

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
October 7, 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 L. Frantz, S. McCleaf motion.

Minutes of September 16, 2008

The minutes of September 16, 2008 were accepted as presented on an E. Gladhill, F. Eisenhart motion.

New Administration Building Contract

J. Rock, D. Bittle and M. Hillman, representing GRC General Contractors, Inc., were present to sign the AIA Standard Form of Agreement Contract for the construction of a new administration building

Authorization was granted to Chairman Geesaman to sign the contract with GRC General Contractors Inc. on behalf of the WTMA at a total cost of \$1,558,360.00 on a S. McCleaf, E. Gladhill motion.

J. Rock, owner of GRC General Contractors and Chairman Geesaman signed the contract.

Open Insurance Bids

Chairman Geesaman opened the sealed bids for insurance coverage. The sealed bids were from the following companies or agents:

Strickler Agency, Inc. a total annual cost of \$49,689.00.

Kilmer Insurance Agency/American Alternative Insurance Co. / Rural Special District Insurance Services/ Glatfelter Insurance Services/ Keystone Municipal Insurance Trust a total annual cost of \$38,690.00.

Kilmer Insurance Agency/EMC Insurance Co. a total annual cost of \$38,254.00.

Robert Cochran Insurance & Financial Services, LLC a total annual cost of \$46,913.00.

On a F. Eisenhart, S. McCleaf motion authorization was granted to the Manager, Business Manager, and the Solicitor to review the insurance bids.

Requisitions

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

(Sewer) Requisition No. 50- Transfer \$223,261.58 from the M&T Revenue Fund to the PLGIT Account for 4th quarter operating expenses.

(Water) Requisition No. 50- Transfer \$194,323.73 from the M&T Revenue Fund to the PLGIT Account for 4th quarter operating expenses.

(Sewer) Requisition No. 407- Payment of \$1,760.50 to CET Engineering Services for sewer system capacity analysis.

(Sewer) Requisition No. 408- Payment of \$2,041.00 to CET Engineering Services for nutrient removal capabilities.

(Sewer) Requisition No. 409- Payment of \$285,101.00 to PA Public Works Equipment Co. for a new Vactor sewer jet-vac truck.

(Water) Requisition No. 521- Payment of \$958.68 to Washington Township Supervisors for the new Hess Well site preparation.

(Water) Requisition No. 526- Payment of \$1,107.38 to CET Engineering Services for Hess and Brookdale controls.

(Water) Requisition No. 527- Payment of \$6,120.00 to CET Engineering Services for the Bubbling Spring Generator.

(Water) Requisition No. 528- Payment of \$3,336.00 to R. Lee Royer and Associates for the Bubbling Spring Generator.

(Water) Requisition No. 529- Payment of \$687.00 to Roto Rooter for Buena Vista Springs.

(Water) Requisition No. 530- Payment of \$4.36 to L/B Water Service Inc. for a transition gasket for Buena Vista Springs.

(Water) Requisition No. 531- Payment of \$30,147.60 to L/B Water Service Inc. for water meters.

(Water) Requisition No. 532- Payment of \$7,915.16 to ARM Group Inc. for Hess Well II drilling.

New Software Request for Proposal

On a F. Eisenhart, S. McCleaf motion, authorization was granted to the manager to move forward with the advertising of a Request for Proposal for new financial software.

2008/2009 Water/Sewer Budget

The Manager presented a final draft of the budget to the Board for review. The Manager will forward the 2008/2009 Budget to Smith, Elliot and Kearns for their approval. No action was taken, pending the Auditor's review.

Hess Brookdale Control Upgrade Bid from Monocacy

CET Engineering Services Inc. delivered their bid tabulation and recommended the acceptance of the bid by Monocacy to perform the work for the Hess/Brookdale Well Control Upgrade at a total cost of \$66,835.00. On a S. McCleaf, L. Frantz motion the recommendation to accept the bid was accepted as presented.

Registered Plumbers List Policy

The Manager presented an updated policy for the Registered Plumbers list. The Board discussed charging a one time \$25.00 administrative fee for new plumbers who take and pass the water and sewer specifications test.

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

Acceptance of Plumbers Certificates

The Manager presented two Plumber Certificates of Registration. On an E. Gladhill, F. Eisenhart motion Tim Arentz, of Arentz Enterprises III and Gerald Gochenour, of Hall Mechanical & Associates were accepted and will be placed on the WTMA Registered Plumbers List.

Hauled Wastewater Discharge Policy

The Manager presented the Hauled Wastewater Discharge Policy and Procedures. The policy was accepted as presented on a S. McCleaf, E. Gladhill motion.

Resolution 08-16 (Septage and Handling Treatment Fees)

The Manager presented Resolution 08-16, Septage and Handling Treatment Fees. The resolution was accepted as presented on a S. McCleaf, E. Gladhill motion.

Quincy Township Water Request

The Manager presented a request from the Quincy Township Supervisors asking if water capacity for Quincy Township is still available. After further discussion the Board requested the Manager draft an official letter to the Quincy Township Supervisors outlining the requirements and information that must be provided to consider the request. The Manager will present a draft to the Board at the next meeting for review.

Smith, Elliott & Kearns Audit Letter

The Manager presented a letter from Smith, Elliott & Kearns for the 2008 Annual Audit. Authorization was granted on a F. Eisenhart, S. McCleaf motion to have Chairman Geesaman sign the letter to proceed with the audit at a cost not to exceed \$9,800.00.

Subdivisions

Pheasant Run Phase I- A letter was mailed to Terra Land Co. LLC with final approval requirements.

CC&M- A letter was mailed to Susquehanna bank stating construction is complete and a maintenance bond is required.

Pen Mar Properties- A letter was mailed to G. Zeigler of the Washington Township Supervisors with no comments.

Blair- A letter was mailed to G. Zeigler of the Washington Township Supervisors recommending against granting a waiver for public sewer and water.

Antietam Commons (Phase 1)- On a S. McCleaf, L. Frantz motion final acceptance was granted to the subdivision.

Hess Well II

The Manager reported that drilling of the well has been temporarily halted due to large amounts of water experienced during the drilling. ARM Group Inc., the WTMA and the well driller are formulating an E&S plan to be submitted to Andy Stottlemeyer, of Franklin County Soil Conservation District for approval prior to re-starting. Emphasis will be avoiding any damage to the Hess Farmland and preventing any material from entering the stream.

Disposal of the 1979 Ford Jet Vac Truck

The Board gave consensus to the Manager to advertise the 1979 Ford Jet Vac Truck for sale. The required bid forms will be available at the WTMA office, and the vehicle will be available for inspection.

Miscellaneous

The Manager presented a letter from B. Backer, owner of Blondie's requesting a re-evaluation of his water usage history and reconsider the charges for an increase in EDU's. The Board tabled his request at this time. This will be reviewed at a later date.

Adjourn to Executive Session to Discuss the NPS Land Offer

The Board adjourned at 9:30 PM on a F. Eisenhart, L. Frantz motion to discuss real estate matters with the Manager and the Solicitor.

Adjourn

The Board adjourned at 10:15 PM.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 14th day of October, 2008.

L. Frantz, Secretary/Treasurer