the Silver Spring Commerce Park project.

Motion carried.

**MAINTENANCE BOND RELEASE
THE MANORS**

On a Brown-Fisher motion, the board approved the release of the maintenance bonding instrument for The Manors.

Motion carried.

**DEDICATION OF SEWER FACILITIES
EVERGREEN II, PHASE 1-5**

On a Brown-Fisher motion, the board approved the dedication of sewer facilities for the Evergreen II, Phases 1-5, conditioned upon the revision of the necessary plans, plats and legal descriptions, and the release of the performance bonding contingent upon the receipt of the required 18-month maintenance bonds in the following amounts: Evergreen II, Phase 1 - \$7,319.40; Evergreen II, Phase 2-4 - \$26,445.38 and Evergreen II, Phase 5 - \$5,482.18.

Motion carried.

**RECOMMENDATION FOR HIRE
LABORATORY/UTILITY TECHNICIAN**

On a Brown-Fisher motion, the board approved the hiring of Kay Blank as Laboratory/Utility Technician at a rate of \$16.00 per hour. Starting date for Ms. Blank is March 8, 2010. Ms. Blank must complete the mandatory six-month probationary employment period before regular employment status is considered by the board.

Motion carried.

**WEST SHORE COUNCIL OF GOVERNMENT
(COG) PARTICIPATION APPROVAL**

On a Fisher-Mull motion, the board approved the participation in the 2010-2011 Joint Bid process as administered by the Capital Region Council of Governments.

Motion carried.

4TH QUARTER CAPACITY REPORT

Item noted as received.

OTHER PERTINENT BUSINESS

No further items were brought forth for consideration.

ADJOURNMENT

On a Brown-Mull motion, the Authority meeting was adjourned at 7:05PM

Chairman

Recording Secretary