

**Washington Township Municipal Authority  
Business Meeting and Executive Session  
May 15, 2007**

The Business Meeting opened at 7:35 PM by Chairman Geesaman. Also present were F. Eisenhart, P. Benchoff, W. Tomlinson, S. McCleaf, S. Eck, S. Melego, O. Benchoff, A. Zeigler, S. Younker, K. Shannon and S. Huntzinger of CET Engineering Inc. and Solicitor S. Trinh.

**Business from the Floor**

There was no business from the floor.

**Agenda**

F. Eisenhart requested to move the Payment of Bills and the Accounting Report after the approval of the minutes. The Agenda was approved as amended on a S. McCleaf, W. Tomlinson motion.

**Minutes of May 8, 2007**

The May 8, 2007 minutes were accepted as presented on a W. Tomlinson, S. McCleaf motion.

**Payment of Bills**

The Payment of Bills for March 2007 was accepted as presented by S. Younker on a P. Benchoff, S. McCleaf motion.

**Accounting Report**

The Accounting Report for March 2007 was accepted as presented by S. Younker on a P. Benchoff, S. McCleaf motion.

**Manager of Special Projects of the Wastewater System's Priority List**

The Chairman discussed The Manager of Special Projects of the Wastewater System's priority list with CET Engineering, the Superintendent of the Water System and the Superintendent of the Wastewater System. The Board appointed the following items to be prioritized:

**Water Company**

1. Top priority is to abandon the old Villa View Pumping Station.
2. The next priority is to correct the pump problem at the Hess Well.
  - A. VFD for Hess Well Pump

- B. Pump Controls (SCADA) for booster pumps.
3. Develop a third well.
  - A. Agreement with Hess' to purchase a new well site.
  - B. Contract for turnkey project to bid, bore, and test a new well.

The Board requested that S. Melego Superintendent of the Water System prepare and mail a letter to S. Lesniak requesting repair of a blow off valve at the new Villa View Booster Station. The new booster station will increase pressure to provide water to the Mar Way Subdivision. The Chairman also requested that CET Engineering Inc. review plans for the new booster station.

S. Melego recently spoke with C. Fenton a resident affected by the new booster station. Mr. Fenton has concern with the pressure his family may experience once the booster station is in operation.

### **Sewer Company**

1. Top priority is the Grease Trap Ordinance.
2. The next priority is to provide short term biosolids management solution.  
(Additional land is required for the year 2008)
3. Design and construct the Pennsylvania/Warren Avenue Sewer Main.

K. Shannon of CET Engineering Inc. discussed the ACT 57 plan and disposal of sludge.

K. Shannon recommended adding information to the Township Newsletter for the public concerning grease and food waste.

The Chairman requested the Manager of Special Projects of the Wastewater System attend the next Workshop for further discussion of the priority list.

### **Engineers Report**

K. Shannon of CET Engineering Services presented the Engineers Report for April 2007. A copy of the report is attached to and hereby made a part of these minutes. The Engineers Report was approved on a F. Eisenhart, S. McCleaf motion.

The Report summarizes the following items:

- Hess Well VFD's and SCADA System Proposal for Engineering Services
- Hess Well and Brookdale Booster Pumping Station Controls
- Rouzerville Commons Sanitary Sewer
- Standard Specifications for Water and Sewer Main Construction
- Wastewater Laboratory Consulting Services
- Developer Submittals
- Meetings with WTMA Employees

There was a discussion of Brookdale Well with CET Engineering and S. Melego, pertaining to VFD's and the SCADA system. On a F. Eisenhart, P. Benchhoff motion, authorization was given to CET Engineering Inc. to design VFD's and the SCADA system at an estimated cost of \$25,000.00 for Engineer review and \$40,000.00 for construction cost with a time frame of three to four months.

### **Water Company Report**

Scott Melego, Superintendent of the Water Company presented the Water Report for April 2007.

Mr. Melego reported unaccounted water for last quarter was 35%. Unaccounted water for this quarter is 15%. There were two new connections for March, and a total count of ten for 2007. Two leaks were discovered for the month of March. The Water Company performed leak detection at night on the Rouzerville area of the system.

S. Melego set up chlorine training with Univar Chemical Company stating that training is mandatory at no charge to the WTMA for purchase of their supplies. The Water Company installed a new wet assembly on pump #2 at the Edgewood Pumping Station.

On April 30<sup>th</sup> Mark with Aqua-Tech identified five leaks within the system, two pertaining on the customer's side of the water line.

The Water Company Report was accepted as presented on a P. Benchhoff, S. McCleaf motion.

S. Melego discussed the hydrant flushing with the Blue Ridge Summit Fire Department.

### **Sewer Company Report**

O. Benchhoff Superintendent of the Wastewater Company presented the Sewer Report for April 2007.

Mr. Benchhoff reported the Sewer Company met all permit parameters. The Biosolids inventory is currently at 61 percent of its capacity. 345,240 gallons of biosolids were recycled during the month of April.

There were five new connections for the month of April. Total EDU's for the month of April were thirteen; Sheetz was approved for nine of the thirteen EDU's.

F. Eisenhart asked S. Trinh if she was in contact with Mr. Barber. S. Trinh discussed the sewer backup problem that occurred on April 15, 2007. She stated she is consulting with the insurance company before speaking to Mr. Barber. The WTMA's insurance company agreed to pay for the cleanup and sanitizing of the home, the repairs still haven't been resolved.

The Sewer Company Report was accepted as presented on a P. Benchhoff, F. Eisenhart motion.

## **Purchasing Policy**

On a F. Eisenhart, S. McCleaf motion, S. Younker Director of Business and Finance was authorized to make purchases of up to \$2500.00 without the Board's approval. O. Benchhoff Superintendent of the Wastewater Company was authorized to make purchases of up to \$1000.00 without the Director of Business and Finance's approval. S. Melego Superintendent of the Water Company was authorized to make purchases up to \$1000.00 without the Director of Business and Finance's approval.

## **Subdivisions Progress Report**

**Martins Hill-** Sent a letter to Dawood Associates to address notes from CET Engineering and resubmit for review.

**Hunters Ridge-** Sent two copies of the water and sewer extension agreements to All Land Services.

On a S. McCleaf, W. Tomlinson motion Preliminary Approval was granted pending the Water and Sewer Extension Agreement is signed and delivered to WTMA.

**Farm Spring Estates-** Sent a letter to R. Martin requesting a construction bond. Letter to All Land Services to address comments and send updated plans to WTMA.

**Mar Way Lane Estates-** Sent a letter to R. Lee Royer and Associates that the WTMA needs As-Built drawings.

The Board reviewed the **Water and Sewer Construction Specifications**. The Chairman requested that the Water and Sewer Extension Agreement be shown on the website along with Preliminary and Final Subdivision Approval Processes.

The Board stipulated that the specifications will be strictly enforced.

R. Martin presented plans for Walnut Knolls to the Board stating that the Waynesboro Borough Authority is requesting an agreement letter from the WTMA to request service from the Borough.

R. Martin also presented plans for W. Woodring, asking for a waiver for connection of the sewer main. The Board will review the information and discuss this at a later date.

## **Miscellaneous**

### **Administration Building**

Land Development Plans were presented to the Board for the Administration Building. Chairman Geesaman requested to have R. Lee Royer present at our next Board Meeting to discuss the

plans. Chairman Geesaman discussed having an Architect from CET Engineering meet with the WTMA to discuss the basic requirements.

### **Sewer Company Vacancy**

O. Benchoff Superintendent of the Wastewater System presented a resume to the Board asking approval to hire Mr. Kyle Davis.

On a S. McCleaf, W. Tomlinson motion, approval was granted to hire Mr. Kyle Davis as Apprentice Operator I for the Sewer Company.

### **Rouzerville Commons**

The Chairman discussed a meeting scheduled for May 16, 2007 at the Rouzerville Commons site. The planned start date for repair is May 22, 2007.

S. Trinh stated she received a letter from Echo Associates agreeing to pay for the excavating invoice from DL. George and Sons.

### **Adjourn to Executive Session to Discuss Personnel Issues**

The Board adjourned to Executive Session at 11:10 PM on a F. Eisenhart, S. McCleaf motion to discuss personnel issues.

### **Reconvene Meeting**

The Board reconvened to regular meeting at 11:41 PM.

On a F. Eisenhart, W. Tomlinson motion the Board accepted L. Hoover's Letter of Resignation as Manager of the Washington Township Municipal Authority as of May 8, 2007.

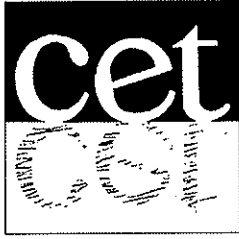
### **Adjourn**

The Meeting adjourned at 11:43 PM on a P. Benchoff, S. McCleaf motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 5th day of June, 2007.

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P. Benchoff  
Secretary/Treasurer



**CET Engineering  
Services**

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## MEMORANDUM

**TO:** Washington Township Municipal Authority

**FROM:** Kevin Shannon

**DATE:** May 15, 2007

**RE:** Authority Meeting Engineers' Report

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The following are summaries of CET's activities during April/May 2007:

### Hess Well and Brookdale Booster Pumping Station Controls (1798.1100)

- ◆ On 5/2/07, K. Shannon and Pete Lusardi met with Lance and Scott at CET's offices to review our report for solving problems with the Brookdale Booster Pumping Station controls and Hess Well pressures.
- ◆ Deliver and discuss CET's proposal.

### Rouzerville Commons Sanitary Sewer (1798.1200)

- ◆ Provided CET rate schedule for Construction Project Representatives to Suzanne Trinh.

### Standard Specifications for Water and Sewer Main Construction (1798.1300)

- ◆ Discussions w/ Gene Barnhart; forwarded electronic files for specifications to Gene.

### Wastewater Laboratory Consulting Services (1798.1400)

- ◆ Performed laboratory site visit and audit on May 2, 2007 with Wick Benchhoff and lab staff
- ◆ Prepared laboratory audit report and compliance checklist, and delivered to meeting.

### Developer Submittals

- ◆ Woodcrest D3 (1798.5001) – Awaiting response to comments in 4/16/07 letter.
- ◆ Woodcrest F3 (1798.5002) – Awaiting response to comments in 3/21/07 letter.
- ◆ Farmspring Estates (1798.5003) – Reviewed plan revisions and provided comments in 5-7-07 letter.
- ◆ Glen Oaks (1798.5004) - Reviewed plan revisions and provided comments in 4-25-07 letter.
- ◆ Johnny Knepper Estates (1798.5006) - Reviewed plan revisions and provided comments in 4-24-07 letter.
- ◆ Glen Afton Estates (1798.5009) – Pumping station design is currently under review.
- ◆ Hunter's Ridge (1798.5010) – **Reviewed plan revisions and recommended WTMA approval in 5-7-07 letter.**

- ◆ Thornhill (1798.5011) – Reviewed plan revisions and provided comments in 5-9-07 letter. Revisions to pumping station design are currently under review.
- ◆ B2M2 (1798.5012) – Reviewed plans and provided comments in 4-26-07 letter.
- ◆ Martin's Ridge Phase II (1798.5013) – Awaiting response from Dawood Assoc. regarding conflict with gas main/sewer alignments.
- ◆ Sheffield Manor PRD (1798.5014) – **Reviewed plan revisions and recommended WTMA approval in 5-4-07 letter.**
- ◆ Sheffield Manor/London Bridge Section (1798.5014) - Reviewed plan revisions and provided comments in 5-2-07 letter.
- ◆ Martin's Hill (1798.5016) - Reviewed plans and provided comments in 5-4-07 letter.

#### Miscellaneous

- ◆ On 4/19/07, K. Shannon met with Lance Hoover, Andy Zeigler, and Shelva Eck to review procedures for developer submissions and reviews, intermunicipal sewer and water agreements, and the status of various developer submissions, and visited the Hess Well site with Lance, Scott and Rodney.
- ◆ On 4/25/07, K. Shannon met with A. Zeigler at CET's offices to finish reviewing the status of various developer submissions.
- ◆ Fats, Oils and Grease (FOG) ordinance – consider authorizing CET to assist WTMA in developing a FOG ordinance to be presented to Washington Township for enactment and enforcement.
- ◆ 2006 Municipal Wasteload Management (Chapter 94) Report – consider authorizing CET to assist Wick Benchoff in responding to DEP's 5/8/07 letter.