

Washington Township Municipal Authority
Business Meeting Minutes
June 2, 2009

The meeting was opened at 7:30 PM by Vice-Chairman S. McCleaf. Others present were L. Frantz, E. Gladhill, J. Blair, S. McFarland and S. Eck. Chairman F. Eisenhart was absent.

Business from the Floor

There was no business from the floor.

Agenda

The agenda was approved (4-0) as presented on a L. Frantz, J. Blair motion.

Minutes of May 19, 2009

The minutes of May 19, 2009 were accepted (4-0) as presented on an E. Gladhill, L. Frantz motion.

Open Bids to Haul Biosolids

D. Little, of Little Enterprises was present for the opening of the sealed bids.

Vice-Chairman S. McCleaf opened two sealed bids for loading, transportation and land application of biosolids. The sealed bids were from the following companies:

Little Enterprises, Newville, PA- To load, transport and haul biosolids to the Sheeley Road Tract, the quoted cost was \$00.035 per gallon, and the Scott Road Tract was quoted at \$00.038 per gallon.

S&L Enterprises- To load, transport and haul biosolids to the Sheeley Road Tract the quoted cost was \$00.028 per gallon, and the Scott Road Tract was quoted at \$00.032 per gallon per site.

The bids were tabled for further review on a L. Frantz, J. Blair motion (4-0).

Sewer Connection Referrals

The Manager reported letters were mailed to homeowners who have not yet connected to the sewer main along Pennersville Road.

R. Emory and T. Bowman, one of the homeowners required to connect to the sewer main along Pennersville Road, were present and asked the WTMA Board if they could set up a payment plan to connect to the sewer main. Mr. Emory and Ms. Bowman are required to pay a sewer tap fee of \$2,626.00 and a \$60.00 inspection fee before connecting. They had requested to make payments

of \$100.00 per month for 12 months, and the remaining balance paid at the end of the payment plan's term.

On a L. Frantz, E. Gladhill motion the Board proposed a payment plan of \$100.00 per month, but requiring connection to the sewer main by June 30, 2009. The first payment of \$100.00 will be due by July 31, 2009; if a payment is missed a lien will be posted on their property.

After further discussion the original motion was withdrawn and then a second motion was made to require payment of \$60.00 for an inspection fee due with the connection to the sewer main by June 30, 2009. The first \$100 payment will be due by July 31, 2009 with a \$100.00 payment due each month thereafter with the remaining balance due by June 30, 2010. The WTMA will post a lien on the property upon connection of the sewer main. As payment is made the lien will be reduced periodically. When final payment has been made the lien will be released. The motion passed (4-0) on a L. Frantz, E. Gladhill motion. The Board requested the Manager to mail a letter with the payment stipulations and have Mr. Emory and Ms. Bowman sign an Agreement of Payment.

The Manager reported Mr. J. Baker, another resident along Pennersville Road and Mr. N. Batdorf, a resident along Polktown Road have not yet connected to the WTMA sewer mains. After further discussion the Board directed the Manager to contact the Washington Township Supervisors and request that they enforce their ordinance on a J. Blair, E. Gladhill motion (4-0).

WTMA Projects Update

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

Biosolids Permitting/ Jack Martin Farm- The permitting is completed and this project is done. The bid to haul the biosolids and apply to the Martin's Farm will be awarded after the two bids received are reviewed by the Manager.

Bubbling Spring Generator- The needed parts have been ordered and due to be shipped by Kohler in mid-June. Site work will include construction of a concrete pad for the generator and propane tank as well as enclosing the new area with security fencing.

Brookdale/ Hess Well Controls- Problems were encountered during the installation and testing of the new controls. The replacements for the defective parts for the Brookdale VFD were ordered and installed by the contractor on May 12, 2009. A control card was then ordered and installed, and along with some programming changes on the existing Hess I VFD, the problem has been resolved. Monocacy Valley Electric is coordinating with Siemens to perform the startup, testing and training of WTMA employees.

Water Specifications- The water specifications have been presented to the WTMA Board and posted on the website for public review and comments. After the water specifications have been adopted, a new test will be produced for the new water and sewer specifications and all the plumbers on the registered plumbers list will be required to re-test.

Hess Well II- ARM Group has provided a draft of their report for the WTMA's review prior to submission to DEP for the permitting phase.

Valley Avenue- The bid documents are completed and the notice of request for bids was published. Bids are due back to the WTMA by June 9, 2009 and will be opened at that night's business meeting. Delivery of materials must take place within 30 days of a Notice of Bid Award.

Old Forge Road- The Manager of Special Projects is working on the bid documents and the WTMA is compiling a list of homeowners who will be affected by this project. The Township has indicated the first phase is outside of their ability due to the depth of construction, and it will be put out for bid by private contractors. The project will extend the sewer from its current ending point to within a short distance of Calimer Drive. Phase II of the project may occur next year and would provide service up Calimer Drive and north to the edge of the Township.

Administration Building- The bulk of the exterior work is completed. Curbing in the front and around the lower parking lot has been completed. On the inside the drywall has been hung, the primer and the first finish coat of paint was applied. The ceiling grid has been hung and the casework has been installed. Plans are being made for the move from the existing administration building to the new administration building.

Buena Vista Springs- WTMA personnel met with an instructor from Penn State to discuss removing trees at the spring. Their recommendation was to contract a logging company to remove the trees. A list of loggers authorized to work within the state forest were obtained and several will be contacted to obtain quotes. A plan will be developed to rehabilitate the spring site itself. A contract was signed with DEP for the grant, but the WTMA has not yet received the information regarding the mechanism needed to obtain reimbursement for our expenses on this project.

Proposed Change Orders

The Manager presented two change orders for the new administration building.

Change Order No. 0842-27- Add a Plexiglas wall to the low counter of the customer service desk at a cost of \$488.00.

The Manager has accepted this change order.

Change Order No. 0842-28- Install a timber fence at the top of the driveway at a cost of \$2,201.00.

The Manager recommended the WTMA not accept this change order due to the cost. The proposed work may be reconsidered after the administration building is done.

The Board agreed by consensus with the Manager for the two change orders.

Water and Sewer Billing Cycle Change

The Manager presented a revised billing cycle for water and sewer customers. The new billing cycle will combine water only, sewer only, and water and sewer billings together, and all three will be billed at the same time, once a quarter. On a J. Blair, E. Gladhill motion, the Board moved to adopt the new billing cycle as proposed by the Business Manager, with customer notification in the form of a letter explaining all the changes and proposed date of change. All Resolutions that note the current billing cycle will also be amended to reflect the new billing cycle. The motion was accepted as presented (3-1), with L. Frantz against.

E. Gladhill discussed the possibility of modifying or removing the automated phone system from the administration office phones, and would like to see the WTMA staff answer the phone. The Manager indicated the message could be modified anytime, but discussed evaluating the proposed removal of the phone system until after the move to the new administration building and the implementation of the new software.

Requisitions

On a L. Frantz, E. Gladhill motion the following requisition was approved (4-0) as presented.

(Sewer) Requisition No. 448- Payment of \$14,772.15 to Software Systems Inc. for the first payment of the new billing and accounting software.

Intern Position

The Manager discussed the benefits of hiring a summer intern. A resume from Mr. Anthony Secary, a college student attending Shippensburg University was presented to the Board.

On a J. Blair, L. Frantz motion the Board gave the Manager approval to hire Mr. Anthony Secary as a part time summer intern at a salary of \$9.95 per hour for a total of 120 hours (4-0).

Subdivisions

Hunters Ridge- A letter was mailed to M. Bard of All Land Services stating final approval was granted to this subdivision. The Final Acceptance criterion was mentioned in a previous letter dated May 19, 2009.

Final acceptance criteria have been completed for this subdivision. Final acceptance was granted on an E. Gladhill, J. Blair motion (4-0).

Farm Spring Estates Phase II- On an E. Gladhill, J. Blair motion final acceptance was granted to this subdivision (4-0).

AT&T Mobility- A letter was mailed to M. Watson of Washington Township stating the proposed land development plan does not affect or impact the WTMA water or sewer services.

Iron Bridge Estates- A letter was mailed to M. Watson of Washington Township stating the proposed land development plan does not affect or impact the WTMA water or sewer services.

Miscellaneous

Midvale Road Property- J. Blair discussed property that is for sale next to WTMA's property along Midvale Road. The Manager will contact the real estate agent and discuss this matter with the Board at a later date.

Adjourn

The Board adjourned at 9:07 PM on a L. Frantz, J. Blair motion (4-0).

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 9th day of June, 2009.

Lori Frantz, Secretary/ Treasurer