

Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
July 21, 2009

Chairman F. Eisenhart opened the meeting at 7:33 PM. Others present were S. McCleaf, E. Gladhill, J. Blair, S. McFarland and S. Eck. L. Frantz was absent.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The Manager requested to replace the Water Specifications on the agenda with an Executive Session to discuss legal and personnel matters. The Water Specifications will be placed on a future agenda. The agenda was approved as amended on a S. McCleaf, J. Blair motion (4-0).

**Minutes of July 14, 2009**

The minutes of July 14, 2009 were accepted as presented on a S. McCleaf, E. Gladhill motion (4-0).

**Adjourn to Executive Session**

The Board adjourned to Executive Session at 7:35 PM to discuss legal matters and personnel issues on a S. McCleaf, E. Gladhill motion (4-0).

**Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 8:15 PM.

**Resolution 09-4 (Costs for Commercial/Industrial Users Connect to Water System)**

The Manager presented Resolution 09-4, establishing costs for commercial and industrial users to connect to the water system. The resolution was accepted as presented on a S. McCleaf, E. Gladhill motion with an effective date of July 21, 2009 (4-0).

**Resolution 09-5 (Costs for Commercial/Industrial Users Connect to Sewer System)**

The Manager presented Resolution 09-5, establishing costs for commercial and industrial users to connect to the sewer system. The resolution was accepted as presented on a S. McCleaf, J. Blair motion with an effective date of July 21, 2009 (4-0).

### **Resolution 09-6 (Regulate Sewer User Fees)**

The Manager presented Resolution 09-6, for regulating sewer user fees. The resolution was accepted as presented on a S. McCleaf, E. Gladhill motion effective July 21, 2009 (4-0).

### **Resolution 09-7(Regulate Water User Fees)**

The Manager presented Resolution 09-7 for regulating water user fees. The resolution was accepted as presented on a S. McCleaf, E. Gladhill motion effective July 21, 2009 (4-0).

The Board discussed billings for Red Run Park's one inch water meter and the two inch meters at Pine Hill Park's and the Transfer Station. After further discussion the Board directed the Manager to notify the Washington Township Supervisors that they will continue to be billed at the 5/8 water meter rate for those locations.

### **Business Report**

The Manager presented the Business Report for June 2009. The business report was accepted as presented on a S. McCleaf, E. Gladhill motion (4-0).

The following items were discussed:

- Water Company Revenue Report

The Board discussed having a workshop during the month of September to prepare for the capital budget, which requires approval by the end of October.

The Manager discussed the replacement of the Buena Vista water line and the capital budget. The Manager has not received updated information from DEP about the grant money that was made available for this project. Due to limited available funds for the water company, and the uncertainty of receiving the reimbursement, the WTMA may not repair or replace the water lines at this time.

- Sewer Company Revenue Report
- Cash Flow Summary
- Investment Report
- Tap Fee Evaluation

### **Ratification of the Bills**

The Ratification of the Bills was accepted as presented on a S. McCleaf, J. Blair motion (4-0).

## **Requisitions**

On a S. McCleaf, J. Blair motion (4-0) the following requisitions were accepted as presented:

(Sewer) Requisition No. 455- Payment of \$166.00 to Glass Depot for the new Administration Building furniture.

(Sewer) Requisition No. 456- Payment of \$445.30 to CET Engineering Services Inc. for the Nutrient Removal Capabilities study.

(Sewer) Requisition No. 457- Payment of \$1,246.73 to Office Suppliers Inc. for the New Administration building furniture.

(Sewer) Requisition No. 458- Payment of \$1,109.49 to Zody's Moving and Storage for the move to the new Administration Building.

(Sewer) Requisition No. 459- Payment of \$375.00 to Software Systems Inc. for new billing and accounting software.

(Sewer) Requisition No. 460- Payment of \$3,959.00 to C. Hess & Sons Cabinets Inc. for the new Administration Building furniture.

(Water) Requisition No. 584- Payment of \$336.00 to CET Engineering Service Inc. for Hess/Brookdale Well controls.

(Water) Requisition No. 585- Payment of \$15,510.44 to ARM Group Inc. for Hess Well II.

## **Subdivisions**

**Lindquist-** A letter was mailed to R. Lee Royer and Associates with final approval requirements.

**Spring Run Phase III-** A letter was mailed to R. Lee Royer and Associates with final approval requirements.

**Spring Run Phase IIB-** A letter was mailed to DL George and Sons with termination point of service laterals.

## **Miscellaneous**

**PMAA Annual Conference & Trade Show-** The Manager discussed attending the Annual Conference & Trade Show in Hershey, PA on September 14<sup>th</sup> and 15<sup>th</sup>. The Manager asked that any interested Board members contact B. Carrigan, Business Manager if they are interested in attending.

**Hess/Brookdale Well Controls-** The Manager met with C. Angle of CET Engineering Inc. and J. Panneti of Keystone Engineering at the Brookdale Filtration Plant to test the new controls. The

Hess Well was running set points were changed to cause for Brookdale to turn on, pump for a period of time, and shut down. The system operated as programmed.

Several punch list items still need to be completed. The Manager reported that he mailed a letter to Monocacy Valley, stating the punch list items must be satisfactorily completed by August 7, 2009. If the list is not completed satisfactory the WTMA will seek to enforce the liquidated damages clause.

**New Administration Building Signs-** The Manager presented a quote from Baer Signs Service to add lettering to the outside of the building or add a frosted crystal WTMA logo on the front window of the Administration Building.

The Manager will be receiving another quote from W. Driscoll. Mr. Driscoll was contracted by GRC General Contractors Inc. and did all the signs throughout the Administration Building.

The Board gave consensus to the Manager to review both quotes and purchase dark bronze lettering for the outside of the Administration Building.

**Labor and Equipment Rental Fees-** The Manager presented changes to the labor and equipment rental fees to correspond with Resolutions 09-6 and 09-7 that were approved at this evenings meeting.

The labor and equipment rental fees were accepted as presented on a J. Blair, S. McCleaf motion (4-0) effective July 21, 2009.

**Blue Ridge Summit Fire Department-** J. Blair reported reading in the local newspaper that the Blue Ridge Summit Fire Department is seeking property in the Rouzerville area to build a new fire department. The Board discussed the probability that the WTMA property is not large enough for the future plans of the fire department.

**Washington Township Supervisors Meeting Room-** Chairman F. Eisenhart reported a letter was sent to the Washington Township Supervisors thanking them for the use of their facilities and allowing the WTMA to hold Board Meetings for the past several years.

**August 4, 2009 Board Meeting-** Chairman F. Eisenhart requested changing the August Board Meeting dates to August 11<sup>th</sup>, August 18<sup>th</sup> and August 25<sup>th</sup>. Chairman F. Eisenhart and S. McCleaf will not be able to attend the August 4, 2009 Board Meeting. The request was accepted on a S. McCleaf, J. Blair motion (4-0).

**Copy Fees-** E. Gladhill asked the Manager if the WTMA has a fee schedule for hard copies. The Manager replied all documents are available online and the WTMA has the Right to Know Policy in effect that has copying fees set by the State. He will investigate rate structures for other copies.

**Administration Building Plaque-** The Board reviewed the Bronze Administration Plaque that will be presented at the new Administration Building open house scheduled for August 7, 2009 from 3:00 PM to 6:00 PM.

**Adjourn to Workshop**

The Board adjourned to Workshop at 9:50 PM on a S. McCleaf, J. Blair motion (4-0).

**Complaint Report**

The Board reviewed the complaint report.

**Adjourn**

The Board adjourned at 9:55 PM on a S. McCleaf, E. Gladhill motion (4-0).

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 28th day of July, 2009.

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Lori Frantz, Secretary/Treasurer