

Washington Township Municipal Authority  
Business Meeting Minutes  
December 11, 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, and S. Eck.

**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 December 4, 2007**

The Minutes of December 4, 2007 were approved as presented on a S. McCleaf, W. Tomlinson motion.

**Engineers Report**

The Manager presented the November 2007 Engineers Report prepared by K. Shannon of CET Engineering Inc. 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 P. Benchhoff, S. McCleaf motion.

The Report summarizes the following items:

**Water**

- Water CAD Training

**Sewer**

- Act 537 Planning Study for the Chesapeake Bay
- Sewer System Capacity Analysis
- Standard Specifications for Sewer Main Construction

**Water Report**

The Water Company Report for November 2007 was accepted as presented on a F. Eisenhart, P. Benchhoff, motion.

## **Sewer Report**

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

## **Manager of Special Projects**

The Manager of Special Projects Report of Pennersville Road was accepted as presented on a S. McCleaf, F. Eisenhart motion.

F. Eisenhart commented this was the first time in years that a project the size of Pennersville Road proceeded so smoothly. Mr. Eisenhart asked the Manager to thank everyone involved for a good job.

## **Accounting Report**

The Manager presented the Board with a new layout of the October 2007 Accounting Report.

The Manager created the new layout including the Water and Sewer Capital Budget. Chairman Geesaman commented that the new layout is easier to understand. The Board agreed to change future accounting reports to the new layout on a P. Benchhoff, S. McCleaf motion.

## **Payment of Bills**

The Board agreed to rescind approving the Payment of Bills for November 2007 on a P. Benchhoff, S. McCleaf motion; the Board was presented the wrong month's report.

## **Subdivisions**

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

**Spring Run Phase II-** Sent a letter to R. Lee Royer and Associates pertaining to maintenance bond and construction bond changes to Spring Run Phase II A and Phase II B and dedication requirements.

## **Resolution 07-13**

The Manager discussed Resolution 07-13 pertaining to standardizing the connection and billing policies for single owner and multiple tenant properties.

Resolution 07-13 was approved as presented on a S. McCleaf, F. Eisenhart motion with two minor changes; to correct P. Benchhoff's middle initial and word establish to established.

## **Resolution 08-1**

The Manager presented Resolution 08-1 for review only. Resolution 08-1 will be approved at the next business meeting in January 2008.

## **Requisitions and Certificates**

The following Requisition was accepted as presented on a F. Eisenhart, P. Benchoff motion.

(Sewer) Requisition No. 346- Payment of \$49,886.00 to Day Ford Inc. for the purchase of a F350 Super Duty Truck.

## **Miscellaneous**

**Washington Township Resident Questionnaire-** The Manager briefly discussed a questionnaire survey that was mailed to Washington Township residents preparing a comprehensive road map plan for the next ten years.

**Administration Building-** The Manager reported on the current status of the administration building.

**Old Pen Mar Road-** The Manager reported he received a letter from Mr. Geesaman agreeing to the proposal made by the WTMA.

**Mar Way Estates-** The Manager reported that Amandari Group agreed to supply as-builts for the Amandari Booster Station. The Manager also stated if the as-builts are not received by December 31, 2007 the Washington Township Municipal Authority will draft on their maintenance bond.

**Orchard Road Car Accident-** The Manager reported that a car accident on Orchard Road caused extensive damage to the Washington Township Municipal Authority Flow Meter Station.

**Audit Report 2007-** The Manager reported the 2007 Annual Audit Report was completed on December 7, 2007.

**Christmas Party-** The Manager announced the date for the Christmas Party will be December 20, 2007. The Manager welcomed the Board to attend the party.

**Assistant Project Supervisor Position-** The Manager reported the interviews for this position will begin on Thursday December 13, 2007.

**Website-** S. McCleaf asked the status of the Washington Township Municipal Authority's Website design. The Manager reported the design is still in process.

**Recognition Resolution-** The Board of Directors of the Washington Township Municipal Authority presented a Resolution to Warren E. Tomlinson in recognition of 20 years of service to

the Washington Township Board of Directors. Mr. Tomlinson will be retiring his term on December 31, 2007. The resolution was approved as presented on a S. McCleaf, P. Benchoff motion.

**Adjourn**

The Board adjourned at 9:00 PM on a F. Eisenhart, P. Benchoff motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 8<sup>th</sup> day of January, 2008.

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Paul Benchoff  
Secretary/ Treasurer