

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
October 16, 2007

The business meeting was opened at 7:34 PM by Vice-Chairman F. Eisenhart. Also present were P. Benchoff, W. Tomlinson, S. McCleaf, S. McFarland, S. Eck, K. Shannon, and S. Trinh. J. Geesaman was absent.

**Business from the Floor**

There was no business from the floor.

**Agenda**

S. McCleaf requested to add an Executive Session to the Agenda as item 16A to discuss legal matters with the Solicitor. The Agenda was amended as requested on a S. McCleaf, P. Benchoff motion.

**Minutes of October 9, 2007**

The Minutes of October 9, 2007 were accepted as presented on a W. Tomlinson, S. McCleaf motion.

**Water Company Report**

The Water Company Report for September 2007 was accepted as presented on a P. Benchoff, S. McCleaf motion.

**Sewer Company Report**

The Sewer Company Report for September 2007 was accepted as presented on a W. Tomlinson, S. McCleaf motion.

**Engineers Report**

K. Shannon of CET Engineering Inc. presented the September 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 W. Tomlinson, S. McCleaf motion.

The Report summarizes the following items:

**Water-** No activity this month.

**Sewer**

- Pennsylvania Avenue/ Pennersville Road Sewer Project

- Standard Specifications for Sewer Main Construction

The Manager announced that the Pennersville Road project start date is scheduled November 5, 2007.

### **Manager of Special Projects Report**

The Manager of Special Projects Biosolid Summary was accepted as presented on a P. Benchhoff, S. McCleaf motion.

### **Accounting Report**

The Accounting Report for August 2007 was accepted as presented on a P. Benchhoff, W. Tomlinson motion.

### **Payment of Bills**

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

### **Subdivisions**

**Woodcrest D4-** Sent a letter to G. Zeigler of the Washington Township Supervisors and to R. Lee Royer and Associates, final approval was granted by the Washington Township Municipal Authority Board of Directors.

**Lindquist-** The WTMA received an extended construction bond for this subdivision for one year.

**Glen Oaks-** Sent a letter to J. Snyder for final approval requirements.

**Walnut Acres-** Sent a letter to L. Pryor, Director of Borough Utilities for the Borough of Waynesboro pertaining to water capacity for this subdivision.

**WTMA's New Administration Building-** Sent a letter to G. Zeigler of the Washington Township Supervisors, there are no comments regarding this land development.

**Waynesboro Bible Church-** The Manager reported a construction bond was received and recommended final approval to the Board. On a S. McCleaf, W. Tomlinson motion final approval was granted to this subdivision.

**Green-** Sent a letter to M. Bard of All Land Services with final approval requirements.

### **Resolution 07-9 Water Company Budget**

On a W. Tomlinson, P. Benchhoff motion Resolution 07-9 Water Company Budget was approved as presented contingent upon the auditors review and approval.

### **Resolution 07-10 Sewer Company Budget**

On a S. McCleaf, P. Benchhoff motion Resolution 07-10 Sewer Company Budget was approved as presented contingent upon the auditors review and approval.

### **Resolution 07-11 Water Rate Increase**

Resolution 07-11 Water Rate Increase was approved as presented on a W. Tomlinson, P. Benchhoff motion.

### **Resolution 07-12 Sewer Rate Increase**

Resolution 07-12 Sewer Rate Increase was approved as presented on a S. McCleaf, P. Benchhoff motion.

### **Non Union Annual Pay Review**

On a S. McCleaf, W. Tomlinson motion the following pay increases for non-union employees will become effective November 1, 2007.

1. Director of Business & Finance will receive a 2.5% pay increase.
2. Special Project Manager will receive a 3.5% pay increase.
3. Sewer Superintendent, Environmental Specialist, and the Chief Operator will receive a 4% pay increase
4. Water Superintendent, Project Supervisor, and the Administrative Assistant will receive a 5% pay increase
5. Manager will receive a 6% pay increase.

### **Miscellaneous**

The Manager discussed the following items:

**Water Source Protection** -The Manager reported the Environmental Protection Agency wants to present the Washington Township Municipal Authority with a Source Water Protection Award. The Manager reported that the Washington Township Supervisors have not yet approved the ordinance that was presented to them in April of 2006. S. McCleaf stated that new supervisors were appointed to the Board at that time and wanted to review the ordinance which is still on hold. P. Benchhoff suggested speaking to M. Christopher, Washington Township Manager to discuss this at their next workshop.

**Pennersville Road**- The Manager discussed the Pennersville Road project. A possible subdivision connection may change part of the installation to a gravity system. The

Manager stated this proposed customer will cover any additional costs for a gravity system. S. Trinh, Solicitor created an agreement for the developer to sign if he decides to extend the gravity system.

**Possible Land Purchase-** The Manager reported that he spoke with R. Martin about wetlands and flood plains on the proposed property. The Board recommended further investigation before a decision is made.

**Flushing of Hydrants-** The Manager stated the Department of Environmental Protection issued a drought watch in Early August. The Manager of the Washington Township Municipal Authority, The Manager of Washington Township, and the Blue Ridge Summit Fire Department will work together on a plan to start flushing hydrants as soon as the drought watch has been lifted.

The Board discussed the Manager of Special Projects Priority List. S. McCleaf requested an updated version of what is completed at this time. The Manager will present this at a later date.

P. Benchoff briefly discussed The House of Representatives has a bill to add fluoride to public water.

P. Benchoff discussed a possible proposal to nearby farms who may be interested in spreading sludge in 2009.

### **Adjourn to Executive Session**

The Board adjourned to Executive Session at 9:00 PM to discuss legal matters with their Solicitor on a S. McCleaf, W. Tomlinson motion.

### **Reconvene to Regular meeting**

The Board reconvened to regular meeting at 9:35 PM.

P. Benchoff stated if Mr. Gardner signs the Sewer Extension Agreement drafted by S. Trinh, the Board will affix the proper signature and enter into the contract.

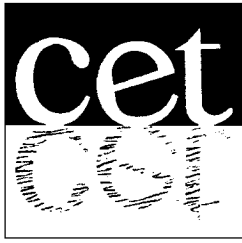
### **Adjourn**

The Board adjourned at 9:37 PM on a S. McCleaf, P. Benchoff motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 6th day of November, 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:** October 16, 2007

**RE:** Authority Meeting Engineers' Report

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The following are summaries of CET's activities during September/October 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)

- ◆ No activity this month.

#### Standard Specifications for Water System Construction (1798.1300)

- ◆ No activity this month.

### SEWER SYSTEM

#### WWTP Biosolids Management (1798.0200)

- ◆ No activity this month.

#### 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)

- ◆ No activity this month.

#### Pennsylvania Avenue/Pennersville Road Sewer Project (1798.0700)

- ◆ Reviewed bids and discussed with Gene.
- ◆ Provided construction drawings to Gene for distribution.

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

- ◆ Revised details per meeting with Gene and Andy.

## **DEVELOPER SUBMITTALS**

- ◆ Washington Township Boulevard Water Line – Lee Royer advised that revised plans for Phase 2 water main extension will be submitted soon.
- ◆ Johnny Knepper Estates (1798.5006) – Reviewed revised plans and provided comments in 9/21/07 letter to Andy. Reviewed final comments during 10/10/07 phone conversation with Lee Royer.
- ◆ Thornhill (1798.5011) – No activity this month. Awaiting response to comments in 5/9/07 and 5/16/07 letters.
- ◆ B2M2 (1798.5012) – No activity this month. Awaiting pumping station design drawings, calculations, and DEP WQM Permit application package.

## Miscellaneous

- ◆ Discussed availability of mapping of new developments along Washington Township Boulevard with Eric Gladhill of C.S. Davidson (Township Engineer).