

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
July 14, 2009

Chairman F. Eisenhart announced that it was his distinct pleasure to open the WTMA's first business meeting in the new Administration Building at 7:30 PM. Chairman F. Eisenhart also commented that the new Administration Building was the result of planning and budgeting of funds since 2003.

Others present were S. McCleaf, L. Frantz, J. Blair, S. McFarland, S. Eck and S. Trinh. E. Gladhill was absent.

Business from the Floor

J. Geesaman, past Chairman of the WTMA, was present and also commented that the building funds were originally intended for maintenance, restoration of the old administration building and replacement of the roof. The decision was then made to use the encumbered funds to construct a new administration building due to the cost of repairs necessary for the old one. Many years of planning have resulted for the new Administration Building.

Agenda

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

Minutes of June 16, 2009

The minutes of June 16, 2009 were accepted as presented on a S. McCleaf, J. Blair motion (4-0).

Special Meeting Minutes of June 25, 2009

The special meeting minutes of June 25, 2009 were accepted as presented on a S. McCleaf, J. Blair motion (4-0). The Board of Directors met to discuss a problem with cracks in the new Administration Building.

Adjourn to Executive Session

Chairman F. Eisenhart requested to move the Executive Session to discuss legal matters after the Projects Update Report on the agenda. The Solicitor was not present for Executive Session at that time.

Resolution 09-3

Resolution 09-3 (Business Meeting Dates and Location) was approved as presented on a S. McCleaf, J. Blair motion (4-0) to change the location of the business meetings to the new administration building. The meetings were previously held in the Township Office Meeting Room.

Resolution for Commercial/Industrial Users Connecting to the Water System

The Manager presented and recommended some minor changes to Resolution 06-6. This resolution originally established the costs for commercial and industrial users to connect to the water system. The changes included clarification of some definitions and an increase to the time period used to establish a baseline EDU assessment for existing customers.

After review and discussion the Board gave consensus to the Manager to make the changes and present a replacement resolution at the next board meeting for approval.

S. Trinh recommended making future resolutions more simple and understandable for public review.

Resolution for Commercial/Industrial Users Connecting to the Sewer System

The Manager presented recommended changes to Resolution 06-7. This resolution originally established costs for commercial and industrial users to connect to the sewer system. Since 06-6 and 06-7 closely mirror each other, similar changes were discussed.

After review and discussion the Board gave consensus to the Manager to make changes and present a replacement resolution at the next board meeting for approval.

Resolution to Regulate Water User Fees

The Manager presented recommended changes to Resolution 08-5. The Resolution established charges to furnish water service to customers and provide payment of water rates. New software was purchased and the billing cycles will be changed. The recommended changes include clarification of some definitions, changes to the billing cycles and the calculation for partial quarter's use, and some increases in additional fees outside of normal usage charges.

After review and discussion the Board gave consensus to the Manager to make changes and present a replacement resolution at the next board meeting for approval.

Resolution to Regulate Sewer User Fees

The Manager presented recommended changes to Resolution 08-6. The resolution originally established charges to furnish sewer service to customers and provide payment of sewer rates. The recommended changes include clarification of some definitions, changes to the billing cycles, a change in the number used to calculate quarterly rates for commercial customers, and some increases in additional fees outside of normal usage charges.

After review and discussion the Board gave consensus to the Manager to make changes and present a replacement resolution at the next board meeting for approval.

Projects Update Report

The Manager presented the July, 2009 Projects Update Report. The following items were discussed:

Bubbling Spring Generator- Fencing has been installed and GW Electric has subcontracted GRC General Contractors to pour the concrete pad. The generator will be delivered on July 22, 2009 and connection is scheduled for July 28, 2009.

Brookdale/ Hess Well Controls- All of the controls have been installed, connected and tested. The Brookdale VFD load reactor experienced heat damage during testing. Keystone Engineering is scheduled to visit on July 16 to review the project, observe the operation of both sources simultaneously, and provide recommendations prior to closing the project.

J. Geesaman commented the original design and intent was never to run both wells together at the same time.

Water Specifications- The water specifications were presented to the Board for review and posted on the website for public comment. A final draft is being prepared and will be presented to the Board for adoption at the July 21, 2009 Board Meeting.

Hess Well II- ARM Group has submitted their report of the Hess Well II drilling and testing process to the Department of Environmental Protection (DEP). We are awaiting DEP's comments or approval and issuance of a permit, and a delineation of a Zone 1 Area of Protection.

Valley Avenue- The bids for materials were received and the contract was awarded to L/B Water. The Township and the WTMA will begin construction of the project on July 27, 2009. A notice will be posted in the local newspaper and on the WTMA website informing customers within the area of Valley Avenue of potential issues may impact them.

Old Forge Road- A list of homeowners was compiled and letters were mailed notifying them of the upcoming project. A meeting was scheduled for July 27, 2009 with the homeowners. Phase one of the project will extend the sewer from its current ending point to within a short distance of Calimer Drive.

Administration Building- Administrative staff have moved into the new building. The elevator should be completed by July 17, 2009. A punch list was completed and GRC is working to complete those items. The Blue Ridge Summit Fire Company will be using the old offices for training July 15-17. Demolition of the old administration building is scheduled for July 20, 2009.

Buena Vista Springs- WTMA staff met with an instructor from Penn State to discuss tree removal at the Buena Vista Spring. The Manager has a concern of the high cost to have the trees removed with mechanical equipment. The Board discussed the option of having horses and carts to remove the trees to protect the Spring.

WTMA Deeds- J. Geesaman asked S. Trinh the status of the research for the WTMA Deeds that Sharpe & Sharpe has been researching thru the Chambersburg Courthouse. Mr. Geesaman advised S. Trinh that the WTMA owns property on Forest Drive in Blue Ridge Summit and needs to research and locate the property.

Adjourn to Executive Session

The Board adjourned to Executive Session at 10:02 PM to discuss legal matters on a S. McCleaf, J. Blair motion (4-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:21 PM.

Requisitions

Voucher Request No. 4- Payment of \$199,627.95 to GRC General Contractors Inc. for construction of the new administration building.

The Payment Voucher to GRC General Contractors was approved as presented on a S. McCleaf, L. Frantz motion (4-0).

The following requisitions were approved as presented on a S. McCleaf, J. Blair motion (4-0):

(Sewer) Requisition No. 450- Payment of \$16,442.79 to HON for the purchase of furniture for the new administration building.

(Sewer) Requisition No. 451- Payment of \$462.56 to CET Engineering Services for nutrient removal capacity.

(Sewer) Requisition No. 452- Payment of \$732.12 to Material Matters Inc. for the biosolid land use project.

(Sewer) Requisition No. 453- Payment of \$1,520.86 to Software Systems Inc. for billing and accounting software.

(Sewer) Requisition No. 454- Payment of \$2,000.00 to AJ Turchetta and Associates Inc. for the billing and accounting software conversion.

(Water) Requisition No. 582- Payment of \$7,878.00 to GW Electric Co. Inc. for the Bubbling Springs Generator.

(Water) Requisition No. 583- Payment of \$288.00 to CET Engineering Services Inc. for Hess/Brookdale Well controls.

Subdivisions

Anthony Highway Auto Sales- Mailed a letter to M. Watson of the Washington Township Supervisors with no comments to the land development plans.

CC&M- Mailed a letter to R. Lee Royer and Associates with final approval requirements.

Lindquist- Mailed a letter to R. Lee Royer and Associates with final approval requirements.

Dunlap- Mailed a letter to Susquehanna Bank stating the bond needs to be renewed or extended, and that it expires 7-16-09.

Spring Run Phase III- Mailed a letter to R. Lee Royer and Associates with preliminary approval requirements.

This subdivision has met all preliminary requirements. An S. McCleaf, J. Blair motion (4-0) was passed to grant preliminary approval to this subdivision. Chairman F. Eisenhart signed the Agreement.

Socks- Mailed a letter to M. Watson of the Washington Township Supervisors with no comments to the lot addition.

Miscellaneous

Administration Building Signs- The Manager discussed a proposed purchase request for signs at the front of the new administration building. The Board discussed different options and asked the Manager to contact other local companies with available options. They will view the front of the building after the meeting.

Pennsylvania Municipal Authority Association (PMAA) - The Manager presented a Power of Attorney Form necessary for continued enrollment in the PMAA Unemployment Compensation program. The form was accepted as presented on a S. McCleaf, J. Blair motion (4-0). Chairman F. Eisenhart signed the Power of Attorney Form.

Waynesboro Borough Minutes- The Manager briefly discussed the Waynesboro Borough Minutes of April 21, 2009 and May 19, 2009.

Capital Budget- The Manager briefly discussed the Capital Budget for the Water department and will gather more information for discussion at the next Board Meeting.

Administration Building Move- J. Blair commented his appreciation to the Manager and staff for their efforts in the move to the new administration building.

July 21, 2009 Board Meeting- L. Frantz will be absent for the next Board Meeting scheduled July 21, 2009.

Route 16 Road Repaving- L. Frantz reported that she received information that Penn Dot will be repaving Route 16 from Renfrew to Mountain Gate next year and advised the Manager to inspect and make sure the manholes are not covered.

Sky Hawk Apartments- S. McCleaf reported that Sky Hawk Apartments repaved the road and the manholes are covered with macadam. The Manager will have the manholes investigated.

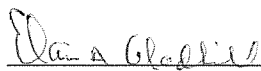
GIS Data /Sewer Extension - Chairman F. Eisenhart asked about the disparity that was discussed previously between our sewer flow numbers and the ones being used by CET for the modeling of the Scott Drive project. The Manager and A. Zeigler met with CET Engineering Inc. the modeling was reviewed and an agreed methodology will be used moving forward.

Fats, Oil and Grease Inspections- Chairman F. Eisenhart asked the Manager the status of the FOG inspections. The Manager replied approximately 2/3 of the businesses have been inspected and a plan is in place for most of the businesses. Two have been identified so far as requiring additional follow-up and or corrective measures. The Chairman discussed the need to complete the initial review prior to a re-inspection period beginning.

Adjourn

The Board adjourned at 10:53 PM on a L. Frantz, J. Blair motion.

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 21st day of July, 2009.



Lori Frantz, Secretary/ Treasurer
Elaine A. Glavin Assst.