

Washington Township Municipal Authority
Business Meeting Minutes
May 19, 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, S. Melego and O. Benchoff.

Business from the Floor

There was no business from the floor.

Agenda

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

Minutes of May 12, 2009

The minutes of May 12, 2009 were accepted as presented on a S. McCleaf, J. Blair motion.

WTMA/ Waynesboro Borough Workshop Minutes of May 7, 2009

The WTMA/ Waynesboro Borough Workshop Minutes of May 7, 2009 were accepted as presented on a S. McCleaf, L. Frantz motion.

Water Company Report

S. Melego, Water Superintendent presented the April 2009 Water Report. The water report was approved as presented on a S. McCleaf, J. Blair motion.

The following items were discussed:

- Water usage for the month is currently 40% of the system's capacity
- 14,449,000 gallons of water was produced for the month
- 43,014,000 gallons of water was produced for the quarter
- One water leak was discovered for the month
- Unaccounted water for the quarter was 17%
- There were no connections for the month

L. Frantz asked when the next leak detection would be performed. S. Melego replied within the next few weeks. Some repairs needed to be made to several PRV's and some hydrants needed to

be tested. He indicated it would be better to do leak detection after the hydraulic changes from these events.

Valley Avenue Bid

The Manager presented a draft copy of the Invitation for Bids for supply and delivery of materials for a water main replacement. After review and specified changes the Board accepted the Invitation for Bids on a S. McCleaf, E. Gladhill motion.

Sewer Company Report

O. Benchoff, Wastewater Superintendent presented the April 2009 Sewer Report. The Sewer Report was approved as presented on a S. McCleaf, J. Blair motion.

The following items were discussed:

- Minimum flow for the month was 670,000
- Average flow was 930,000
- Maximum flow was 1,210,000
- There were thirteen new connections for the month
- Maximum Hydraulic EDU's 8486
- Total Hydraulic EDU's used to date 5469.5
- For planning purposes, the wastewater treatment plant is currently operating at 64.4% of its capacity
- 36,000 gallons of biosolids were recycled during the month of January

The Manager discussed the customers who have not yet connected to the sewer main along Pennersville Road and one on Polktown Road. A list of customers who have not yet connected will be prepared and sent to the Township after WTMA Board review.

Purchase Request for Sewer Company

The Manager presented a purchase request for a Drummond Portable Composite Sampler. On a S. McCleaf, J. Blair motion the Board accepted a Drummond Portable Sampler from Drummond & Company at a cost of \$2,175.00.

Quincy Township Supervisors

Mr. R. Gunder, Chairman of the Quincy Township Supervisors and Mr. Kerry Bumbaugh, Quincy Township Supervisor, attended the Board meeting to discuss the possibility of having WTMA

supply water to approximately 200 homes in Quincy Township. Some homes in the Quincy Township area have wells containing contaminated water.

A Memorandum for Discussion had been prepared by the WTMA and sent to the Quincy Township Supervisors for review and consideration. The discussion centered on that document, a copy of which is made part of these minutes. The Manager explained that the Memorandum was to provide a starting point for discussions, and any final arrangements would be codified in an Agreement between the Quincy Township Supervisors and the Authority.

Chairman F. Eisenhart advised that WTMA would like to consider the Quincy Township Supervisors as a Commercial Customer, and subject to the same treatment as any other Commercial Customer, including but not limited to, enforcement of WTMA Resolution 06-6 (as it may be amended).

Mr. Gunder questioned the applicability of the distribution portion of tapping fees being assessed. The Manager and Solicitor explained the basis for that request, including the fact that none of the infrastructure constructed to supply water would be dedicated to the WTMA and that Quincy would simply tap onto an existing water main and run a line from that point to serve the affected area. The processing of tapping fees and possibility of payment of Reservation of Capacity Fees was also discussed. S. Trinh discussed the fact that Quincy should create a policy to collect whatever fees are appropriate from the Quincy Township residents, and questioned whether Quincy intended to adopt a Mandatory Connection Ordinance, which K. Bumbaugh indicated that they would.

The Manager discussed requiring any water mains, service connections and other related infrastructure to be installed according to the WTMA Water Specifications, and to be inspected by WTMA personnel. The expense for inspections will be the sole responsibility of the Quincy Township Supervisors. Mr. Bumbaugh questioned if all lines are to be inspected. The Manager stated due to the fact that WTMA's water would be flowing through the lines and they would be directly connected to the WTMA system, the WTMA would require all lines must be inspected during installation. The Manager made Mr. Gunder aware Quincy Township needs to adopt water specifications, and would be welcome to adopt the WTMA's. F. Eisenhart explained that a point may come when the WTMA would be comfortable with Quincy's specifications and inspections, and that arrangement may change.

The Quincy Township Supervisors would be billed at the same rate as all other WTMA Commercial Customers. A bond or some other form of financial surety may be required by the WTMA to guarantee future payment of water bills. Mr. Bumbaugh asked if financial security would be necessary since they are a Township, and S. Trinh advised the WTMA needs some type of Guarantee of Payment. The Supervisors indicated they may talk with their Solicitor, and S. Trinh agreed they may have another suggestion to guarantee payment.

The WTMA will require adequate assurance that the Quincy Township Supervisors have in place mechanisms to bill for services and collect applicable fees. The Quincy Township Supervisors explained that they already have billing software for their sewer customers and many of their existing sewer customers would also become water customers.

The WTMA would require Quincy to have a certified Water Operator on staff or contracted, and to comply with all the State and Federal requirements of operating and maintaining a water system prior to the WTMA supplying any water. Mr. Gunder asked if this would be a requirement. The Manager explained that as a water system, DEP would require this as well.

The engineering requirements were discussed, with Quincy explaining that everything was dependent upon DEP's final determination of the best way to obtain water for the affected homes and the funding attached to that solution. Chairman F. Eisenhart reiterated all engineering evaluations must be completed before a final decision could be made and Quincy agreed.

An Inter-Municipal Agreement or other acceptable legal document codifying the agreement will be prepared by the WTMA and accepted by both entities prior to water being supplied. The legal cost for the preparation of the agreement will be the sole responsibility of the Quincy Township Supervisors. The Quincy Township Supervisors agreed.

Mr. Gunder and Mr. Bumbaugh welcomed the Manager and any interested Board Members to attend a public hearing being held by DEP for Quincy Township. The Manager requested that Quincy notify him when such a hearing was scheduled. Chairman F. Eisenhart asked Mr. Gunder to feel free to reply in writing of the conversations held this evening with the WTMA if he chooses to do so. Mr. Gunder asked to receive a copy of the approved minutes for this meeting held May 19, 2009.

Requisitions

The following requisitions were approved as presented on a L. Frantz, E. Gladhill motion.

(Sewer) Requisition No. 446- Payment of \$1,417.45 to CET Engineering Services for nutrient removal capabilities.

(Sewer) Requisition No. 447- Payment of \$1,390.50 to CET Engineering Services for sewer system capacity analysis.

(Water) Requisition No. 578- Payment of \$439.37 to CET Engineering Services for Hess/Brookdale controls.

(Water) Requisition No. 579- Payment of \$52.50 to CET Engineering Services for the Bubbling Springs generator.

(Water) Requisition No. 580- Payment of \$2,624.00 to R. Lee Royer and Associates for surveying Valley Avenue.

Subdivisions

CC&M- Mailed a letter to L. Royer with final approval requirements.

Lindquist- Mailed a letter to L. Royer with preliminary approval requirements.

Koontz- Mailed a letter to M. Bard with preliminary approval requirements.

CC&M- Mailed a letter to M. Christopher stating WTMA has capacity with no overload.

Lindquist- Mailed a letter to M. Christopher stating WTMA has capacity with no overload.

Koontz- Mailed a letter to M. Christopher stating WTMA has capacity with no overload.

Hunters Ridge- Mailed a letter to M. Bard explaining that Hunters Ridge would be recommended for Final Approval and listing the requirements for Final Acceptance.

On a S. McCleaf, E. Gladhill motion the Hunters Ridge subdivision was granted final approval by the Board of Directors.

Miscellaneous

Chambersburg Project Inc. - The Manager presented an email received from Chambersburg Project Inc. The non-profit organization is constructing a new home on Mentzer Gap Road and asked the WTMA to waive a \$60.00 inspection fee for water hookup. Chairman F. Eisenhart announced he received an anonymous donation of \$60.00 to pay for the inspection of the home being constructed on Mentzer Gap Road. A letter will be sent to the Chambersburg Project notifying them of this.

WTMA Company Picnic- The Manager announced the WTMA will be holding a company picnic on July 26, 2009 at Red Run Park.

Science Fair Project Participation- J. Blair discussed having the Water and Wastewater treatment plant participate with the local elementary schools and offer services to children who may be interested in a science fair project that would involve the WTMA. The Manager replied he will contact the local schools and talk with the science teachers.

June 2, 2009 Board Meeting- Chairman F. Eisenhart announced he will be absent for the first Board Meeting held June 2, 2009.

New Water and Sewer Billing Cycles- Chairman F. Eisenhart asked the status of the updated information requested for a move to 4 billing cycles for water and sewer that would take effect with the new financial software that was approved at the May 12, 2009 meeting. The Manager replied the updated information will be presented at the June 2, 2009 meeting for the Board's review.

Mar Pen Pumping Station/ Barber Complaint- Chairman F. Eisenhart asked the status of the modifications of the Mar Pen Pumping Station line near Mr. Barbers home. The Manager replied WTMA personnel have been maintaining the line on a monthly basis and he had explained the steps being taken to Mr. Barber, who seemed satisfied. The Board suggested using the Composite Sampler to try to pinpoint the problem area.

Board Consensus- S. McCleaf briefly discussed an article concerning a local township that he read in the local newspaper pertaining to Boards using consensus. S. Trinh explained official

action, especially one that obligates the WTMA, such as applying for grants, needs to be done in public meeting. Directing the Manager to do something specific can be done by the Board in an open meeting, using Consensus.

New Administration Building- Chairman F. Eisenhart reported GRC General Contractors Inc. put the final coat of primer on the walls and will begin the finish coat of the walls in the new Administration Building.

L. Frantz discussed contacting local artists and displaying their art in the new administration building.

E. Gladhill discussed an email she received from a Township Supervisor questioning a possible Temporary Occupancy Permit for the new administration building. The Manager had explained that she would not have known about it because it was first discussed during a tour of the building on Friday of the previous week, and she was not present. E. Gladhill stated that she felt blindsided by the question and felt it was not appropriate at that point. The Manager explained that GRC General Contractors Inc. is the Design and Build Contractor and they were communicating with the Commonwealth Code Inspection Service as a contingency, because a potential delivery problem with the elevator was identified. CCIS had indicated such a Permit would not be an issue for several reasons. The Manager will keep the Board informed of any developments.

Board Member Emails- S. Trinh briefly discussed a seminar she had attended on the issue of emails with relation to the Sunshine Law. She will prepare a memo to the Board addressing the issue in some more depth, and suggested the WTMA may have to amend the Retention of Records Policy to include the destruction of emails.

Adjourn to Executive Session

The Board adjourned to Executive to Discuss Legal and Personnel Matters at 9:35 PM on a S. McCleaf, L. Frantz motion.

Reconvene to Regular Meeting

The Board reconvened at 9:50 PM.

Adjourn

The Board adjourned at 9:51 PM on a S. McCleaf, J. Blair motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 2nd day of June, 2009.

Lori Frantz, Secretary/ Treasurer