

**Washington Township Municipal Authority
Business Meeting
August 21, 2007**

The Business Meeting was opened at 7:30 PM by Chairman Geesaman. Also present were, F. Eisenhart, P. Benchhoff, W. Tomlinson, S. McCleaf, S. McFarland, S. Eck, Solicitor S. Trinh and K. Shannon of CET Engineering.

Business from the Floor

There was no business from the floor.

Agenda

The Agenda was approved as presented on a P. Benchhoff, S. McCleaf motion.

Minutes of August 14, 2007

The Minutes of August 14, 2007 were accepted as presented on a W. Tomlinson, S. McCleaf motion.

Spring-Aire Circle Residents

Mr. R. Risser, Developer of Spring-Aire Circle, Mr. A. Myers and Mr. G. Recard residents of Spring-Aire Circle approached the Board with a complaint pertaining to D. Layman, a future resident installing a sewer lateral through their property. Mr. Layman is installing a lateral thru a WTMA easement which goes thru Mr. Myers and Mr. Recard's property and connecting to a manhole in Spring-Aire circle. Mr. Myers' set of plans does not show an easement thru his property. He stated that his attorney viewed the plans and at the time of purchase there wasn't an easement shown on his plans. Mr. Recard pulled a copy of the plans from the surveyor and the easement is reflected on the plans. Mr. Risser also stated he was not aware of an easement on the property.

Chairman Geesaman requested a copy of the Deed from Court records. S Trinh, Solicitor will investigate and discuss at a later date. Chairman Geesaman stated if the easement is reflected on the plans thru court records Mr. Layman can go thru the right of way.

Washington Township Boulevard LLC Update

Three members of the Washington Township Boulevard Group LLC, R. Martin, J. Helman and G. Miller attended the Board meeting. J. Helman presented current plans for the water line installation along the Washington Township Boulevard. J. Helman explained the Washington Township Supervisors were responsible for designing the roadway; unfortunately the roadway design does not meet Penn Dot regulations. J. Helman plans to meet with the Washington Township Supervisors to resolve the issue. J. Helman stated the project is way behind schedule.

The Boulevard Group is requesting a revision to the Original Agreement signed by the Boulevard Group and the WTMA. The Original Agreement states that there will be no connections until the line is installed to Route 997. The Boulevard Group is requesting to split the water line installation into two phases from Gehr Road to Route 997.

J. Helman stated the line will be completed from Gehr Road and temporarily stop 600 to 1000 feet to Route 997. When the road design meets Penn Dot regulations the rest of the line will be completed to Route 997.

F. Eisenhart requested a timeline to complete the line. S. Trinh stated it is in the best interest of the WTMA to have a timeline added to the Agreement. R. Martin stated that we all need to work together to complete the project. J. Helman stated when Penn Dot gives approval then it will be in the surveyor's hands to complete the water line plans. Chairman Geesaman requested the waterline needs to be installed as soon as possible to WTMA specifications with a guaranteed time line.

R. Martin stated his attorney will draw up the proposed Revision Agreement for the Washington Township Boulevard Group LLC.

Engineers Report

K. Shannon of CET Engineering Inc. presented the July 2007 Engineers Report. A copy of the report is attached to and hereby made a part of these minutes. The Engineers Report was approved as presented on a F. Eisenhart, P. Benchoff motion.

The Report summarizes the following items:

Water

- Hess Well and Brookdale Booster Pumping Station VFD and Controls

Sewer

- Waste-Water Treatment Plant Biosolids Management
- Special Act 537 Planning Study to Determine WWTP Nutrient Removal Capabilities
- Evaluate Alternatives to Comply with Pennsylvania's Chesapeake Bay Tributary Strategy
- Pennsylvania Avenue/ Pennersville Road Sewer Project
- Route 16 Lateral
- Standard Specifications for Sewer Main Construction

- Fats, Oils and Grease Regulations
- WWTP Operations Advice

K. Shannon requested approval from the Board to proceed with advertising the Pennersville Road Bids. The scheduled date to open the bids is September 18, 2007.

F. Eisenhart asked are we going to meet with the affected residents before we make any commitments? The Manager stated he has not yet scheduled the public meeting. On a F. Eisenhart, S. McCleaf motion, approval was given to move to solicit the boring under Fort Ritchie Access Road and materials for Pennersville Road.

Water Company Report

S. Melego Superintendent of the Water Company presented the July 2007 Water Company Report. July was the highest production month ever before at 21,000,560 gallons. WTMA billed 5,000,000 gallons more than ever before. Unaccounted water was at 26% which is the same percentage as July 2006.

Mr. Melego passed around a chart with available capacity and a graph of water usage for 2006 and 2007.

The Board thanked the Water Company for doing a great job.

The July 2007 Water Report was accepted as presented on a F. Eisenhart, S. McCleaf motion.

Sewer Company Report

O. Benchoff Superintendent of the Waste Water Treatment Plant presented the July 2007 Sewer Report. The Sewer Company met all permit parameters during the month of July. The biosolids inventory is currently at 48% of its capacity. 138,600 gallons of biosolids were recycled during the month of July.

F. Eisenhart requested to add locations of hookups on the monthly report.

Chairman Geesaman asked the status of the Barber problem. S. Trinh stated she has heard nothing at this time.

The July 2007 Sewer Company report was accepted as presented on a F. Eisenhart, W. Tomlinson motion.

Glace/Brookdale

The Manager reported the problem was already resolved.

Accounting Report

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

The Manager discussed Investments with the Board. The Board requested that the Director of Business and Finance and the Manager present different options and the Board will choose the best option and motion the choice as in the past.

The Manager also discussed check signatures. In the past two Board members would sign all checks. After discussion the Board decided only one Board member needs to sign checks. The second signature would be the Manager or the Director of Business and Finance.

The Board thanked the Director of Business and Finance for doing the Cash Flow Report.

F. Eisenhart requested to see income for Grant Revenue on the next Cash Flow Report.

Payment of Bills

The Payment of Bills for July 2007 was accepted as presented on a P. Benchoff, W. Tomlinson motion.

The Board requested a thank you letter be sent to L. Frantz for assisting in the training for the new Customer Service Representative.

Requisition and Certificates

The following Requisitions were approved as presented on a S. McCleaf, W. Tomlinson motion:

(Sewer) Requisition No. 326- Payment of \$2,537.00 to LRM. Inc. for Spare CL2 Regulators

(Sewer) Requisition No. 327- Payment of \$3,702.10 to Envirep Inc. for Equipment Replacement EPS 2000 Conversion Kit.

(Sewer) Requisition No. 328- Payment of \$730.00 to Material Matters Inc. to permit additional farm land for sludge locating and qualifying a biosolid land application site.

(Sewer) Requisition No. 329- Payment of \$1,171.60 to CET Engineering for Pennsylvania Ave. and Nutrient Removal Capabilities.

(Water) Requisition No. 478- Payment of \$2,165.18 to L/B Water Service Inc. for Water Main Replacement, Replace Valves in System and Metal Detectors.

(Water) Requisition No. 479- Payment of \$11,654.33 to CET Engineering for Hess Well Improvements and Purchase Well Site.

(Water) Requisition No. 480- Payment of \$2,118.75 to ARM Group Inc. for Purchase of Well Site.

Subdivisions

Oyer, Nickson- Letter to G. Zeigler of Washington Township Supervisors with no comments, this subdivision does not impact WTMA water or sewer system.

Reynolds- Letter to L. Royer and Associates with no comments, this subdivision does not impact WTMA water or sewer system.

Landmark- Letter to G. Zeigler of Washington Township Supervisors, will review plans when payment of \$6,620.00 is received.

Hampton- Letter to G. Zeigler of Washington Township Supervisors stating final approval will be recommended at the next business meeting.

On a S. McCleaf, F. Eisenhart motion the Board of Directors of the Washington Township Municipal Authority granted Final Approval to this subdivision.

Waynesboro Plaza- Letter to Susquehanna Bank stating the construction bond expires September 17, 2007. Needs replaced with a maintenance bond or construction bond needs extended.

Martins Hill- Letter to C. Wilson of Dawood Associates with Preliminary Approval Requirement.

Farm Spring Estates II- Letter to M. Bard of All Land Services stating revised final approval will be recommended at the next business meeting.

On a S. McCleaf, W. Tomlinson motion the Board of Directors of the Washington Township Municipal Authority granted Revised Final Approval to this subdivision.

Sheffield Manor London Bridge- Letter to L. Royer and Associates stating Final Approval requires a bond.

Miscellaneous

Chairman Geesaman discussed C. Sturm, Chairman of the Washington Township Supervisors request to change our July 17, 2007 meeting minutes. Chairman Geesaman stated the Washington Township Supervisors have not yet posted the July 17, 2007 minutes to their website. **It is not C. Sturm's authority to approve or change our minutes.** When the Board approves the minutes it is considered a legal document. S. Trinh stated caution with the Sunshine Act.

Chairman Geesaman requested the Board of Directors to either make a motion to accept or to decline Mr. Sturm's request to change the minutes.

On a F. Eisenhart, W. Tomlinson motion the Board declined Mr. Sturm's request to change the minutes on a 5-0 vote.

The Manager discussed the contract the WTMA has with Mr. Diller. He asked the Board to review the contract for discussion at the next business meeting in September.

The Manager discussed Resolution 07-5. The Resolution will be changed and amended at the next business meeting. The wording will be changed to reflect lots or a unit specified as an equivalent dwelling unit.

The Manager recommended the Board to make a motion to keep S. Trinh as the WTMA Solicitor. She will be moving to a new firm in September. S. Trinh will present the Board with her new position at the first meeting in September.

Chairman Geesaman discussed the two homes along Route 16. Chairman Geesaman requested the Manager send letters to the two residents stating the approval of purchasing pipe and materials to install a six inch sewer main extension along Route 16. The residents are also required to hookup to the main and pay tapping fees. (The residents will also be responsible for installation of the line by the Washington Township Supervisors.)

The Manager presented the land development plans for the new Administrative Building to the Board. Administrative Office bid forms were discussed.

S. McCleaf discussed possibly having the phones answered in the office rather than an automated system. This will be discussed in the future.

Adjourn

The Board adjourned at 10:30 PM on a S. McCleaf, F. Eisenhart motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 4th day of September, 2007.

P. Benchoff
Secretary/Treasurer



**CET Engineering
Services**

*1240 North Mountain Road
Harrisburg, PA 17112
(Phone) 717-541-0622
(Fax) 717-541-8004*

MEMORANDUM

TO: Washington Township Municipal Authority

FROM: Kevin Shannon

DATE: August 21, 2007

RE: Authority Meeting Engineers' Report

The following are summaries of CET's activities during June/July 2007:

WATER SYSTEM

WaterCAD Training and Support (1798.0900)

- ◆ No activity this month.

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

- ◆ Worked with Gene and Scott on emergency project, and reviewed and provided comments on AR&E's proposal.

Standard Specifications for Water System Construction (1798.1300)

- ◆ No activity this month.

Development of New Well (1798.1800)

- ◆ No activity this month.

SEWER SYSTEM

WWTP Biosolids Management (1798.0200)

- ◆ Discussed biosolids processing alternatives during 8/7/07 meeting.
- ◆ Biosolids processing and disposal alternatives will be evaluated as part of Act 537 Special Study.

Special Act 537 Planning Study to Determine WWTP Nutrient Removal Capabilities and Evaluate Alternatives to Comply with Pennsylvania's Chesapeake Bay Tributary Strategy (1798.0300)

- ◆ Scheduled/conducted a WWTP visit with Aqua Aerobics and WTMA on 8/7/07 to kick-off study.

Pennsylvania Avenue/Pennersville Road Sewer Project (1798.0700)

- ◆ Resolved property owner information and updated drawings.
- ◆ Attended site meeting with Sean and Gene on 8/7/07.
- ◆ Evaluated pipe/lateral/cleanout/valving/grinder pump options with Gene, L/B Water, and E/One.
- ◆ Prepared the HOP application for the bore under Fort Richie Access Road and transmitted to Sean. Sean delivered HOP application to PennDOT during 8/15/07 site meeting.
- ◆ Reviewed purchase order contract documents specifications assembled by Gene.

Route 16 Lateral (Markowski/Sites)

- ◆ Discussed design options/cost estimates/HOP requirements with Sean.
- ◆ Prepared sketch of 6" gravity line and emailed to Sean.

Standard Specifications for Sewer Main Construction (1798.1300)

- ◆ Met with Gene to review details.

Fats, Oils and Grease (FOG) Regulations (1798.1600)

- ◆ Provided advice to Wick and Mike regarding WWTP sampling location.

WWTP Operations Advice (1798.2000)

- ◆ Discussed SBR foaming problem during 8/7/07 site visit.

DEVELOPER SUBMITTALS

- ◆ Woodcrest D3 (1798.5001) – **Reviewed revised plans and recommended WTMA approval in 7/24/07 email to Andy.**
- ◆ Woodcrest F3 (1798.5002) – Awaiting response to comments in 3/21/07 letter.
- ◆ Johnny Knepper Estates (1798.5006) – Discussed comments in 6-29-07 letter with McCarthy Engineering.
- ◆ Glen Afton Estates (1798.5009) – DEP issued WQM Permit No. WQG02280701 for pumping station and sewer system.
- ◆ Thornhill (1798.5011) – Awaiting response to comments in 5/9/07 and 5/16/07 letters. Discussed comments with McCarthy Engineering.
- ◆ B2M2 (1798.5012) – No activity this month. Awaiting pumping station design drawings, calculations, and DEP WQM Permit application package.
- ◆ Martin's Ridge Phase II (1798.5013) – Discussed gas line easement with Dawood Engineers and reviewed letter from Columbia Gas.
- ◆ Martin's Hill (1798.5016) – Reviewed revised plans and provided comments in 8/9/07 letter.

Miscellaneous

- ◆ Nothing to report this month.