

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
September 16, 2008

The meeting was opened at 7:41 PM by Chairman Geesaman. Others present were F. Eisenhart, S. McCleaf, S. McFarland and C. Angle, of CET Engineering Inc. L. Frantz and E. Gladhill were absent.

Business from the Floor

Mr. A. Cordell, a resident of 13061 Old Mill Road, Waynesboro, PA. approached the Board asking the Washington Township Municipal Authority to accept septic waste from Washington Township Residents.

Chairman Geesaman stated the WTMA does accept septic waste from Washington Township residents in accordance with the Washington Township Ordinance and Resolution 98-5. The Manager will review the Authority's policies and procedures and contact Mr. Cordell with the forms and permit information to register to haul septic waste to the Wastewater Treatment Plant.

Agenda

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

Minutes of September 9, 2008

The Minutes of September 9, 2008 were accepted as presented on a S. McCleaf, F. Eisenhart motion.

Open Bids for Brookdale/Hess Well Controls Upgrade

Chairman Geesaman opened the sealed Brookdale/Hess Well Bid for Controls Upgrade. There was only one bid from Monacacy at a total cost of \$66,835.00 that was accepted. The Board gave the bid package to CET Engineering Inc. to review and give their authorization before the next Board meeting.

Engineers Report

C. Angle of CET Engineering Inc. presented the August 2008 Engineers Report. 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 F. Eisenhart, S. McCleaf motion.

Water

- Hess Well and Brookdale Booster Pumping Station VFD and Controls
- Bubbling Springs Generator

Sewer

- Special Act 537 Plan

- Sewer System Capacity Analysis

C. Angle also discussed the following items:

- **Wastewater Conveyance System**
- **Collection System TAR-** On a S. McCleaf, F. Eisenhart motion the Task Activity Worksheet was accepted as presented. Chairman Geesaman signed the Task Activity Worksheet.

Water Report

The Manager presented the August 2008 Water Company Report. The water report was accepted as presented on a F. Eisenhart, S. McCleaf motion.

The following items were discussed:

- Water produced for the month of August was 18,387,000
- Water loss from leaks was 4,273,840
- Loss of water from flushing, fire protection and blow offs was 2,500
- Four water leaks were discovered for the month
- There were three new connections for the month

Sewer Report

The Manager presented the August 2008 Sewer Company 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 510,000
- Maximum flow for the month was 590,000
- 26,280 gallons of biosolids were recycled for the month of August
- There were four new connections for the month

Business Report

The Manager presented the August 2008 Business Report. The business report was accepted as presented on a F. Eisenhart, S. McCleaf motion.

The following items were discussed:

- Water Company Revenue Report

- Sewer Company Revenue Report
- Income Summary for all Companies
- Tapping Fee Summary
- August Check Register

The August Check Register was accepted as presented on a S. McCleaf, F. Eisenhart motion.

Preliminary Budget

The Manager presented the preliminary 2008-2009 Operating Budget for review. He asked that the Board review it during the break between meetings and possibly take action at the first meeting in October.

Tapping Fee Letters

The Manager presented a final draft letter to the Board that will be mailed to all 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 have 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. Existing customers who do not owe any additional tap fees will be mailed a letter stating nothing is owed at this time; however evaluations are done on a yearly basis.

New Financial and Billing Software RFP

The Manager presented a draft of the Billing and Financial Software Request for Proposal for the Board to review.

Requisitions

The following requisitions were accepted as presented on a F. Eisenhart, S. McCleaf motion:

(Water) Requisition No. 523- Payment of \$791.55 to Groundwater Sciences Corporation for the Buena Vista Springs Rehabilitation.

(Water) Requisition No. 524- Payment of \$785.36 to 105 Excavating Inc. for material for the McCleaf project.

(Water) Requisition No. 525- Payment of \$524.04 to ARM Group Inc. for Hess II Well drilling and completion.

(Sewer) Requisition No. 406- Payment of \$1,185.00 to Material Matters Inc. to locate and qualify biosolid land site.

Subdivisions

Pheasant Run Ph 1A- Mailed a letter to Terra Land Co. LLC with final approval requirements.

WTMA then received a letter back from the Pheasant Run Development Group stating the bonds have been approved and will be mailed to WTMA. The Manager recommended the Board give final approval pending receipt of the bond by September 30th. On a S. McCleaf, F. Eisenhart motion final approval was granted pending receipt of the bond requested.

Wharf Road Industrial Park- Mailed a letter to Martin & Martin Inc. to resubmit plans with corrections.

Antietam Commons- Mailed a letter to Ray Rachuba stating the correct dollar amount for the bond reduction.

Lindquist/Inez- Mailed a letter to Hagerstown Trust stating the letter of credit expires soon.

Woodcrest D4- Mailed a letter to M&T Bank stating the letter of credit expires soon.

Purchase Request

The Manager presented a purchase request for a lateral inspection camera system. On a F. Eisenhart, S. McCleaf motion approval was granted to purchase the lateral camera at a cost of \$4,500.00.

Miscellaneous

WTMA Sign- F. Eisenhart commented that he was pleased with the new sign that was placed in front of the administration building.

J. Martin Farm- The Manager discussed that J. Martin will make 150 acres available for land application of biosolids on up to 50 acres per year on a three year rotating basis.

Adjourn to Executive Session to Discuss the New Administration Building

The Board adjourned to Executive Session at 9:20 PM to discuss the new administration building on a F. Eisenhart, S. McCleaf motion.

E. Gladhill arrived during Executive Session

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:15 PM.

New Administration Building

On a F. Eisenhart, E. Gladhill motion the Board accepted a final cost of \$1,558,360.00 from GRC Contractors for the new administration building.

Adjourn

The Board adjourned at 10:26 PM on a S. McCleaf, F. Eisenhart motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 7th day of October, 2008.

L. Frantz, Secretary/Treasurer