

**Washington Township Municipal Authority  
Business Meeting Minutes and Executive Session  
June 5, 2007**

The Business Meeting opened at 7:30 PM by Chairman Geesaman. Also present were F. Eisenhart, P. Benchoff, W. Tomlinson, S. McCleaf, S. Eck, and Solicitor S. Trinh.

**Executive Session to Discuss Personnel Issues**

Chairman Geesaman announced that the Board of Directors held an Executive Session on May 25, 2007 at 6:00 PM at the Washington Township Municipal Authority to discuss personnel issues. A motion and a second were made to open and close the Executive Session.

Chairman Geesaman also announced that another Executive Session was held on June 5, 2007 at 6:00 PM at the Washington Township Supervisors meeting room to discuss personnel issues. A motion and a second were made to open and close the Executive Session.

**Business from the Floor**

Mr. Frey, a representative for Susquehanna Bank made his presence asking the status of the repairs for Rouzerville Commons. Chairman Geesaman stated the repairs are complete.

R. Frey questioned the next step concerning connection to the sewer main. Chairman Geesaman stated that Echo Associates has 2 requirements to fulfill. When the requirements are completed approval will be granted for Susquehanna Bank to connect to the sewer main.

Mr. Royer of R. Lee Royer and Associates questioned an invoice mailed to the Washington Township Municipal Authority. The Chairman will have his concerns addressed immediately.

Mr. Royer also questioned reimbursement of reservation fees for Spring Run Estates. S. Trinh stated that B. Schefter, Solicitor of the Washington Township Boulevard Group LLC needs to supply the Washington Township Municipal Authority the number of connections that would be permitted for each developer in the Washington Township Boulevard Group. An Agreement between Washington Township Municipal Authority and the Washington Township Boulevard Group LLC waived the reservation fee for ten years.

**Agenda**

The Agenda was approved as presented on a P. Benchoff, F. Eisenhart motion.

**Minutes of May 15, 2007**

The minutes of May 15, 2007 were accepted as presented on a S. McCleaf, W. Tomlinson motion.

## **Administration Building**

The Board reviewed 2 sets of plans with R. Lee Royer. The first set of plans presents the building layout in a horizontal position on the property 100' wide x 50' feet long. A small parking lot was designed in front of the building and a larger parking lot behind the building. The second layout shows the building in a vertical position on the property 50' wide and 100' feet long. The parking lot was designed along the side of the building.

Mr. Royer designed the storm water system to be beneath the ground. He discussed DEP requirements and stated no earth can be moved within 50' feet of the creek.

The Board also reviewed comments from the Manager of Special Projects of the Wastewater System pertaining to administrative building plans. The next step is to have an architect from CET review and create floor plans.

## **Requisitions and Certificates**

On a S. McCleaf, P. Benchhoff motion the following Requisitions were approved as presented:

(Water) Requisition No. 45- 3<sup>rd</sup> Quarter 2007 Operating Expenses Advance- Payment of \$183,315.05 from M&T Bank to the Authority's PLGIT Account from the Revenue Fund for the Water System.

(Sewer) Requisition No. 45- 3<sup>rd</sup> Quarter Operating Expenses Advance- Payment of \$217,209.38 from M&T Bank to the Authority's PLGIT Account from the Revenue Fund for the Sewer System.

## **Subdivisions**

**Antietam Commons-** Letter to Liberty Excavators, need corrected as-built drawings resubmitted to the WTMA.

**Hammond-** Letter to Mr. and Mrs. Hammond, water and sewer lines were installed and passed inspection.

**Knepper-** Letter to Washington Township Supervisors, this subdivision met the requirements for preliminary approval.

**Dunlap-** Letter to All Land Services, in order to meet the requirements for preliminary approval the Water and Sewer Agreement must be signed.

**Zody-** Letter to Kauffman Surveying, preliminary approval will be granted when all invoices are paid in full.

**Knepper-** Letter to R. Lee Royer and Associates, there are three requirements for final approval.

**Hammond-** Letter to M&T Bank, construction bond expires June 10, 2007. Bond needs to be replaced with an extension or a maintenance bond.

**Marway-** Sent registered mail to Mr. Lesniak requesting repair to valves to operate the Marway Booster Station.

**Sheffield Manor London Bridge-** Letter to R. Lee Royer and Associates, address Engineer's comments and resubmit for review.

**Woodcrest D4-** Letter to D.L. George and Sons, pertaining the low pressure main to an existing 6" bore of the manhole.

**Woodcrest D3-** Letter to R. Lee Royer and Associates, address Engineer's comments and resubmit for review.

**B2M2-** Letter to CEDG Engineers, address Engineer's comments and resubmit for review.

**Thornhill-** Letter to McCarthy Engineering, address Engineer's comments and resubmit for review.

**Rouzerville Commons-** WTMA received comments from CET Engineering on repair of Rouzerville Commons.

**Dunlap-** On a P. Benchoff, F. Eisenhart motion Preliminary approval was granted to the Dunlap Subdivision.

### **Miscellaneous**

S. Trinh discussed the sewer backup that was reported to the WTMA on April 15, 2007. A letter will be sent to the Barbers residence stating the insurance company will not agree to pay for damages due to minimal sewage back flow. The insurance company did agree to pay for cleanup of the sewage backup for Service Master.

S. Trinh also discussed the Grease, Oil and Fat Ordinance. This was assigned as first priority for The Manager of Special Projects of the Wastewater System.

F. Eisenhart announced he will be absent the first two Board meetings for the month of July.

J. Geesaman will be absent the first Board meeting in July. The Board discussed attendance for the two meetings.

On a S. McCleaf. P. Benchoff motion the Board approved to remove Sarah Younkens from her probation period with a three percent raise that will go in effect as of June 4, 2007.

S. Eck discussed the proposed Pennsylvania Avenue Sanitary Sewer Project. She received a fax from a concerned resident on Pennersville Road questioning when construction will begin. The Board gave a tentative timeline of spring 2008.

S. Eck presented the Consumer Report to the Board asking their approval to proceed with the mailings to all Washington Township Customers. The Board requested the Manager of Special Projects of the Wastewater System review the report for his approval.

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

The Board adjourned to Executive Session at 8:35 PM to discuss personnel issues.

**Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 10:35 PM.

On a F. Eisenhart, S. McCleaf motion The Board hired Sean McFarland as Manager of the Washington Township Municipal Authority at a salary of \$50,000.00 per year.

**Adjourn**

The meeting adjourned at 10:40PM on a P. Benchhoff, S. McCleaf motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 12th day of June, 2007.

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P. Benchhoff  
Secretary/Treasurer