

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
February 3, 2009

The meeting was opened at 7:30 PM by Chairman F. Eisenhart. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland, S. Eck, S. Trinh, K. Shannon, B. Carrigan and E. Barnhart.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The agenda was approved as presented on a S. McCleaf, J. Blair motion.

**Minutes of January 20, 2009**

The minutes of January 20, 2009 were approved as presented on a S. McCleaf, E. Gladhill motion.

**2008 Audit Report**

C. Witmer and K. Stouffer of Smith, Elliott, Kearns and Company LLC. presented the Audit Report for the Fiscal Year 2008. K. Stouffer discussed the financial statements and C. Witmer discussed the management letter to the Board. An unqualified finding was awarded. The audit report was approved as presented on a S. McCleaf, L. Frantz motion.

**Administration Building Statement of Intent**

The Manager presented the Administration Building Statement of Intent which was suggested by Smith, Elliott and Kearns as part of the Audit Report. On a L. Frantz, E. Gladhill motion the Statement of Intent was accepted as presented.

**Engineers Report**

K. Shannon of CET Engineering Inc. presented the January 2009 Engineers Report to the Board. The Engineers Report was accepted as presented on a S. McCleaf, J. Blair motion. A copy of the report is attached to 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

## **Sewer**

- Special Act 537 Planning Study

The Board discussed the draft copy of the Act 537 Special Study for Nutrient Removal Alternatives previously distributed at the January 13, 2009 meeting. The Board made modifications and a revised study will be presented at the February 17, 2009 meeting for approval.

- Sewer System Capacity Analysis

### **K. Markowski/ Route 16**

The Manager discussed a memorandum received from M. Christopher, Washington Township Manager. Mr. Markowski contacted the township and stated he will be moving out of his home and will not be connecting to the sewer main along Route 16. Follow-up action may be required by the township.

### **January 30, 2009 Meeting with the Township**

Chairman F. Eisenhart discussed the meeting held between the WTMA Chairman, Manager and Solicitor and the Washington Township Supervisors Chairman, Manager and their Solicitor on January 30, 2009.

The framework for a Memorandum of Understanding was developed during the meeting. The Memorandum of Understanding was approved at the Townships' meeting held February 2, 2009. Chairman F. Eisenhart asked the Board to review and consider supporting the Memorandum of Understanding. This matter will be discussed further in Executive Session.

### **Hess Well II Update**

The Manager discussed the February 3, 2009 meeting with Franklin County Conservation District and DEP that was held in Chambersburg PA. After review and discussion, the Erosion and Sediment Plan was approved as submitted by DEP. Development and testing will begin as soon as possible.

The Manager asked the Board to consider giving A. Zeigler, Project Supervisor authorization to proceed with the new well due to the Manager's absence until February 12, 2009. On an E. Gladhill, L. Frantz motion authorization was given to A. Zeigler, Project Supervisor to proceed with the E&S Controls for the new well.

### **Requisitions**

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

(Sewer) Requisition No. 428- Payment of \$6,226.00 to CW Sales Corporation for two Ultra Grind Pump Stations.

(Sewer) Requisition No. 429- Payment of \$120,118.50 to GRC for the new administration building.

(Sewer) Requisition No. 430- Payment of \$379.72 to Material Matters for biosolid land application.

(Sewer) Requisition No. 431- Payment of \$2,619.00 to CET Engineering Services for nutrient removal capabilities.

(Sewer) Requisition No. 432- Payment of \$1,693.53 to CET Engineering Services for sewer system capacity analysis.

(Water) Requisition No. 552- Payment of \$837.00 to R. Lee Royer and Associates for Valley Avenue.

(Water) Requisition No. 553- Payment of \$11,632.64 to ARM Group Inc. for the Hess II well development.

(Water) Requisition No. 554- Payment of \$777.65 to CET Engineering Services for the Hess and Brookdale well controls.

(Water) Requisition No. 555- Payment of \$228.06 to CET Engineering Services for the Bubbling Springs generator.

(Sewer) Requisition No. 52 S- Transfer \$232,469.32 from the M&T Trust Indenture to the Authority's PLGIT account for second quarter 2009 operating expenses advance.

(Water) Requisition No. 52 W- Transfer \$214,135.00 from the M&T Trust Indenture to the Authority's PLGIT account for second quarter 2009 operating expenses advance.

### **Subdivisions**

**Dixon-** Mailed a letter to Susquehanna Bank stating the construction bond expires soon.

**Freeman-** Mailed a letter to Frick Credit Union stating the construction bond expires soon.

**Marsh Road-** Mailed a letter to M. Henicle with sewer pump station capacity.

**WIDC-** Mailed a letter to L. Royer stating Land Development Plans were mailed to the Borough of Waynesboro for review.

### **Miscellaneous**

**2008 Project Supervisor Report-** The Manager provided draft copies of the 2008 Project Supervisor's Report to the Board for their review. Additional comments will be addressed at the second meeting in February.

**February 17, 2009 Meeting-** The Board requested the Administrative Assistant invite Jeffrey B. Geesaman, former Board Member to the February 17, 2009 Board Meeting. The Board would like to express their appreciation to Mr. Geesaman for 15 years of service.

**February 10, 2009 meeting-** E. Gladhill announced she may be absent for the February 10, 2009 meeting due to health issues.

**Washington Township Committee's-** E. Gladhill announced she has changed sub-committees with C. Firme, of the Washington Township Supervisors since she is on the WTMA Board of Directors. E. Gladhill will serve on the Planning Commission committee and C. Firme will serve on the WTMA committee.

**Wastewater Treatment Plant Complaint-** E. Gladhill reported she received a complaint of odor from a resident on Lyons Road, who lives close to the wastewater treatment plant. The Board discussed inviting residents to the plant to explain the different processes of sludge and how the operators try to keep the odor under control.

#### **Adjourn to Executive Session**

The Board adjourned to Executive Session at 9:40 PM on a S. McCleaf, L. Frantz motion to discuss legal matters.

#### **Reconvene to Regular Session**

The Board reconvened to regular session at 11:03 PM.

The Board reviewed and discussed the Memorandum of Understanding between the WTMA and the Township for the new well. On a S. McCleaf, L. Frantz motion a consensus to accept the Memorandum of Understanding was accepted. The Board agreed on a 4-0 vote. E. Gladhill abstained.

#### **Adjourn**

The Board adjourned at 11:05 PM on a S. McCleaf, J. Blair motion.

These minutes were prepared by S. Eck, Administrative Assistant. Respectfully submitted this 10<sup>th</sup> day of February, 2009

---

L. Frantz, Secretary/Treasurer

Washington Township Municipal Authority  
11102 Buchanan Trail East  
Waynesboro, PA 17268

**Statement of Intent**

It is the intent of the Washington Township Municipal Authority to construct a new Administration Building for the Water and Sewer Companies that will house the Administrative and Engineering functions, a public Meeting Room, and room for storage. The building will be constructed with funds from the Sewer Company on land owned by the Water Company.

The Sewer Company will use \$800,000.00 from the Construction fund of the Trust Indenture Securing Sewer Revenue Bonds. Said funds were moved from the Bond Redemption and Improvement Fund in accordance with Section 6.05, allowing for the transfer of those funds "For or toward Costs, Costs of Acquisitions or Cost of Construction of Capital Additions".

The balance of the funds will be paid from various Sewer Company accounts held by PLGIT. The WTMA intends to replace these funds from the Bond Redemption and Improvement Fund in accordance with Section 6.05, as Costs, and Costs of Constructions are defined in Section 1.02 (L) as "Any sums required to reimburse the Authority or to pay any indebtedness incurred by the Authority, with interest thereon, for expenditures made for any of the above items or for any other costs properly chargeable as costs of construction or acquisition."

The Authority initially intends to repay these funds at the rate of \$50,000 per year, beginning in fiscal year 2009-2010, but retains the right to adjust this amount in accordance with its needs or abilities, at its sole discretion. The total amount to repay is approximately \$800,000.00.

**Washington Township Municipal Authority  
Administration Building Costs**

Expenses prior to contract	\$17,540.11
Design/Build Contract Price	\$1,558,360.00
Change Orders:	
CO1 - Impact Fees	\$18,998.00
Total	<hr/> \$1,594,898.11
Capital Budget	\$800,000.00
PLGIT	\$794,898.11