

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
April 21, 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 and S. Trinh.

**Business from the Floor**

L. Royer was present to discuss two subdivisions, Washington Township Center and Family Life Worship. Chairman F. Eisenhart replied these two subdivisions will be discussed during the subdivision section of the agenda. The Manager stated that all preliminary approval requirements were fulfilled and would be recommended to the Board for Preliminary Approval later in the meeting. The Manager will contact L. Royer if anything different happens.

**Agenda**

Chairman F. Eisenhart requested to change Executive Session to discuss legal and personnel matters. The agenda was approved as amended on a S. McCleaf, E. Gladhill motion.

**Minutes of April 14, 2009**

The minutes of April 14, 2009 were accepted as presented on a S. McCleaf, E. Gladhill motion.

**Adjourn to Executive Session**

The Board adjourned to Executive Session at 7:34 PM to discuss legal and personnel matters on an E. Gladhill, L. Frantz motion.

**Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 9:12 PM.

**Water Company Report**

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

The following items were discussed:

- 14,798,000 gallons of water was produced for the month
- Estimated loss of water from leaks were 142,560 gallons
- There were two leaks discovered for the month
- There were four new connections for the month

## **Sewer Company Report**

The Manager presented the March 2009 Sewer Report. The Sewer Company Report was accepted as presented on a L. Frantz, J. Blair motion.

The following items were discussed:

- The Wastewater Treatment Plant is currently at 64.3% of its capacity
- The minimum flow for the month was 540,000
- The average flow was 666,000
- The maximum flow was 850,000
- There were seventeen new connections for the month
- 252,000 gallons of biosolids were recycled for the month

The Manager reported a manhole lid in Sheffield Manor was pushed off, and a shovel was shoved down in the manhole and suspected foul play. Chairman F. Eisenhart asked that any damages that are suspected as foul play in the future should be reported to the police department.

## **Business Report**

The Manager presented the Business Report for the month of March. The Business Report was accepted as presented on an E. Gladhill, L. Frantz motion.

The following items were discussed:

- Water Revenue Report
- Sewer Revenue Report
- Cash Flow Summary
- Investment Report
- Tap Fee Detail Report

## **Ratification of the Bills**

Ratification of the Bills was approved as presented on a S. McCleaf, L. Frantz motion.

## **New Administration Building**

**Proposed Change Orders-** The Manager presented two change orders for the new administration building:

Proposed Change Order 0842-18 – Add a mail slot in customer service at a cost of \$377.00.

Proposed Change Order 0842-19 – Add a panic button at the customer service desk and connect to the security system at a cost of \$269.00.

Both proposals were accepted as presented on a S. McCleaf, E. Gladhill motion. The Manager reported that excluding the Impact Fees paid by GRC, the total net change orders to date were only \$1,113.00.

**Corporation Right of Way Agreement-** The Manager presented a Corporation Right of Way Agreement from West Penn Power (dba Allegheny Power) for installation of a power line from Grandview Avenue to the new administration building. On a S. McCleaf, L. Frantz motion authorization was granted for Vice Chairman S. McCleaf to sign the Corporation Right of Way Agreement with West Penn Power (dba Allegheny Power) notarizing the Agreement.

**Zody's Moving & Storage-** The Manager discussed a proposal from Zody's Moving & Storage to move the WTMA into the new building at a cost of \$1,390.00. The Manager will move forward with a general consensus from the Board.

**Board Meeting Room-** The Manager discussed 3 proposals to build a Board table for the meeting room. After review of the three, the proposal for a custom table from Hess & Sons at a cost of \$3,705.00, which includes installation, was accepted. Authorization was granted to the Manager to proceed with purchasing the meeting room Board table on a L. Frantz, E. Gladhill motion.

## **Pennersville Road Resident**

The Manager presented a letter received from Harry Lamberton on behalf of R. Emory and T. Bowman, homeowners on Pennersville Road, who are required to connect to the sewer main on or before May 1, 2009. Mr. Lamberton is requesting that the WTMA accept a payment plan for the tapping fees to connect to the existing sewer line recently installed on Pennersville Road.

After further discussion the Board decided to not accept Mr. Lamberton's request as presented. The Board requested the Manager to contact Mr. Lamberton and have the homeowners attend a Board Meeting and make the request for a revised payment plan option themselves or provide some additional information.

The Manager discussed sending a list of homeowners to the Township after May 1, 2009 that have not yet connected to the existing sewer main along Pennersville Road and recommend the Township enforce their ordinance requiring connection. The Manager mentioned a homeowner on Polktown Road whom has not yet connected and their name will also be added to the list for the Township.

## **Subdivisions**

**Family Life Worship-** This subdivision has met all preliminary requirements and was granted Preliminary approval by the Board of Directors on a S. McCleaf, L. Frantz motion.

**CC&M-** Mailed a letter to L. Royer with initial review comments.

**Washington Township Center-** This subdivision has met all preliminary requirements and was granted Preliminary approval by the Board of Directors on a S. McCleaf, L. Frantz motion.

The Water and Sewer Extension Agreement for Washington Township Center was accepted as presented on a S. McCleaf, J. Blair motion. Chairman F. Eisenhart was granted authorization to sign the agreement on behalf of the WTMA.

E. Gladhill discussed fire hydrant requirements specified on plans for commercial businesses.

## **Miscellaneous**

**Identity Theft Prevention Program Policy-** J. Blair asked if an original copy was available for the Board member's to sign. The Identity Theft Prevention Program Policy was approved at the April 17, 2009 meeting pending Board signature. All of the Board members signed the policy.

**Cash Drop Safe-** E. Gladhill discussed adding a drop safe in the customer service area of the new administration building to secure cash for security reasons. The Board directed the Manager to get pricing to add a drop safe in the customer service area.

**P. O'Connor Email Complaint-** E. Gladhill discussed portions of an email she received from P. O'Connor. The Board discussed various complaints made in the email and directed the Manager to respond to P. O'Connor's email on behalf of the Board answering her complaints, as well as file a complaint within the WTMA system for future reference. The Board also directed the Manager to copy the Township Supervisors on the response to P. O'Connor's email for their record.

**W. Tomlinson-** Chairman Eisenhart reported that W. Tomlinson, past Board Member is still in the Chambersburg Hospital and allowed to have visitors at this time.

**Chairman F. Eisenhart-** Chairman F. Eisenhart will be out of town April 22, 2009 thru April 28, 2009.

## **Adjourn**

The Board adjourned at 10:39 PM on a S. McCleaf, E. Gladhill motion.

These minutes were prepared by S. Eck, Administrative Assistant respectively submitted on this 5th day of May, 2009.

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L. Frantz, Secretary/ Treasurer