

Washington Township Municipal Authority
Business Meeting Minutes
November 4, 2008

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

Business from the Floor

Mr. A. Cordell, representing AC&T, approached the Board concerning the tapping fee letter he received from the Washington Township Municipal Authority. Mr. Cordell presented a letter of explanation to the Board concerning equipment failure for the car wash that was discovered in March of 2007. Two attempts made to repair the equipment had failed. A new Dose Injection System was then installed in July, 2008.

The Board made Mr. Cordell aware his tapping fee issue will be reviewed.

Mr. Cordell briefly discussed the capacity of truck sizes specified in the Hauled Wastewater Policy. The Board will discuss this matter at next weeks meeting due to the absence of two Board members.

Agenda

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

Minutes of October 21, 2008

The Minutes of October 21, 2008 were approved as presented on a S. McCleaf, L. Frantz motion.

Purchase Requests

On a S. McCleaf, L. Frantz motion approval was granted to purchase chemicals from Univar USA at a cost of \$6,574.19.

On a S. McCleaf, L. Frantz motion approval was granted to purchase a spectrophotometer from HACH Co. at a cost of \$2,360.00.

On a L. Frantz, S. McCleaf motion approval was granted to purchase a shed for the storage of lawn equipment for the water company from American Steel Car Ports at a cost of \$3,465.00.

New Administration Building

The Manager presented the following documents from GRC General Contractors for the new administration building:

1. A change order in the amount of \$18,998.00 to reimburse GRC for the payment of the Washington Township Supervisors Impact Fees.

2. The Contractor Application and Certification for payment at a cost of \$90,953.45, reflecting work completed to date, less the contracted retainage.

3. The work schedule for the new administration building.

The Board gave authorization to the Manager for change orders at his discretion for the new administration building.

Requisitions

On a S. McCleaf, L. Frantz motion the following requisitions were approved as presented:

(Sewer) Requisition No. 411- Payment of \$1,248.20 to CET Engineering Services for the Sewer System Capacity Analysis.

(Sewer) Requisition No. 412- Payment of \$3,824.85 to CET Engineering Services for Nutrient Removal Capabilities.

(Sewer) Requisition No. 413- Payment of \$90,953.45 to GRC General Contractors Inc. for the New Administration Building. This payment includes a change order in the amount of \$18,998.00 for impact fees charged by the Washington Township Supervisors.

(Water) Requisition No. 535- Payment of \$18,900.00 to L/B Water Service Inc. for Meter Transceiver Units.

(Water) Requisition No. 536- Payment of \$429.00 to CET Engineering Services for the Bubbling Springs Generator.

(Water) Requisition No. 537- Payment of \$980.33 to CET Engineering Services for the Hess/Brookdale Well Controls.

(Water) Requisition No. 538- Payment of \$84,975.00 to ARM Group Inc. for Hess Well #2 for drilling and completion.

(Sewer) Requisition No. 51-S- Transfer \$291,504.00 for the 1st Quarter 2009 Operating Expenses from the M&T Revenue Fund to the WTMA PLGIT Account.

(Water) Requisition No. 51-W- Transfer \$232,035.00 for the 1st Quarter 2009 Operating Expenses from the M&T Revenue Fund to the WTMA PLGIT Account.

Escrow Bank Account

The Manager discussed opening an Escrow Bank Account to be used for Engineering and Inspection deposits as well as to provide an alternative to the Bonding requirements, subject to WTMA approval. The Board discussed the option and will review the water and sewer specifications and instructed the Manager to draft changes accordingly.

Subdivisions

Farm Spring Estates Phase II- Mailed a letter to Susquehanna Bank returning the construction bond.

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

Lindquist- Mailed a letter to CET Engineering for review of plans.

Zaru- Mailed a letter to First National Bank requesting a maintenance bond.

Antietam Commons Ph II- On a S. McCleaf, L. Frantz motion final acceptance was granted to this subdivision. Vice-Chairman Eisenhart signed the Deed of Dedication.

Tapping Fee Review

The Manager briefly discussed complaints pertaining to the tapping fee letters that were mailed to commercial customers whom exceeded their EDU usage. He also presented a draft of a letter to all customers for Board review. This will be discussed at a later date due to the absence of two Board members.

Letter of Recommendation Review

The Board of Directors drafted a letter of recommendation to the Washington Township Supervisors in favor of the reappointment of Jeffrey Geesaman to the Board of Directors. His current term expires December 31, 2008.

The Letter of Recommendation was adopted as presented on a S. McCleaf, L. Frantz motion.

Vice-Chairman Eisenhart had the WTMA Board of Directors sign the letter.

Miscellaneous

Snow Plowing Proposal- The Manager presented a proposal from GRC General Contractors for snow removal. The proposal was accepted as presented on a S. McCleaf, L. Frantz motion.

ARM Group Inc. - The Manager briefly discussed the ARM Group Proposal that was approved by the Board of Directors for Hess Well II. ARM Group Inc. is planning to attend the November 11, 2008 Board Meeting.

September 16, 2008 Waynesboro Borough Minutes - The Manager briefly reviewed the Waynesboro Borough Minutes.

1979 Ford F800 Jet Vac Truck Vehicle Bids- Vice-Chairman Eisenhart opened one bid received for the 1979 Jet Vac Truck from Musser Sewer and Septic Co., bidding \$2,200.00 with a 10% cash deposit of \$220.00 attached. The Bid was accepted as presented on a S. McCleaf, L. Frantz motion.

Financial and Billing Software RFP- The Board briefly discussed the status of the new software.

Adjourn

The Board adjourned at 9:00 PM on a S. McCleaf, L. Frantz motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 11th day of November, 2008.

L. Frantz, Secretary/Treasurer