

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
January 13, 2009

Chairman F. Eisenhart opened the meeting at 7:30 PM. Also present were S. McCleaf, L. Frantz, J. Blair, S. McFarland, S. Eck, S. Trinh and K. Shannon of CET Engineering Inc. E. Gladhill was absent.

Business from the Floor

There was no business from the floor.

Agenda

The Agenda was accepted as presented on a S. McCleaf, L. Frantz motion.

Minutes of January 6, 2009

The minutes of January 6, 2009 were accepted as presented on a S. McCleaf, L. Frantz motion.

Mary Lindquist Subdivision

L. Royer, M. Holsinger and M. Lindquist were present to discuss a proposed subdivision in Blue Ridge Summit. L. Royer discussed the existing Blue Ridge Summit Pumping Station.

The Board discussed the fact that there is an existing problem at that station with high flows, and the concerns of the additional flows being proposed. The station is older, and operating at below original design capacity. There are historically significant problems with Inflow and Infiltration, which continue to be identified and repaired. At the request of the WTMA, CET and Envirep prepared a report outlining four options to increase the capacity of the station. The WTMA discussed their desire for the developer to share in the cost of the required upgrades. L Royer discussed the developer's position that they should not have to pay for any upgrades, since the design parameters of the station should be able to handle the additional flows.

After further discussion the Board agreed that options three and four were too excessive, and will review options one and two and contact L. Royer with their decision.

Engineers Report

K. Shannon of CET Engineering Inc. presented his December 2008 Engineers Report. The Engineers Report was accepted as presented on a S. McCleaf, J. Blair motion. A copy of the report is attached and hereby made a part of these minutes.

The following items were discussed:

Water

- Hess Well and Brookdale Booster Pumping Station VFD and Controls
- Bubbling Springs Generator
- Hess Well 2
- Buena Vista Springs Rehab Grant

Sewer

- Special Act 537 Planning Study to Determine Nutrient Removal

K. Shannon provided draft copies of the Act 537 Special Study for Nutrient Removal Alternatives to the Board for their review. Additional comments will be addressed at the first meeting in February.
- Sewer System Capacity Analysis
- H2O PA Grant Application
- Penn Vest Application
- Developer Submittals

K. Shannon will attend the first meeting instead of his regular second meeting the month of February.

Finance / Billing Software Proposals

The Manager presented a summary of proposals received for the new financial and billing software. The Manager and the Business Manager have reviewed the proposals against the RFP and for cost, and requested authorization to conduct further reviews of four companies. They are Software Systems, Logics, Unifund and Freedom Systems. The Manager invited any interested Board members to attend the presentations.

The Board gave consensus to the Manager to contact the specified vendors and set up demonstrations.

Hess Well II Update

The Manager discussed the meeting with the Franklin County Conservation District that was scheduled for Monday, January 12, 2009. ARM Group and the Authority met with Andy Stottlemeyer and Ernie Tarnier to discuss the well site and the problems being encountered there. The Manager presented a sketch of the revised Soil Erosion and Sediment Control Plan to the Board that is being drawn by Lee Royer, and will be formally presented to the Conservation

District for their review and comment. A suggested E & S Control Plan provided by Township Supervisor Firme was reviewed.

The Board of Directors has repeated their desires and needs to continue moving forward with this project. The WTMA will also notify and review the plans with the Township and the local newspaper after they have been approved by Franklin County Soil Conservation for DEP.

L. Frantz discussed the high cost of some of the materials needed to detain and filter the water pumped from the new well. She suggested the WTMA purchase the materials directly to save cost. This matter will be discussed further during Executive Session.

Requisitions and Certificates

The following requisitions were accepted as presented on a L. Frantz, S. McCleaf motion:

(Water) Requisition No. 549- Payment of \$1,170.87 to Monocacy Valley Electric for the Hess & Brookdale Well Controls project.

(Water) Requisition No. 550- Payment of \$61,636.35 to ARM Group Inc. for the Hess Well II project.

Authorized Signatures for M&T Bank, PLGIT and Susquehanna Bank

The Manager presented signature request forms for the Officers of the Board of Directors from M&T Bank, Susquehanna Bank and PLGIT.

Subdivisions

Martins Ridge Phase I - Mailed a letter to Integrity Bank stating their bond expires soon. It must be renewed.

Woodring- Mailed a letter to Mr. Woodring stating their bond expires soon. It must be renewed.

AAIM Realty- Mailed a letter to M. Watson of the Washington Township Supervisors with no comments on this subdivision.

Bayside Homes- Mailed a letter to Bayside Homes LLC stating all requirements were fulfilled; the maintenance bond has expired and was returned to the bank.

Koontz- Mailed a letter to Mr. Koontz stating the plans received will not be reviewed until the invoice is paid.

Martins Ridge Phase 2B- Mailed a letter to DaWood Associates with final acceptance requirements.

Miscellaneous

Happel's- The Manager reported he received a letter from the Waynesboro Borough Authority stating they are reducing the Happels' water billing from two (2) units to one (1) unit.

The Happel's' requested the WTMA reduce their sewer bill from two EDU's to one EDU. The home they presently live in used to have an upstairs apartment. The Happels' have not rented the apartment for a long time and have stated that they do not plan on using the building as two units in the future. The WTMA will reduce their sewer billing to one EDU retroactive to the date the memo from the Borough was received.

Henneberger- The Manager reported a letter was mailed to Mr. and Mrs. Henneberger stating paperwork has been filed at the courthouse and the lien has been discontinued by the WTMA.

Dr. Teeter's Day Camp- The Manager reported he will be changing Dr. Teeter's sewer billing to reflect a separate account number corresponding to each water meter.

WTMA Compensation- The Manager discussed Resolution 362, adopted by the Washington Township Supervisors. The resolution that passed on October 4, 2004 states each Municipal Authority Board Member appointed to office after the adoption of this resolution will be qualified to receive an increase in compensation after they have been appointed or reappointed, but not until all Board Members are eligible to receive the same compensation. As of January 1, 2009 all Board Members qualified and will be compensated \$60.00 per board meeting.

WTMA Agenda- J. Blair asked if the WTMA could start posting the agenda on the website. S. Trinh suggested adding a disclaimer with the agenda stating "subject to change without any prior notification". By consensus, the Board directed the Manager to make the necessary changes to the web page.

WTMA & Washington Township Supervisors Breakfast Meeting- Chairman Eisenhart briefed the Board Members of items that were discussed during the breakfast meeting held Friday January 9, 2009.

- Hess Well II- Chairman Eisenhart discussed the Township's concern with E&S Controls. Chairman Eisenhart reiterated his comments from earlier in the meeting that WTMA will contact the Township and the local newspaper when the Erosion Sediment Control Plan is approved. WTMA agreed to consider an E & S control plan provided by Supervisor Firme.
- Washington Township Boulevard- Chairman Eisenhart discussed the Township's concern about erosion and sediment coming from the installation of the waterline along the Washington Township Boulevard off of Stottlemyer Road. Chairman Eisenhart made the Township aware the installation of the waterline was installed by a contractor at the direction of the developer. The WTMA has a utility easement, but does not control the land the line was laid in. It is the understanding of the Authority that the matter is being discussed between Franklin County Soil Conservation and the contractor.

- Sewer for B2M2 / Dan Long Subdivision- Chairman Eisenhart discussed preliminary planning for a pumping station for the two subdivisions that would pump sanitary sewer waste across Route 997 and into the gravity system located in Johnny Knepper Estates.
- Fats, Oils and Grease Ordinance- Letters were mailed in November to all commercial properties that prepare food. Inspections will be starting the month of January.
- Communication between the WTMA Chairman and WTS Chairman- Chairman Eisenhart reviewed that the WTMA has at least 5 conduits in place for communication between the Authority and the Supervisors, including the website, quarterly reports by the WTMA Manager to the Supervisors, good communication between the two Managers, minutes of WTMA meetings and a Township Supervisor on the WTMA Board.
- Chairman Eisenhart stressed that although nothing is scheduled regularly, additional meetings between the two Chairmen may be considered in the future if the need arises.
- New Administration Building- GRC Contractors are on schedule and WTMA occupancy of the building is currently scheduled for mid July or August.

Water Leaks- L. Frantz asked the status of repairing the remaining leaks discovered during the last leak detection. The Manager replied the water company has repaired all of the leaks but one. The remaining leak is scheduled for repair this week.

Adjourn to Workshop

The Board adjourned to Workshop at 9:30 PM on a S. McCleaf, L. Frantz motion.

Complaint Report

The Board reviewed the complaint report.

Adjourn to Executive Session

The Board adjourned at 9:40 PM to discuss legal matters.

Reconvene to Regular Meeting

On a S. McCleaf, J. Blair motion Material Matters will conduct some investigation of the Neibert property and prepare an analysis of their findings for the Board. The Manager was directed to try and get this information by the first meeting in February.

On a S. McCleaf, L. Frantz motion a 30 day extension of the Agreement between WTMA and Mr. and Mrs. Hess was accepted, ratified and signed. Chairman Eisenhart signed the agreement.

S. McCleaf gave appreciation to the Hess family for their patience and understanding. He reiterated that the WTMA looks forward to working with the Hess family in the future.

Adjourn

The Board adjourned at 10:30 PM on a S. McCleaf, L. Frantz motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 20th day of January, 2009

L. Frantz, Secretary/Treasurer