

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
May 5, 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 and S. Eck.

Business from the Floor

There was no business from the floor.

Agenda

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

Minutes of April 21, 2009

The minutes of April 21, 2009 were approved as presented on an E. Gladhill, L. Frantz motion.

ARM Group

W. Seaton and R. Balmer of ARM Group Inc. presented a report on the New Well. They presented the Board with maps and hydrographs showing various aspects of the well. These included locations of monitored wells, Hess Well II hydrograph and turbidity plots, hydrographs from the Sanders and Hess I well, Zone of Influence mapping. They also discussed the process of drilling the well from the original location to the completion of testing that ended February 28, 2009.

Mr. Seaton discussed the permitting process and ARM's intent to apply for the full 1492 gallons per minute that was monitored during the production phase. Conversations with Derrick Havice at DEP lead ARM to believe that this is a reasonable expectation. There is a general belief, based on data collected, that after time the well should produce turbidity free before going on line, just as Hess I did. Mr. Seaton discussed zoning and the approximate acreage of property that must be protected for a Zone 1, and a possibility of producing more wells within the area.

Mr. Balmer reported there are very few wells within the Pennsylvania area that are capable of producing such large amounts of water with such small 'recharge' times. He described these wells as 'Elite' wells. Mr. Balmer stated that the Hess Well II is one of the largest Elite Wells in Pennsylvania that is nearly free of turbidity, with high potential for future water.

Chairman F. Eisenhart and E. Gladhill expressed gratitude to the ARM Group Team for all their hard work during production of the well. Mr. Seaton and Mr. Balmer expressed their gratitude to the WTMA personnel for their assistance and cooperation during a difficult project.

Requisitions and Voucher Request

The following requisitions or voucher requests were approved as presented on a S. McCleaf, E. Gladhill motion:

Voucher Request 2- Payment of \$163,517.40 to GRC General Contractors Inc. for construction of the new administration building.

(Sewer) Requisition No. 443- Payment of \$2,021.50 to CET Engineering Services Inc. for sewer system capacity analysis.

(Sewer) Requisition No. 444- Payment of \$4,055.80 to CET Engineering Services Inc. for nutrient removal capabilities.

(Sewer) Requisition No. 445- Payment of \$141.47 to CET Engineering Services Inc. for the Old Forge Road project.

(Water) Requisition No. 575- Payment of \$44,983.76 to Monacacy Valley Electric Inc. for Hess Brookdale Well controls.

Chairman F. Eisenhart questioned if the WTMA is retaining a sufficient amount to completion of the project. The Manager replied 10% totaling \$6,683.00 will be withheld until the project is completed.

(Water) Requisition No. 576- Payment of \$42,495.71 to ARM Group Inc. for Hess Well II.

(Water) Requisition No. 577- Payment of \$819.55 to CET Engineering Services Inc. for Hess Brookdale Well controls.

WTMA Projects Update Report

The Manager presented the monthly Projects Update Report. The following items were discussed:

Biosolids Permitting/ Jack Martin Farm- The permitting process for the Jack Martin farm is complete. The fields are available for use at any time. We do not project needing to haul any biosolids to the fields until late summer or early fall. Bid documents and requirements for hauling are being prepared and will be ready prior to necessary application of material.

Bubbling Springs Generator- The submittals for the generator, alternator, transfer switches and fencing have been approved and the materials should have been ordered by GW Electric. A change in the location of the Generator and Propane tank has been proposed by WTMA, and GW Electric is looking to see if there will be any change in cost before proceeding with any excavation.

Brookdale/ Hess well Controls- The FCC license was issued, and the controls were shipped from Siemens. The VFD's and controls have been installed by Monocacy Valley Electric and Wel-Tech. Siemens and Monocacy have been on site this week testing, and troubleshooting to make sure everything is working before closing the project.

Water Specifications- The Water Specifications have been completed and ready for Board review. Once the specifications are adopted all the existing registered plumbers will be required to re-test for the new water and sewer specifications in order to continue their registration.

Hess Well II- Drilling and testing work is completed. The next step is the permitting process that ARM Group will assist with.

Valley Avenue- The Manager of Special Projects is working on a material list for the project and bid documents.

Old Forge Road- The Manager of Special Projects will be working on an Old Forge Road Package and the WTMA will notify the affected homeowners in advance.

New Administration Building- There have been 16 days lost due to bad weather but GRC is still scheduled for completion by the beginning of July, 2009. The interior and exterior walls are insulated and drywall should be completely hung by May 9, 2009.

Buena Vista Springs- WTMA staff walked the site and discussed the scope of the project with S. Fisher of Groundwater Services and D. Havice, J. Minnich and E. Muzik of DEP.

Proposal for Arc Reader Implementation

The Manager presented a proposal from CET Engineering Services Inc. to develop a standardized data management framework for the storage of files used in the Geographic Information System (GIS) and to provide training for WTMA staff to access information to make informed decisions. The proposal would also integrate the new GIS with the existing water and sewer models, allowing changes to be made in the GIS, and have them 'sync' to the model. Training of WTMA staff will enable full use of the Geographic Information System.

The Manager will discuss the proposal at the next business meeting with K. Shannon of CET Engineering Inc., who will be present.

Subdivisions

Family Life Worship Center- Mailed a letter to L. Royer stating the WTMA Board of Directors granted Preliminary Approval to this subdivision.

Washington Township Center- Mailed a letter to L. Royer stating the WTMA Board of Directors granted Preliminary Approval to this subdivision.

Spring Run Phase IIA- Mailed a letter to L. Royer stating the As-Built drawings are incomplete.

CC&M- Mailed a letter to L. Royer to address comments and resubmit plans.

Hunters Ridge- S. Melego, Water Superintendent, discussed testing of the water lines before final acceptance can be granted for this subdivision.

Water Specifications

The Manager presented draft copies of the 2009 Water Specifications for the Board's review. The Manager requested that the Board provide any comments by the May 12th meeting, and following incorporation of those comments, the Water Specifications will be added to the WTMA website for public comment prior to adoption.

Bid Documents for Hauling Biosolids

The Manager presented the bid document for loading, transportation and land application of biosolids. The Board approved the Invitation for Bid Package for hauling biosolids with changes on a L. Frantz, S. McCleaf motion.

Miscellaneous

New Service Line- S. Melego, Water Superintendent, reported a new service line was installed on Monterey Lane due to past rusty water conditions. Penn Dot is scheduled to repave Monterey Lane on May 11, 2009.

Frozen Meters- S. Melego, Water Superintendent, reported a summer home had a frozen meter replaced due to weather conditions. S. Melego discussed past history issues with frozen meters. Chairman F. Eisenhart suggested S. Melego discuss these types of issues with the Manager.

Pennersville Road/ Polktown Road Connections- The Manager will present a list of homeowners that have not yet connected to the existing sewer main along Pennersville Road to the Board of Directors at the next Board Meeting. The list of homeowners will be mailed to the Township, requesting the Township to enforce their ordinance requiring connection to a sewer system. 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.

WTMA Water System/Wastewater Treatment Plant Tour- The Manager scheduled a tentative date of May 15, 2009 to tour the water system and wastewater treatment plant with the Board of Directors. The Manager will place an ad in the local newspaper once the May 15, 2009 date has been confirmed.

Tuition Reimbursement- The Manager requested Board authorization to reimburse K. Kreps \$47.00 for enrolling in an Excel Introduction Training Course at Hagerstown Community College with a passing grade under the provisions of Resolution 06-3. Authorization was granted to K. Kreps on a L. Frantz, J. Blair motion.

Intermediate Excel Training- The Manager requested Board authorization for K. Kreps to enroll in an Intermediate Excel Training Course at Hagerstown Community College and receive reimbursement under the provisions of Resolution 06-3. Authorization was granted to K. Kreps on a S. McCleaf, J. Blair motion.

Waynesboro Borough Minutes- The Manager briefly reviewed the Waynesboro Borough Minutes.

WTMA / Waynesboro Borough Workshop- The Manager discussed the proposed agenda for the WTMA/Waynesboro Borough Authority Workshop that is scheduled for May 7, 2009 at 7:30 PM. The Manager is working on a proposed agenda with L. Pryor, Borough Manager.

L. Frantz asked if the workshop minutes will be recorded. Chairman F. Eisenhart suggested it is not necessary for the Administrative Assistant to attend the workshop, the Manager can record the minutes.

Waynesboro Area Human Services Council- The Manager presented a letter received from the Waynesboro Area Human Services Council asking for monetary donations from local businesses due to the economic crisis and having seen a decrease in contributions to help needy families within the Waynesboro area.

The Board directed the Manager to mail a letter to Waynesboro Area Human Services Council informing them that the WTMA is a Non-Profit Organization and unable to contribute; however the letter from Waynesboro Area Human Services Council will be forwarded to an organization within the Waynesboro Area who may be able to help.

New Administration Building- J. Blair asked if the new administration building was designed to code for the layout of furniture within the office area. The Manager replied there are multiple types of outlets in all areas, and one outlet was moved within the filing room area because of expected placement of filing cabinets.

Projects Update List- S. McCleaf expressed gratitude to the Manager for creating the Projects Update Report that keeps the Board informed of all WTMA projects on a monthly basis.

Phosphorus Free Soap- E. Gladhill discussed availability of phosphorus free soaps made available in local supermarkets and on-line to improve water quality in lakes, rivers, streams and marine waters.

Board Members Mail- E. Gladhill requested that mail which is sent to the Board thru the administration office not be opened. She would like to see the envelope stamped on the outside only.

Board Meeting Packets- E. Gladhill reported a Township Supervisor's claim that they are not receiving all items in the packets from the WTMA Board Meetings. Chairman F. Eisenhart discussed the Board Meeting Packet that is given to the Washington Township Supervisors. The packet includes the minutes and any information, such as the Engineer's Report, Water Report, and the Sewer Report which is part of the minutes and travel with the minutes. Other items that do not travel with the minutes are not part of the packet. If anyone wants a specific item, they need to be specific and request it through the appropriate channels, or under the Right to Know process. The Board gave consensus on this issue.

Adjourn to Executive Session to Discuss Legal Matters

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

Reconvene to Regular Meeting

The Board reconvened at 10:41 PM.

Adjourn

The Board adjourned at 10:41 PM on a S. McCleaf, E. Gladhill motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 12th day of May, 2009.

Lori Frantz, Secretary/ Treasurer