

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
September 2, 2008

The Washington Township Municipal Authority Board of Directors met at the Washington Township Meeting Room at six o'clock in the evening for a tour of the Washington Township Water System before the 7:30 PM meeting.

The meeting was opened at 7:42 PM by Chairman Geesaman. Also present were F. Eisenhart, S. McCleaf, L. Frantz, E. Gladhill, S. McFarland, S. Eck and S. Trinh.

Business from the Floor

There was no business from the floor.

Agenda

The Agenda was approved as presented on a S. McCleaf, F. Eisenhart motion.

Minutes of August 19, 2008

The minutes of August 19, 2008 were approved as presented on a S. McCleaf, E Gladhill motion.

Resolution 08-16

The Manager presented Resolution 08-16 concerning indemnification of Water and Wastewater operators from civil penalties by the Department of Environmental Protection. A motion was made by F. Eisenhart and seconded by L. Frantz to table the resolution. The Motion was passed, 5-0. After further discussion, A motion was made by S. McCleaf and L. Frantz to not adopt the Resolution. On a F. Eisenhart and L. Frantz motion, the original motion to table was withdrawn. After further discussion and more deliberation, the motion to not adopt the Resolution made by S. McCleaf and L. Frantz did not carry on a 2-2 vote with one abstention.

Leak Detector Purchase Request

The Manager presented a purchase request for a leak detector for the water company. On an E. Gladhill, L. Frantz motion approval was granted to purchase a leak detector from Aqua Tech at a cost of \$3,450.00.

Water Meter Purchase Request

The Manager presented a purchase request for the remaining 210 Water Meters LB Water has been holding that were obtained through the Sensus Loyalty (exchange) Program and MXU's for the meters. On a L. Frantz, F. Eisenhart motion approval was granted to purchase the water meters from L/B Water Service at a cost of \$49,047.60.

Requisitions

The following requisitions were approved as presented on a S. McCleaf, E. Gladhill motion:
(Sewer) Requisition No. 401- Payment of \$5,494.94 to Material Matters Inc. to locate and qualify biosolid land site.

(Sewer) Requisition No. 403- Payment of \$2,064.00 to American Micro Tech for a desktop computer.

(Water) Requisition No. 516- Payment of \$2,971.14 to Glace Associates Inc. for the Hess Well/ Brookdale Filtration Plant Project.

S. Trinh recommended a letter be mailed to Glace Associates stating this payment will consider Project # 4520307.Z5 as paid in full.

(Water) Requisition No. 517- Payment of \$1,524.39 to Apparatus Repair and Engineering for two Symcom Pumpsaver units.

(Water) Requisition No. 518- Payment of \$244.57 to L/B Water Service Inc. for the McCleaf project.

(Water) Requisition No. 519- Payment of \$101.52 to L/B Water Service Inc. for a curb box on Valley Road.

Board of Directors Meeting Minutes Policy

The Manager presented a policy regarding the retention of notes from meetings of the Board of Directors. The Manager was directed to make some minor changes to the policy and present a final draft at the next Board meeting for approval.

Acceptance of Deed of Dedication for Martins Ridge Phase II A

On a S. McCleaf, F. Eisenhart motion the Deed of Dedication for Martins Ridge Phase II A was accepted as presented.

Chairman Geesaman signed the deed of dedication.

Subdivisions

Woodcrest D3- Mailed a letter to L. Royer with final approval requirements.

Pheasant Run Phase 1A- Mailed a letter to William A Brindle and Associates with a cost estimate for a construction bond.

Antietam Commons Phase 1- Mailed a letter to R. Rachuba with requirements for acceptance of the sewer mains.

Lindquist II- On a S. McCleaf, E. Gladhill motion final approval was granted to the Lindquist II subdivision.

Hess Well II

The Manager reported the six inch test bore was successful. The Board discussed the recommendation that came from William Seaton of ARM Group Inc. for a 10 inch production well.

Tapping Fee Evaluation

The Manager presented a tapping fee evaluation spreadsheet created by the Business Manager to comply with Resolutions 06-6 and Resolution 06-7. The evaluation compares the original connection fees or EDU's paid for by Commercial and Industrial businesses to their actual usage between July 1, 2005 – June 30, 2006 and their usage for the same months in 2007-2008. Letters will be mailed to existing Commercial and Industrial users informing them that they will be billed additional Tap Fees for the EDU's they have not paid for or have been adjusted for through the Grandfathering mechanism on Resolutions 06-6 and 06-7.

Miscellaneous

Washington Township Boulevard Water Line- The Manager reported the Washington Township Boulevard Group LLC has begun construction for the waterline along the Washington Township Boulevard.

WTMA Property Deeds- The Manager presented a spreadsheet listing all the deeds possessed by the WTMA and those recorded in the Franklin County Courthouse. The Manager discussed the next step to reconcile the Deeds the WTMA has but are not recorded against the ones that are recorded, but the WTMA does not have copies of.

S. Trinh requested a copy of the spreadsheet and she will do more research with the Chambersburg Courthouse.

Credit Card / Online Payment Option- F. Eisenhart discussed the \$3.00 charge for making payments online. The Manager explained that was the fee that was necessary to prevent the WTMA from losing money on payments made online.

Refund Check- L. Frantz questioned why a refund was made to a customer that made a double payment on their account for a Final. She indicated in the past a credit was put on the customers account for the next billing cycle. The Manager replied he felt this was the best way to handle the credit.

Business Card Purchase- L. Frantz questioned why business cards were purchased for the Customer Service Representative. The Manager replied that the Customer Service Representative is the primary point of contact for customers. L. Frantz stated she felt the Manager and department heads should be the only persons with business cards.

Mr. Rock Water Meter- E. Gladhill asked the status of Mr. Rock's water meter. The Manager replied the water company replaced his meter, checked the old meter and it did not malfunction.

Right-Of-Way Old Forge Road- The Manager discussed his attempts to obtain a right of way along Old Forge Road in order to loop the WTMA's water line from Old Forge, through the Layman's Ridge subdivision and back to the Boulevard. The Manager indicated he has initiated several contacts with one of the affected homeowners as well as the status of the WTMA's most recent offer of compensation. The Manager stated there has been no response from them. S. Trinh will start the condemnation proceedings after the Manager does more research on whether a Right of Way may already exist.

Well Head Protection Plan Ordinance- F. Eisenhart asked the status of the Wellhead Protection Plan Ordinance. The Manager explained the original ordinance submitted in 2006 was never adopted by the Supervisors. It was sent back for modification, but since DEP now requires that an Authority "own or control" the Zone 1 around all new sources, as defined by DEP, the Manager has not taken any additional action on it. He discussed that any existing wells and springs would not be covered, and any attempt to restrict use around those could constitute an illegal taking of land or use.

Adjourn to Executive Session

The Board adjourned to Executive Session at 10:32 PM to discuss legal matters with the Solicitor.

New Administration Building

The Manager discussed the new administration building contract.

Adjourn

The Board adjourned at 11:20 PM.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 9th day of September, 2008.

L. Frantz, Secretary/Treasurer