

Washington Township Municipal Authority
Business Meeting Minutes
November 20, 2007

The business meeting was opened at 7:35 PM by Chairman Geesaman. Also present were F. Eisenhart, P. Benchoff, W. Tomlinson, S. McCleaf, S. McFarland, S. Eck, E. Barnhart, O. Benchoff, S. Melego, S. Younker, K. Shannon and S. Trinh.

Business from the Floor

S. Lesniak, Developer of Marway Estates approached the Board concerning as-built drawings requested by the Washington Township Municipal Authority for their annual audit in December.

S. Lesniak stated that D. Black Engineering Inc. agreed to supply the as-built drawings at no additional charge for Amandari Group due to a dispute in inspection billings for March and April in the year 2006. Mr. Lesniak stated the WTMA needs to request the as-built drawings from D. Black Engineering Inc. The Board will discuss this issue at a later date.

Agenda

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

Minutes of November 13, 2007

The Minutes of November 13, 2007 were approved as presented on a F. Eisenhart, W. Tomlinson motion.

Engineers Report

K. Shannon of CET Engineering Inc. presented the October 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, S. McCleaf motion.

The Report summarizes the following items:

Water:

- WaterCAD Training
- Hess Well and Brookdale Booster Pumping Station

Sewer

- WWTP Biosolids Management
- Act 537 Plan Study to Determine WWTP Nutrient Removal Capabilities

- Pennsylvania Avenue/Pennersville Road Sewer Project
- Sewer System Capacity Analysis
- Standard Specifications for Sewer Main Construction

K. Shannon also reported that the Pennersville Road Project was near completion today. Minor testing will be conducted next week.

Water Company Report

S. Melego, Water Superintendent presented the October 2007 Water Report. The Water Company Report was accepted as presented on a P. Benchoff, W. Tomlinson motion.

The following items were discussed:

- 16,549,000 gallons of water was produced for the month
- Six water leaks were discovered for the month
- Unaccounted water for the quarter was 1%
- There were four new connections for the month of October
- Total connections for the year 2007 were 28
- There are technical issues with Wells 5 & 6 and Bubbling Springs

Sewer Company Report

O. Benchoff, Wastewater Superintendent presented the October 2007 Sewer Report. The Sewer Company Report was accepted as presented on a F. Eisenhart, P. Benchoff motion.

The following items were discussed:

- Minimum flow for the month of October was 550,000
- Maximum flow was 900,000
- 292,820 gallons of sludge was hauled from the wastewater treatment plant
- A sewer lateral was unclogged on Hess Avenue
- Maintenance personnel flushed sewer lines behind the Mountain Gate Restaurant and Rouzerville Commons

Payment of Bills

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

Accounting Report

S. Younker presented the September 2007 and October 2007 Accounting Report. The Accounting Report was accepted as presented on a P. Benchoff, F. Eisenhart motion.

The following Requisitions were accepted as presented on a F. Eisenhart, S. McCleaf motion.

(Sewer) Requisition No. 47- Transfer \$259,061.35 from the M&T Revenue Fund to the PLIGIT account for 1st Quarter 2008 Operating Expenses.

(Water) Requisition No. 47- Transfer \$225,218.00 from the M&T Revenue Fund to the PLIGIT account for 1st Quarter 2008 Operating Expenses.

Manager of Special Projects Report

E. Barnhart presented the October 2007 Special Projects Report. The Special Projects Report was accepted as presented on a S. McCleaf, W. Tomlinson motion.

The following items were discussed:

- Pennsylvania Avenue/Pennersville Road Sewer Project
- Standard Construction and Materials Specifications
- Biosolids Permitting
- DEP's Nutrient Reduction Requirements
- Fats, Oils and Grease
- Hess Well Pump Controls
- New Well Development
- Water Company Construction and Materials Specifications

Assistant Project Supervisor

The Manager discussed job responsibilities, inspection regulations, rates, and salary. The Manager will prepare hiring an Assistant Project Supervisor.

Subdivisions

Martins Hill- Sent a letter to Dawood and Associates stating water and sewer capacity is available.

Rouzerville Methodist Church- Sent a letter to G. Zeigler stating this subdivision has no impact on the water or sewer system.

Johnny Knepper- Sent a letter to R. Lee Royer and Associates to address engineer comments and resubmit for review.

Green- The WTMA needs a construction bond in the amount of \$1,144.00 to recommend final approval.

Landmark

The Manager discussed establishing a policy to bill by complex or, building not by units. This subdivision will be an apartment complex. The Board discussed placing a master meter for billing purposes.

Miscellaneous

Administration Building- The Manager reported the Washington Township Supervisors have decided to table the Washington Township Municipal Authority's land development plan for the new administration building due to the Wellhead Protection Ordinance that was submitted in 2005. Chairman Geesaman responded by saying there is no Wellhead Protection Ordinance at this time.

The Wellhead Protection Ordinance was submitted to the Washington Township Supervisors in the year 2005; the ordinance has not yet been approved.

CC&M- The Manager discussed a letter received from R. Lee Royer and Associates requesting an addition to the agreement. After further discussion the Board agreed to some of the requests stated in the letter but questioned others. The Board Directed that further legal research be done.

Old Pen Mar Road- Chairman Geesaman asked the Manager the status of the two residents on Old Pen Mar Road. The Manager replied he sent letters to the residents and has heard nothing at this time.

Grinder Pumps- Chairman Geesaman asked the status on delivery of the grinder pumps for Pennersville Road. The Manager replied he has not heard of a delivery date at this time.

Route 16- Chairman Geesaman asked the status of payment from Mr. Markowski or Mr. Sites. The Manager replied he has not yet received payment from either person.

Company Vehicles- Chairman Geesaman asked the status of the two company vehicles being purchased. The Manager replied the Ford Escape is due to arrive any day, he has heard nothing of the sewer utility truck.

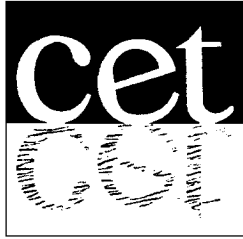
Washington Township Supervisors- The Manager discussed the requested reports by the Washington Township Supervisors. Chairman Geesaman replied to give a complete set of each report that is given to the Board for their weekly meetings.

Adjourn

The Board adjourned at 10:20 PM on a P. Benchhoff, W. Tomlinson motion.

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

Paul Benchhoff
Secretary/ Treasurer



**CET Engineering
Services**

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MEMORANDUM

TO: Washington Township Municipal Authority

FROM: Kevin Shannon

DATE: November 20, 2007

RE: Authority Meeting Engineers' Report

The following are summaries of CET's activities during October/November 2007:

WATER SYSTEM

WaterCAD Training and Support (1798.0900)

- ◆ Prepared a list of steps/tasks and reviewed with Sean and Andy.

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

- ◆ Received as-built information from Gene.

Standard Specifications for Water System Construction (1798.1300)

- ◆ No activity this month.

SEWER SYSTEM

WWTP Biosolids Management (1798.0200)

- ◆ Discussed regional approach with Sean and Gene.
- ◆ Reviewed Gene's *Biosolids Program Report*.

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)

- ◆ Contacted Aqua-Aerobics rep to confirm data needs.
- ◆ Received electronic files of historical WWTP influent and effluent data and began to summarize.

Pennsylvania Avenue/Pennersville Road Sewer Project (1798.0700)

- ◆ Construction is nearly complete. No activity by CET this month.

Sewer System Capacity Analysis (1798.0800)

- ◆ Received updated Manhole Loading reports from Andy
- ◆ Reviewed 2006 sewer model/report.

Standard Specifications for Sewer Main Construction (1798.1300)

- ◆ Received final draft specifications from Gene.
- ◆ Revised details and delivered to Gene and Andy for final review and comment.

DEVELOPER SUBMITTALS

- ◆ Johnny Knepper Estates (1798.5006) – Reviewed revised plans and provided comments in 11/15/07 letter to Andy.
- ◆ 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.
- ◆ Landmark Acquisitions Apartment Complex – Reviewed first submission of plans and provided comments in 10/31/07 letter to Andy.
- ◆ Walnut Acres - Reviewed first submission of plans and provided comments in 10/31/07 letter to Andy.

Miscellaneous

- ◆ Nothing this month.