

Washington Township Municipal Authority
Business Meeting Minutes
October 21, 2008

The meeting was opened at 7:30 PM by Vice-Chairman Eisenhart. Others present were S. McCleaf, L. Frantz, E. Gladhill, S. McFarland and S. Eck. J. Geesaman was absent.

Business from the Floor

Mr. D. Layman, a resident of Washington Township approached the Board concerning the tapping fee letter he received from the Washington Township Municipal Authority that stated he exceeded the water capacity usage he had originally paid for. Mr. Layman asked some questions about the letter and why his farm is listed as commercial property. The Board made Mr. Layman aware the tapping fee issue will be reviewed.

Agenda

The agenda was approved as presented on a S. McCleaf, L. Frantz motion.

Minutes of October 14, 2008 and Executive Session Minutes of October 20, 2008

The Minutes of October 14, 2008 and Executive Session Minutes of October 20, 2008 were accepted as presented on a S. McCleaf, L. Frantz motion.

Washington Township Boulevard LLC

The Manager reported S. Trinh, Solicitor mailed a letter to the Washington Township Boulevard LLC. stating the WTMA will not agree to amend the agreement between the WTMA and the Washington Township Boulevard, LLC.

Water Company Report

The September 2008 Water Company Report was accepted as presented on a S. McCleaf, E. Gladhill motion.

The following items were discussed:

- The Water Company is at 45% of its capacity.
- There were 15,269,000 gallons of water produced for the month.
- There were 403,880 gallons of water loss from leaks.
- There were three leaks for the month.
- There were two new connections for the month.

Sewer Company Report

The September 2008 Sewer Company Report was accepted as presented on a S. McCleaf, E. Gladhill motion.

The following items were discussed:

- Minimum flow was 500,000 gallons
- Average flow was 588,000 gallons
- Maximum flow was 840,000 gallons
- There were twenty new connections for the month.
- There were two repairs for the month.
- The Wastewater Treatment Plant received the new Vactor Jet-Vac Truck

Business Report

The September 2008 Business Report was accepted as presented on an E. Gladhill, S. McCleaf motion.

The following items were discussed:

- Revenue Report (Water)
- Revenue Report (Sewer)
- Income Summary
- Tap Fee Summary

Payment of the Bills

The September 2008 Payment of Bills was accepted as presented on a S. McCleaf, E. Gladhill motion.

Requisitions

The following Requisition was accepted as presented on a S. McCleaf, E. Gladhill motion:

(Sewer) Requisition No. 410- Payment of \$180.00 to Material Matters Inc. for locating a biosolid application site.

Investments

B. Carrigan, Business Manager presented the Investment Report. After further discussion the Board gave consensus to move forward and prepare a recommendation for the Board's review and approval, to be presented at the second meeting in November.

Insurance Bid Recommendation

On a S. McCleaf, L. Frantz motion Kilmer EMC Insurance Company was awarded the bid at a cost of \$38,252.00 plus cost of the Inland Marine Policy.

Non Union Annual Pay Review

On a S. McCleaf, L. Frantz motion the following pay increases for non-union employees will become effective November 1, 2008.

Individuals in the following positions shall receive a 3.7% pay increase:

Business Manager, Manager of Special Projects, Sewer Superintendent, Water Superintendent, Environmental Specialist, Chief Water Operator, Project Supervisor, Assistant Project Supervisor, and the Administrative Assistant.

The Manager will receive a 4.6% pay increase.

2009 Water/ Sewer Company Budget

On a L. Frantz, E. Gladhill motion Resolution 08-17 Water Company Budget for 2009 was approved as presented.

On a S. McCleaf, E. Gladhill motion Resolution 08-18 Sewer Company Budget for 2009 was approved as presented.

The 2009 Water/Sewer Budget did not require an increase of water or sewer rates.

During the budget process, it was determined that the position of Manager of Special Projects would only be funded for the first nine months of the budget year, through July 31, 2009. The employee in this position has been notified. This employee also acknowledged the fact that he understood this position will not be budgeted past July 31, 2009.

Acceptance of AC&T to Haul Wastewater

The Manager presented an application from AC&T to become a registered hauled wastewater discharger. The Board reviewed the application and on a S. McCleaf, E. Gladhill motion acceptance was granted for AC&T Co. to haul wastewater, and only wastewater from the Washington Township area could be discharged at the sewer treatment plant.

Subdivisions

Woodcrest D4- Mailed a letter to M&T Bank stating the bond for Woodcrest D4 is expired. A maintenance bond is required for final acceptance of this subdivision.

Lindquist/Inez- Mailed a letter to Hagerstown Trust stating the bond is expired.

Lindquist II- Mailed a letter to M. Watson of the Washington Township Supervisors with status of plan reviews.

Hebb- Mailed a letter to M. Christopher of the Washington Township Supervisors pertaining to WTMA's capacity.

Oyer- Mailed a letter to M. Watson of the Washington Township Supervisors with lot addition comments.

Miscellaneous

Tapping Fees-The Manager presented a letter from PB Services Inc. 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.

New Administration Building- S. McCleaf commented he is looking forward to the next year with the construction of the new administration building.

J. Geesaman's WTMA Board Term- S. McCleaf briefly discussed writing a letter of recommendation from the WTMA Board of Directors to the Washington Township Supervisors to re-assign Chairman Geesaman to the WTMA Board that is due to expire in December 2008.

The Board requested the Manager to advertise in the local newspaper that the WTMA Board of Directors may attend the November 12, 2008 Washington Township Supervisors Workshop as part of the audience with no intent to discuss any business.

Adjourn

The Board adjourned at 9:40 PM on a S. McCleaf, E. Gladhill motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 4th day of November, 2008.

L. Frantz, Secretary/Treasurer