

Washington Township Municipal Authority
Business Meeting and Workshop Minutes
September 9, 2008

The meeting was opened at 7:30 PM by Chairman Geesaman. Others 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, L. Frantz motion.

Minutes of September 2, 2008

The September 2, 2008 minutes were approved as presented on an E. Gladhill, S. McCleaf motion.

Business Meeting Minutes Policy

The Manager presented a final draft of the policy regarding the retention of notes from meetings of the Board of Directors. The policy was accepted as presented on a S. McCleaf, E. Gladhill motion.

Tapping Fee Letters

The Manager presented a draft letter to the Board for review that will be mailed to some existing Commercial and Industrial users. The letter informs customers who connected after February 7, 2006 that they will be billed additional Tap Fees on November 1st for the EDU's that they have used but not paid for. For customers who connected prior to February 7, 2006, they will owe for additional EDU's if they are using more capacity now than the EDU's they were adjusted up to in 2006 through the 'grandfathering' mechanism in Resolutions 06-6 and 06-7. The Board requested some changes and the addition of more information prior to the mailing of the letters.

Requisitions

The following requisitions were approved as presented on a F. Eisenhart, L. Frantz motion:

(Sewer) Requisition No. 402- Payment of \$291.00 to CET Engineering Services for Chesapeake Bay Tributary Strategy.

(Sewer) Requisition No. 404- Payment of \$4,340.00 to CET Engineering Services for Nutrient Removal Capabilities.

(Sewer) Requisition No. 405- Payment of \$555.95 to CET Engineering Services for Sewer System Capacity Analysis.

(Water) Requisition No. 520- Payment of \$1,954.37 to CET Engineering Services for Hess/Brookdale Well Controls.

(Water) Requisition No. 522- Payment of \$405.00 to Washington Township Supervisors for Buena Vista Springs to install a drain pipe.

Registered Plumbers List

The Manager presented a spreadsheet listing registered plumbers who had passed testing for the WTMA water and sewer specifications. The Manager reported there will be new testing for all registered plumbers. The testing will encompass the new Water Specifications, as well as the already adopted Sewer Specifications.

The Manager stated several plumbers have not renewed their certificate of liability insurance as required. There was discussion whether individuals may test on behalf of a company, who must be on the job site and when, as well as how certificate renewals will be handled. The Manager will begin drafting a Resolution to be adopted which will outline the Plumbers Registration Program. Once it is adopted, letters of notification will be mailed to all currently registered plumbers notifying them of the new regulations and the requirement to re-test.

The Manager discussed a specific plumber that is currently registered with the WTMA and has been performing poorly and not passing inspections made by the WTMA. The Board requested more information before this plumber could be removed from the registered list.

New Financial and Billing Software RFP

The Manager discussed a new financial and billing software Request for Proposal, which will be presented at the next Board Meeting for review.

Subdivisions

Lindquist- Mailed a letter to L. Royer stating the WTMA Board of Directors gave final approval to this subdivision.

Martins Ridge Ph II A- Mailed a letter to Springfield Contractors stating the WTMA Board of Directors accepted the deed of dedication for this subdivision.

Antietam Commons- Mailed a letter to R. Rachuba stating connections to the sewer main will not be allowed until acceptance of the line has been granted.

Miscellaneous

There was no miscellaneous.

Adjourn to Workshop

The Board adjourned to workshop at 8:40 PM on a S. McCleaf, E. Gladhill motion.

Adjourn

The Board adjourned at 9:06 PM.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 16th day of September, 2008.

L. Frantz, Secretary/Treasurer