

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
August 19, 2008

The business meeting was opened at 7:30 PM by Chairman Geesaman. Others present were F. Eisenhart, S. McCleaf, E. Gladhill, S. McFarland, S. Eck, S. Melego, O. Benchhoff, B. Carrigan and E. Barnhart. L. Frantz was absent.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The agenda was accepted as presented on an E. Gladhill, S. McCleaf motion.

**Minutes of August 12, 2008**

The minutes of August 12, 2008 were accepted as presented on a F. Eisenhart, S. McCleaf motion.

**Water Company Report**

S. Melego, Water Superintendent presented the July 2008 Water Report. The Water Company Report was accepted as presented on a F. Eisenhart, S. McCleaf motion.

The following items were discussed:

- The water usage for the month of July was 48.78% of the system's capacity
- 17,731,000 gallons of water was produced for the month
- Five water leaks were discovered for the month
- Unaccounted water for the quarter was 13%
- There were five new connections for the month

Chairman Geesaman asked the status of the fire hydrant flushing. S. Melego replied that the hydrant flushing went very well. There are a few more hydrants that need repaired. The Board requested a WTMA employee is present or made aware of all repairs to the hydrants requiring excavation or use of the shut-off valve. The Board requested that S. Melego prepare a hydrant flushing report for the Board.

**Sewer Company Report**

O. Benchhoff, Wastewater Superintendent presented the July 2008 Sewer Report. The Sewer Company Report was accepted as presented on a F. Eisenhart, S. McCleaf motion.

The following items were discussed:

- Minimum flow for the month was 520,000
- Average flow was 609,000
- Maximum flow was 860,000
- There were eight new connections for the month
- The wastewater treatment plant is currently at 63% of its capacity
- 69,480 gallons of biosolids were recycled during the month of July

Mr. Benchoff discussed purchasing a used sewer camera system from Musser Septic & Sewer Company. There are several options available with this company. The Board stated they are supportive of this purchase and directed the manager to explore the details.

### **Business Reports**

B. Carrigan, Business Manager presented the July 2008 Business Reports. The Business Reports were accepted as presented on a F. Eisenhart, E. Gladhill motion.

B. Carrigan discussed a Credit Card / online payment option for water and sewer billings. On a S. McCleaf, F. Eisenhart motion permission was granted to B. Carrigan to process an online payment system for debit and credit card payments linked to the WTMA website at [www.wtma.us](http://www.wtma.us) .

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

E. Barnhart, Manager of Special Projects presented his Quarterly Report. The Special Project Report was accepted as presented on a E. Gladhill, S. McCleaf motion.

The Report summarizes the following items:

- Pennersville Road Sewer Project
- Biosolids Permit
- Water Company Materials and Construction Specifications
- Biological Nutrient Reduction
- New Administration Building
- Buena Vista Springs
- Fats, Oils and Grease
- Hydrostatic Test Procedures

## **Requisitions and Certificates**

On a S. McCleaf, E. Gladhill motion the following requisitions were approved as presented.

(Sewer) Requisition No. 400- Payment of \$1,331.54 to the Commonwealth of PA for HOP permit inspection costs.

(Water) Requisition No. 512- Payment of \$1,833.64 to the Washington Township Supervisors for the McCleaf project.

(Water) Requisition No. 513- Payment of \$4,678.91 to L/B Water Service for the McCleaf project.

(Water) Requisition No. 514- Payment of \$1,517.19 to Groundwater Sciences Corporation for Buena Vista Springs Rehabilitation.

(Water) Requisition No. 515- Payment of \$2,880.00 to Whel-Tech Inc. for the GreenRidge Booster Pump Station.

## **Resolution 08-15**

Resolution 08-15, to participate in the PACC Automotive & Equipment Contract for the purchase of a New Jet-Vac Truck was accepted as presented on an E. Gladhill, S. McCleaf motion.

## **Subdivisions**

**Reed-Finn-** Mailed a letter to G. Zeigler; Code Enforcement Officer for Washington Township stating this subdivision has no impact on the water or sewer system.

**Waynesboro Plaza-** Mailed a letter to Susquehanna Bank that the construction bond needs to be renewed.

**Mongold-** Mailed a letter to William Brindle & Associates with Preliminary/Final Approval requirements.

**Pheasant Run-** Mailed a letter to William Brindle & Associates with Final Approval requirements.

**Woodcrest D3-** Mailed a letter to L. Royer requesting an Engineer and Inspection deposit.

## **Miscellaneous**

**Markowski/ Route 16-** Chairman Geesaman asked the status of Mr. Markowski connecting to the sewer main along Route 16. The Manager replied he is not yet connected but is making his payments for the connection.

**Washington Township Boulevard Waterline-** Chairman Geesaman asked the status of construction for the water main along Washington Township Boulevard. The Manager replied a bid has been accepted by the Washington Boulevard LLC and construction will start soon.

**WTMA Deeds-** Chairman Geesaman asked the status of the project to identify property owned by the WTMA. The Manager replied we received a list of properties from our solicitor and the deeds are being indexed.

**Water System Tour-** The Manager inquired which locations the Board would like to visit on September 2, 2008. The Board will meet at the Washington Township Meeting Room at 6:00 PM.

**Impact Fees-** The Manager discussed a letter he received from the Washington Township Supervisors for the cost of impact fees for the new administration building.

**Timber-** The Manager discussed the wood on the proposed site for the new administration building. There is an interested party who would like to timber the wood. The Board suggested checking with our Solicitor due to liability and to inquire what GRC's intent may be for the timber.

**Personnel Job List Request-** The Manager presented a list of WTMA personnel job titles that were requested by the Washington Township Supervisors. The Board gave approval and a copy will be given to M. Christopher.

**Water Leak-** The Manager discussed a conversation he had with a resident in Blue Ridge Summit asking for payment relief for an unusually high water bill totaling \$500.04. The Board denied the request, but agreed to have the old meter pulled and replaced with a new meter. The water company will check the old meter to assure the meter did not malfunction.

**Chain of Command-** The Board discussed the chain of command and decision making for the Authority. The Manager stated that all employees are now aware that any field changes during projects and other critical issues must be presented to the Manager for approval before a decision can be made.

### **Adjourn to Executive Session**

The Board adjourned at 10:40 PM on an E. Gladhill, S. McCleaf motion to discuss the new administration building contract.

### **Adjourn**

The Board adjourned at 11:15 PM.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 2nd day of September, 2008.

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L. Frantz, Secretary/Treasurer