

Washington Township Municipal Authority  
Business Meeting and Workshop Minutes  
February 12, 2008

Chairman Geesaman opened the meeting at 7:30 PM. Also present were S. McCleaf, L. Frantz, S. McFarland, S. Eck and S. Younker. P. Benchoff and F. Eisenhart were absent.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The Agenda was accepted as presented on a S. McCleaf, L. Frantz motion.

**Minutes of February 5, 2008**

The Minutes of February 5, 2008 were accepted as presented on a S. McCleaf, L. Frantz motion.

**Audit Report**

C. Witmer and K. Stouffer of Smith, Elliott, Kearns and Company LLC. presented the Audit Report for the Fiscal Year 2007. K. Stouffer discussed the financial statements and C. Witmer discussed the management letter to the Board. The audit report was approved as presented on a L. Frantz, S. McCleaf motion.

**Shentel PCS**

T. Lahr, a representative of Shentel PCS approached the Board with interest in leasing a portion of property from WTMA for the development of a communications facility. Mr. Lahr offered assistance with any questions the Board may have regarding the proposal.

Chairman Geesaman requested that a copy of drawings or submittals must be sent to our engineer for approval and all cost for review, submittals of plans and engineering fees will be the responsibility of Shentel PCS.

Chairman Geesaman stated that two of our Board members are absent and we would prefer to have them review the agreement before any decisions are made.

**Requisitions and Certificates**

The following Requisitions were accepted as presented on a L. Frantz, S. McCleaf motion:

(Sewer) Requisition No. 357- Payment of \$660.00 to R. Lee Royer and Associates for preparation of stormwater for the new administration building.

(Sewer) Requisition No. 358- Payment of \$5,216.85 to CET Engineering Services for sewer system cap analysis.

(Sewer) Requisition No. 359- Payment of \$423.75 to ARM Group Inc. for the source water protection program for the new administration building.

(Water) Requisition No. 492- Payment of \$5,500.00 to William and Elizabeth Hess as a deposit toward land purchase.

(Water) Requisition No. 493- Payment of \$41,707.67 to L/B Water Service Inc. for meters and RSV replacements.

### **Employee Vacation Time Benefits**

The Manager discussed Resolution No. 06-3 pertaining to the section of full time employee vacation eligibility. On a S. McCleaf, L. Frantz motion a request was made to table this matter until the March 4, 2008 meeting so all Board members are present.

### **Accounting Report**

The January 2008 Accounting Report was accepted as presented on a L. Frantz, S. McCleaf motion.

### **Payment of Bills**

The January 2008 Payment of Bills was accepted as presented on a L. Frantz, S. McCleaf motion.

### **Engineers Report**

The Engineers Report was accepted as presented on a L. Frantz, S. McCleaf motion. A copy of the report is attached to and hereby made a part of these minutes.

#### **Water**

- WaterCAD Training and Support
- Hess Well and Brookdale Booster Pumping Station VFD and Controls
- Standard Specifications for Water System Construction

#### **Sewer**

- Special Act 537 Planning Study
- Pennsylvania Avenue/ Pennersville Road Sewer Project

- Sewer System Capacity Analysis
- Standard Specifications for Sewer Main Construction
- 2007 Chapter 94 Report

A summary of CET's recommendations for controls to be added at the Hess, Brookdale, Greendridge and Pinehill facilities was also presented for the Board's review.

### **Subdivisions**

**Cline, Dixon, Woodring and Freeman-** Letters were sent to G. Zeigler of the Washington Township Supervisors, All Land Services, and D. Kauffman and Associates stating final approval was granted to these subdivisions.

**Hauber-** Letters were sent to G. Zeigler of the Washington Township Supervisors and R. Lee Royer and Associates stating final approval will be recommended at the February 12, 2008 business meeting. On a S. McCleaf, L. Frantz motion this subdivision was granted final approval.

### **Miscellaneous**

**Truck / Vehicle-** The Manager discussed purchasing a vehicle for the Project Supervisor. Chairman Geesaman requested going with a state contract and purchase a new full size pickup truck.

**CC&M-** After discussion, acceptance of CC&M's proposal to construct and test the waterline and WTMA purchase the materials but not a fire hydrant was made on a S. McCleaf, L. Frantz motion.

**Markowski/Sites-** The Manager reported that a \$2,500.00 payment was received by Mr. Markowski for connection to the sewer main. Mr. Markowski has not yet paid his sewer tapping fee.

### **Adjourn to Workshop**

The Board adjourned to workshop at 9:35 PM on a S. McCleaf, L. Frantz motion.

### **Complaint Report**

The Board reviewed the complaint report.

### **Adjourn**

The Board adjourned at 9:40 PM on a S. McCleaf, L. Frantz motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 19th day of February, 2008.

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Paul Benchoff  
Secretary/ Treasurer