

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
December 2, 2008

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

**Business from the Floor**

There was no business from the floor.

**Agenda**

The agenda was approved as presented on a F. Eisenhart, S. McCleaf motion.

**Minutes of November 18, 2008**

The minutes of November 18, 2008 were accepted as presented on a S. McCleaf, F. Eisenhart motion.

**Software Bid Proposals**

Angela Seylar of MSI was present as a spectator for the opening of the sealed Software Proposals.

Chairman Geesaman opened the sealed proposals for new financial software. The sealed proposals were from the following companies:

Software Systems Incorporated, located in Gibsonia PA, gave a proposal cost of \$44,803.65.

Logics LLC, located in Raleigh NC, gave a proposal cost of \$77,765.00.

Applied Microsystems, located in Huntington Valley PA, gave a proposal cost of \$52,790.00.

Diversified Technologies, located in Bloomsburg PA, gave a proposal cost of \$29,950.00.

Freedom Systems, located in Valley Forge PA, gave a proposal cost of \$55,168.06.

Dallas Systems Inc., located in Pottstown PA, gave a proposal cost of \$96,000.00.

Tyler Technologies, located in Niagara Falls NY, gave a proposal cost of \$206,832.00.

Creative Microsystems Inc. located in Englewood OH, gave a proposal cost of \$83,473.00.

Harris Computer Systems, located in Chalfont PA, gave a proposal cost of \$77,985.00.

Unifund, located in New Hampshire, gave a proposal cost of \$59,599.00.

On a S. McCleaf, F. Eisenhart motion the new software proposals were tabled until the Manager and the Business Manager can review them.

### **PA Right to Know Policy**

The Manager presented a PA Right to Know Policy which shall provide public records in accordance with the Right to Know law. There was some discussion between the Board, the Manager and the Solicitor about various aspects of the Policy. On a S. McCleaf, L. Frantz motion, the Right to Know Policy was accepted as presented.

### **Maintenance and Repair Request for Proposal**

The Manager presented a Maintenance and Repair Request for Proposal to provide routine maintenance and emergency repairs to the wastewater collection and water distribution system. The proposal was tabled on a F. Eisenhart, L. Frantz motion until further information is provided to the Board.

### **Requisitions**

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

(Water) Requisition No. 542- Payment of \$854.74 to CET Engineering Services for the Hess Well & Brookdale Controls.

(Water) Requisition No. 543- Payment of \$237.50 to CET Engineering Services for the Bubbling Springs Generator.

(Water) Requisition No. 544- Payment of \$1,334.56 to ARM Group Inc. for Hess Well II.

(Water) Requisition No. 545- Payment of \$820.00 to Ground Solutions for Hess Well II.

(Sewer) Requisition No. 416- Payment of \$3,501.50 to CET Engineering Services for Nutrient Removal Capabilities.

(Sewer) Requisition No. 417- Payment of \$950.00 to CET Engineering Services for Sewer System Capacity Analysis.

(Sewer) Requisition No. 418- Payment of \$150,797.03 to GRC General Contractors Inc. for the New Administration Building.

### **Hauled Wastewater Discharge Permit**

The Manager presented an application from Witter's Septic and Sanitation to become a registered Hauled Wastewater Discharger. The Board reviewed the application and on a

S. McCleaf, L. Frantz motion acceptance was granted to permit Witter's Septic and Sanitation to discharge wastewater from the Washington Township area at the sewer treatment plant.

### **Hess Well/ Brookdale Well Controls Upgrade Time Extension**

The Manager presented a letter from Monocacy Valley Electric requesting a time extension until April 2009 to complete the Scope of Work for the Hess Well Brookdale Well Controls Upgrade due to a longer than expected lead time for some of the components. The extension was approved on a F. Eisenhart, L. Frantz motion.

### **Letter of Request from Dianne Henneberger**

The Manager presented a letter from D. Henneberger, property owner at 101 Barnett Avenue, requesting that the WTMA stop billing her for sewer usage. Mrs. Henneberger made a similar request in December of 2002. At the time, the Board required her to continue paying her sewer charges and she would be issued a credit when her meter was re-installed. Mrs. Henneberger stated she would refuse to pay any bills. The WTMA posted a lien on her property in December of 2005 for non payment.

The home has yet to have a water meter connected and she is again requesting the WTMA to stop billing her for sewer she is not using. The Board will discuss this matter later during Executive Session with their solicitor.

### **Subdivisions**

**Spring Run Phase II-** Mailed a letter to M. Watson, Washington Township Supervisors stating a set of plans were forwarded to CET Engineering for their review.

**Liberty Towers-** Mailed a letter to M. Watson, Washington Township Supervisors stating this subdivision has no impact on the WTMA water or sewer system.

**Walnut Acres-** Mailed a letter to R. Martin with water main dedication requirements.

**Walnut Acres-** Mailed a letter to DL George and Sons stating the WTMA is in process of accepting the mains.

### **Miscellaneous**

**J. Martin Agreement-** The Manager presented an Agreement for Land Application between J. Martin and the WTMA for the application of biosolids on 123 acres of Mr. Martin's farm. The Board will discuss this matter during Executive Session with their Solicitor.

**Waynesboro Borough Minutes-** The Manager presented the Waynesboro Borough Minutes for the Board to review.

**Manager of Special Projects Project List-** S. McCleaf asked the Manager the status of the Manager of Special Projects Task List and if the list would be completed by the end of July. The Manager replied the list is being reviewed.

**December 9, 2008 Board Meeting-** F. Eisenhart will be late for the December 9, 2008 Board Meeting.

**2008 Christmas Party-** F. Eisenhart asked the status of the 2008 Christmas Party. The Manager replied a Christmas luncheon is being planned. On a S. McCleaf, L. Frantz motion a \$25.00 Christmas gift card, at a location to be determined by the Manager, will be awarded to each employee from the WTMA.

**Washington Township Boulevard Water Main Connection-** S. Trinh reported that R. Martin, Developer of Farm Spring Estates contacted her office and is ready for connection to the water main. The Board confirmed that no connections will be permitted to the main until the line is dedicated and the bonding requirements are fulfilled.

#### **Adjourn to Executive Session to Discuss Legal Matters**

The Board adjourned at 9:38 PM on a F. Eisenhart, L. Frantz motion to discuss legal matters with their Solicitor.

#### **Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 9:54 PM.

**J. Martin Agreement-** The Board gave consensus for Chairman Geesaman to sign the land application agreement with J. Martin on a L. Frantz, S. McCleaf motion.

**Letter of Request from Dianne Henneberger-** On a F. Eisenhart, S. McCleaf motion the Board agreed to release all liens and to stop mailing sewer bills to D. Henneberger.

On a F. Eisenhart, S. McCleaf motion, the previous motion was amended to release all liens and to stop mailing sewer bills to D. Henneberger and make her a 'no bill' until the water meter is reinstalled, which passed on a 4-0 vote. The Manager stated that the Borough of Waynesboro will notify the WTMA when the water meter is reinstalled.

The original Motion died for lack of a vote.

#### **Adjourn to Executive Session to Discuss Personnel Issues**

The Board adjourned at 9:58 PM on a S. McCleaf, F. Eisenhart motion to discuss personnel issues.

**Adjourn**

The Board adjourned at 11:25 PM.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 9th day of December, 2008.

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L. Frantz, Secretary/Treasurer