

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
March 17, 2009

Chairman F. Eisenhart opened the meeting at 7:30 PM. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland, S. Eck, B. Carrigan and K. Shannon of CET Engineering.

**Business from the Floor**

Mr. Roberts, owner of Roberts Carwash located in Blue Ridge Summit, approached the Board concerning the current use of water at his facility and the impact it would have on additional tapping fees under the WTMA Resolutions.

Mr. Roberts has been monitoring his water usage for the current billing period and has a concern that he may exceed the capacity he was allocated by the Resolutions. The Manager offered to have someone from the water company read his meter to verify his water usage.

Mr. Roberts asked the Board to reconsider its Resolutions, establishing the baseline for existing businesses by using the highest quarter of water usage that occurred between July 1, 2005 and June 30, 2006. Mr. Roberts indicated he has had higher usage in almost every other year than the one specified in the Resolution, and may consider reducing the hours or even closing his carwash to avoid going over his EDU limit, and not being able to afford the additional tapping fees that may accrue when this year's quarterly review is done.

Chairman F. Eisenhart told Mr. Roberts that the Board is aware of his and other individual cases that may have to be reviewed, but the Board will wait to make any decision about changing the Resolution or considering individual waivers until the year's data has been collected and reviewed.

**Agenda**

The agenda was approved as presented on a L. Frantz, E. Gladhill motion.

**Minutes of March 10, 2009**

The minutes of March 10, 2009 were accepted as presented on a L. Frantz, S. McCleaf motion.

**L. Royer, Lindquist Subdivision**

L. Royer and M. Lindquist were present to discuss the cost of an upgrade to the Blue Ridge Summit Pumping Station. The WTMA had discussed their desire for the developer to share in the cost of the required upgrades at the January 13, 2009 meeting due to the impact the Lindquist subdivision would have on the existing pump station flows.

L. Royer presented an option of breaking down the entire cost of the upgrade and spreading it among all of the known or proposed subdivisions in the area serviced by the pump station, creating a 'special purpose' fee that would be in addition to the normal tapping fee.

The Board requested that the Manager investigate this option and make a recommendation on this matter at a later date.

### **Engineers Report**

K. Shannon of CET Engineering presented the February 2009 Engineers Report. The Engineers Report was accepted as presented on a L. Frantz, J. Blair motion. A copy of the Engineers Report is attached and hereby made a part of these minutes. The following items were discussed:

#### **Water**

- Hess Well and Brookdale Well VFD and Controls
- Bubbling Springs Generator

#### **Sewer**

- Sewer System Capacity Analysis

### **Act 537 Plan**

K. Shannon of CET Engineering presented a final draft of the Act 537 Special Plan Study. After review and discussion, the Act 537 Special Study Plan was accepted by the WTMA as presented on a S. McCleaf, E. Gladhill motion.

The Board briefly discussed scheduling a workshop with the Township and the Planning Commission to present and review the Act 537 Plan. The Manager will contact M. Christopher to coordinate a date that would be suitable.

### **Water Report**

The Manager presented the February 2009 Water Report. The Water Company Report was accepted as presented on a S. McCleaf, E. Gladhill motion.

The following items were discussed:

- Water usage for the month is 43% of the system's capacity
- 13,767,000 gallons of water was produced for the month
- There were no water leaks discovered for the month

- There were five new connections for the month
- Water Company Operators assisted with E&S controls construction for the new well.

### **Sewer Report**

The Manager presented the February 2009 Sewer Report. The Sewer Company Report was accepted as presented on a S. McCleaf, L. Frantz motion.

The following items were discussed:

- The Wastewater Treatment Plant is currently at 64% of its capacity
- The minimum flow for the month was 600,000
- The Average flow was 671,000
- The maximum flow was 780,000
- There were seven new connections for the month
- 39,600 gallons of biosolids were recycled for the month

The Board discussed cleaning the line flowing into the Mar Pen Pumping Station on a monthly basis due to back-up overflow that occurred in the month of February. The Manager will also be discussing the matter with CET Engineering to develop options to solve the problem.

### **Business Report**

B. Carrigan, Business Manager presented the February 2009 Business Report. The Business Report was accepted as presented on a S. McCleaf, J. Blair motion.

The following items were discussed:

- Water Revenue Report
- Sewer Revenue Report
- Cash Flow Summary
- Investment Report
- Tap Fee Detail Report
- Financial/Billing Software

B. Carrigan presented a review of the four billing software companies that had been selected for further review and demonstrations as well as a request to view two company's packages in an actual implemented site. On a S. McCleaf, J. Blair motion the Manager and the Business Manager were authorized to visit sites using Software Systems' and Freedom Systems' Utility Billing and General Ledger software packages and bring the information back to the Board for their review.

Chairman F. Eisenhart suggested L. Frantz visit the two facilities with the Manager and the Business Manager due to her operational experience with the WTMA. L. Frantz will notify the Manager if she is able to visit the facilities after the dates and the sites have been chosen.

### **Ratification of Bills**

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

### **Subdivisions**

**Martin-** Mailed a letter to M. Bard of All Land Services. The Martin subdivision fulfilled the requirements for final approval for their land development plan. On a S. McCleaf, L. Frantz motion the WTMA Board of Directors granted final approval to this subdivision.

**Antietam Commons PH II-** Mailed a letter to AM Trust Bank requesting the construction bond that expires April 25, 2009 must be renewed.

### **Miscellaneous**

**Acceptance of Plumber-** The Manager presented a Plumber Certificate of Registration. The Certificate of Registration for Andrew Droneburg Jr. of Masters Plumbing was accepted as presented on a S. McCleaf, J. Blair motion.

**Waynesboro Borough/ WTMA Joint Workshop-** The Manager discussed setting a date for the Waynesboro Borough Authority and the WTMA Workshop. After discussion the Board chose the date of May 7, 2009 for a meeting that will be held at the Waynesboro Borough Authority Council Chambers.

**PMAA Seminar-** The Manager and the Business Manager will be attending a PMAA Seminar in April and asked that any Board Members who may like to attend to let him know.

**Notary Fee-** L. Frantz questioned the payment of Notary Fees paid for K. Kreps, Customer Service Representative. The Board discussed their willingness to pay for the fees and the Bonding, as long as K. Kreps only performed the services for the WTMA. In the event she wished to use her Notary outside of work, she would be responsible for her Bonding expenses.

**Hess Well II-** Chairman F. Eisenhart expressed gratitude from the Board of Directors to the Manager and all who were involved in the successful development and production testing for the

new well. The Board also authorized the Manager to mail a letter to Mr. A. Gehr, of Ground Solutions, thanking him for his efforts with the installation of the E&S Controls.

**2009 Capital Budget-** E. Gladhill discussed the upcoming Capital Budget with reference to the current economy. The Manager will present a draft of the Capital Budget at the next meeting.

**Adjourn to Executive Session**

The Board adjourned to Executive Session at 10:18 PM to discuss legal matters on a S. McCleaf, L. Frantz motion.

**Reconvene to Regular Meeting**

The Board reconvened at 10:27 PM.

On an E. Gladhill, L. Frantz motion authorization was granted to the Manager to retain a Solicitor with Municipal Authority experience to consult with the WTMA's Solicitor, and to represent the Authority in the Happel case. S. Trinh could be called as a witness, and would be unable to personally litigate the case for the Authority.

**Adjourn**

The Board adjourned at 10:29 PM on a S. McCleaf, L. Frantz motion.

These minutes were prepared by S. Eck, Administrative Assistant respectively submitted on this 7th day of April, 2009.

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L. Frantz, Secretary/ Treasurer