

Washington Township Municipal Authority  
Business Meeting Minutes  
May 12, 2009

Chairman F. Eisenhart opened the meeting at 7:33 PM. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland, S. Eck, B. Carrigan and C. Angle, of CET Engineering Inc.

**Business from the Floor**

D. Desjardins, a resident in Blue Ridge Summit, approached the Board and requested the WTMA install a fire hydrant in Monterey Circle. His concern is the area has many historical homes and if there would be a fire; many of the ones located on Monterey Circle could be destroyed. He noted that a water line was replaced by the WTMA to a house on Monterey Lane that is within the area of concern.

The Manager replied installation of hydrants is the responsibility of the Township and not of the WTMA and explained that PennDOT is scheduled to repave Monterey Lane in a few days. Mr. Desjardins replied he has previously contacted M. Christopher, Manager of the Township, and has not received any response back. The Manager will contact M. Christopher and will be back in contact with Mr. Desjardins.

**Agenda**

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

**Minutes of May 5, 2009**

The minutes of May 5, 2009 were approved as presented on an E. Gladhill, J. Blair motion.

**Lindquist Subdivision**

M. Lindquist, of Linquist & Company LLC. and her attorney, D. Kornfield, were present to discuss an offer to pay a portion of the cost for the upgrade to the Blue Ridge Summit Pumping Station, which is estimated to be \$52,000.00. The WTMA had discussed their desire for the developer to split the cost of the required upgrade 50% at the January 13, 2009 meeting, based on the impact the Lindquist subdivision would have on the existing pump station flows.

The WTMA Board of Directors accepted Lindquist & Company LLC.'s proposal to pay \$13,000.00 as their share for the Blue Ridge Summit Pumping Station upgrade on a S. McCleaf, E. Gladhill motion. Payment of the \$13,000.00 will be due in full upon application for a Building Permit for the first apartment building. Mr. Kornfield will prepare an agreement between the WTMA and Lindquist & Company LLC and provide it to the Manager for review.

The Manager reported that as part of the continued search for Inflow and Infiltration (I&I), personnel from the wastewater treatment plant used the sewer camera that was recently purchased and have discovered at least 2 lines and 4 manholes that have leaks and need to be repaired within the Blue Ridge Summit area. The Board discussed problems with I&I issues.

## **Engineers Report**

C. Angle of CET Engineering Inc. presented the April 2009 Engineers Report. 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/ Brookdale Booster Pumping Station VFD Controls

Bubbling Springs Generator

### **Sewer**

Special ACT 537 Planning Study

Sewer System Capacity Analysis

WWTP Ammonia- Nitrogen Issues

## **ArcView Training**

C. Angle discussed training options for the ArcGIS software that was recently purchased by the WTMA. The Board reviewed the Proposal by CET Engineering Inc. and chose to accept the complete 'Proposal for ArcReader Implementation' dated April 21, 2009, substituting the training specified in Task 3 with Option 3 from the supplemental 'Options for Training', dated May 8, 2009. This will include a one day, customized on-site training for as many staff as the WTMA determines. The total cost of \$11,650.00 for the GIS implementation was accepted on a S. McCleaf, L. Frantz motion.

## **Business Report**

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

The following items were discussed:

Water Company Revenue Report

Sewer Company Revenue Report

Cash Flow Summary

Investment Report

## Tap Fee Detail Report

### Zullinger Water Analysis

#### **Ratification of the Bills**

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

#### **Requisitions**

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

(Water) Requisition No. 53-W- Transfer \$206,223.90 from the M&T Revenue Fund of the Trust Indenture to the WTMA PLGIT account.

(Sewer) Requisition No. 53-S- Transfer \$252,460.36 from the M&T Revenue Fund of the Trust Indenture to the WTMA PLGIT account.

#### **Purchase Request for Billing Software**

The Manager and the Business Manager prepared and presented the New Financial and Utility Billing Software Purchase Request to the Board of Directors.

The purchase request included a thorough analysis of the ten proposals originally received for new billing and finance software against the Request for Proposals. From the original submissions, four vendors were selected to provide on-site demonstrations and were viewed at the WTMA office. WTMA staff and several members of the Board of Directors then visited two implementations at Municipality/Authority sites in April, 2009. The Purchase Request recommended the purchase of the software package provided by Software Systems, Inc.

The WTMA Board of Directors awarded the bid to Software Systems Inc., whom best suits the WTMA's needs now and into the future at a bid cost of \$56,506.65, and not to exceed the budgeted \$60,000.00 on a S. McCleaf, L. Frantz motion on a 5-0 vote.

The Business Manager then presented a proposed billing cycle revision for water and sewer customers to the Board. The proposal would combine all the billings into 4 quarterly billings. After review and discussion the Board requested additional information before a decision could be made to change the water and sewer billing cycles.

#### **Purchase Request for New Vehicle**

The Manager presented a purchase request to replace the 1999 Dodge Van. On a L. Frantz, S. McCleaf motion approval was granted to purchase a 2009 F31 F350 Ford Cab Truck with full utility body thru the CoStars state contract for the water company at a cost of \$28,975.00.

## **Water Specifications**

The Manager presented a draft copy of the new water specifications at the May 5, 2009 meeting. After review and discussion the Board accepted the draft copy of the new water specifications on a S. McCleaf, J. Blair motion. The new water specifications will be placed on the WTMA's website for public comment.

Chairman F. Eisenhart discussed issues with the newly approved sewer specifications and to assure the same issues will not affect the water specifications. The Manager replied the sewer specification issues do not apply to the new water specifications.

## **Subdivisions**

**CC&M-** A letter was mailed to L. Royer of L. Royer and Associates stating the plans can not be approved at this time due to the Blue Ridge Summit Pumping Station issues.

**Koontz-** A letter was mailed to M. Bard of All Land Services stating the plans can not be approved at this time due to the Blue Ridge Summit Pumping Station issues.

**Family Life Worship Center-** Mailed a letter to L. Royer of L. Royer and Associates with no comments to the revised plans.

## **Miscellaneous**

**PLGIT Form-** The Manager presented a PLGIT Request Form to remove E. Barnhart from the Attention line on PLGIT mailings. Two Authorized Board Members must sign the request form to remove Mr. Barnhart's name from their mailing.

**Water Leak Payment Request-** The Manager presented a letter received from M. Lunde requesting a plan of payment for a significant water leak that occurred in her home. Her water bill totals \$721.12 and is due by June 1, 2009. The Board gave consensus to M. Lunde's request.

**Water/Wastewater Tour-** J. Blair and S. McCleaf discussed changing the time to 1:00 PM due to prior commitments. The Board will meet at the WTMA administration office for the water and wastewater system tour.

**Quincy Township Supervisors-** J. Blair discussed the proposed agenda for the May 19, 2009 Board Meeting. The Quincy Township Supervisors will be attending the meeting.

**WTMA/Waynesboro Workshop Minutes-** Chairman F. Eisenhart asked the status of the minutes from the Workshop that was held on May 7, 2009 between the WTMA and the Waynesboro Borough Authority. The Manager replied he has completed the minutes and sent them to L. Pryor for his review.

## **Adjourn to Workshop**

The Board adjourned to workshop at 11:02 PM on a J. Blair, S. McCleaf motion.

### **Complaint Report**

The Board reviewed the complaint report.

### **Adjourn to Executive Session**

The Board did not adjourn to executive session to discuss legal matters. The Lindquist Subdivision Proposal presented by M. Lindquist and D. Kornfield was accepted by the WTMA Board of Directors.

### **Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 11:04 PM.

### **Adjourn**

The Board adjourned at 11:04 PM on a S. McCleaf E. Gladhill motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 19th day of May, 2009.

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Lori Frantz, Secretary/ Treasurer