

Washington Township Municipal Authority  
Business Meeting Agenda  
August 11, 2009

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Washington Township Municipal Authority  
Business Meeting and Executive Session Minutes  
August 11, 2009

Chairman F. Eisenhart opened the meeting at 7:30 PM. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland, S. Eck and S. Trinh, Solicitor.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The agenda was approved as presented on a L. Frantz, J. Blair motion (5-0).

**Minutes of July 28, 2009**

The minutes of July 28, 2009 were accepted as presented on a S. McCleaf, J. Blair motion (5-0).

**Adjourn to Executive Session**

The Board adjourned to Executive Session to discuss legal matters at 7:32 PM on a J. Blair, S. McCleaf motion (5-0)

**Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 8:09 PM.

**Water Specifications**

The Water Specifications were approved as presented on a S. McCleaf, E. Gladhill motion (5-0) with one minor change to the definition section on Page 7, Section I.

**Old Forge Road Request for Bids Document**

The Manager presented the final draft of the Old Forge Road Request for Bids Document. The Old Forge Road Request for Bids Document was accepted as presented on a S. McCleaf, J. Blair motion (5-0).

The Manager will advertise the Request for Bids in the local newspaper.

**WTMA Projects Update Report**

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

**Bubbling Springs Generator-** The concrete pads were formed and poured. The disconnect switches, conduit and wiring were installed. The generator and fuel tanks were delivered and set on site. Allegheny Power made their connections and the generator was successfully started up and tested on August 4, 2009. Additional required testing is being scheduled.

**Brookdale/Hess Well Controls-** A letter, including a copy of the punch list previously mailed, was sent by certified mail to Monocacy Valley Electric Company requiring completion by August 7, 2009. If the punch list was not completed, the WTMA would exercise the liquidated damages clause of the contract. Monocacy Valley Electric was on the site August 3 and August 6, 2009 and has completed the punch list items with the exception of the receipt of one spare part.

**Water Specifications-** The water specifications were presented to the Board of Directors and placed on the WTMA website for public review and comment. WTMA staff met on July 21 and July 22, 2009 to review the specifications and drawings. The final revisions have been made and the document is ready for adoption by the Board of Directors.

**Hess Well II-** ARM Group has submitted their report of the Hess Well II drilling and testing process to DEP. DEP recently informed the Manager that they usually do not permit water sources until they are under construction. The Manager requested a conference call meeting with ARM Group, DEP and CET Engineering. The Board directed the Manager to review the Hess Well I file to prepare for the conference call meeting.

**Valley Avenue-** The WTMA and the Township began construction of the water line on July 27, 2009. The line was filled and pressure tested on August 6, 2009. There was a failure on the line where it will be tied into the existing line after testing. That was repaired and reinforced. After the bacterial testing passes, it will be connected to the existing mains and put into service.

**Old Forge Road-** The bid documents are on the agenda for the August 11, 2009 Board Meeting. Lists of homeowners affected have been contacted by mail. A meeting was scheduled with the homeowners on July 27, 2009, and one homeowner attended the meeting. The project will extend the sewer from its current ending point to within a short distance of Calimer Drive.

**Administration Building-** The old building has been demolished and the site has been filled in. The punch list is almost complete; one of the last items was the removal of the silt sock that occurred on August 7, 2009. The elevator was inspected on August 3, 2009 and resulted in a few corrective items. The elevator was re-inspected on August 6, 2009 and passed. The Board discussed adding a sign at the top of the driveway directing Washington Township residents to the location of the WTMA Meeting Room.

Chairman F. Eisenhart thanked the Manager for his excellent leadership during the construction of the administration building and wanted to thank the staff for their efforts to prepare for the open house that was August 7, 2009.

The Board also expressed gratitude to everyone involved in the move to the new building and the Chairman will prepare a thank you letter addressed to the staff showing the Board's gratitude.

**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 about the high cost to have the trees removed with mechanical equipment. The Board discussed the option of having horses and carts remove the trees to protect the spring.

Fiscal conditions in the water department may cause reconsideration to the project altogether. The contract was signed with DEP for grant money. Information has not come from their office regarding the mechanism we must use to obtain reimbursement for our expenses on this project. We contacted DEP and was told the paperwork should arrive shortly.

**Software Conversion-** WTMA staff met with the Software Systems Inc. personnel responsible for the Utility and Fundware programming. The target date is set for November 30, 2009 to 'go live' with the first live billing to take place in February, 2010. Activation of the payroll module may be held off until January 1, 2010 to coincide with the calendar year.

#### **Purchase Request (Administration Building Cleaning Contract)**

The Manager presented a purchase request with three prices to clean the Administration building. After review and discussion the purchase request was tabled on a S. McCleaf, J. Blair motion (5-0). The Board requested B. Carrigan, Business Manager to do reference checks and supply more information before a decision could be made.

#### **Requisitions**

Voucher Request 5- Payment of \$94,093.16 to GRC General Contractors Inc. for construction of the new Administration building was approved as presented on a S. McCleaf, L. Frantz motion (5-0).

The following requisitions were approved as presented on a S. McCleaf, J. Blair motion (5-0).

(Sewer) Requisition No. 461- Payment of \$2,432.00 to Advanced Technology Specialists for IT and network support.

(Sewer) Requisition No. 462- Payment of \$1,320.00 to Custom Sign Studio for the new Administration building lettering.

(Sewer) Requisition No. 463- Payment of \$4,964.00 to South Well Controls Ltd. for an outdoor effluent sampler.

(Water) Requisition No. 586- Payment of \$28,425.00 to Day Ford Inc. for purchase of a Ford F350 Truck.

(Water) Requisition No. 587- Payment of \$56,409.00 to G.W. Electric Co. Inc. for the Bubbling Springs Generator work to date.

(Sewer) Requisition No. 54S- Transfer \$238,135.83 from the M&T Revenue Fund to the Authority's PLGIT Account for 4<sup>th</sup> quarter operating expenses.

(Water) Requisition No. 54W- Transfer \$214,135.00 from the M&T Revenue Fund to the Authority's PLGIT Account for 4<sup>th</sup> quarter operating expenses.

### **Chief Water Operator Job Description**

The Manager presented the Chief Water Operator job description that R. Eberly currently holds. This position works directly under the Water Superintendent and will be responsible for daily operations and maintenance of the Washington Township Water System. The Board requested the Manager to add mandatory rotating weekends to the job description.

### **Chief Wastewater Operator Job Description**

The Manager presented the Chief Wastewater Operator job description. The Manager discussed filling this position at the wastewater treatment plant to replace the Environmental Specialist position currently not filled at this time.

After review and discussion the Board requested the Manager to add mandatory rotating weekends to the job description and present a recommended range of salary at the next board Meeting.

The Board gave consensus to the Manager to advertise this position in the local newspapers and online.

### **Subdivisions**

**Henicle-** Mailed a letter to L. Royer to address comments and resubmit plans. A second letter was mailed with preliminary/final approval requirements.

A letter was mailed to the Washington Township Supervisors stating the subdivision has met all requirements and will be recommended for preliminary/final approval at the August 11, 2009 Board Meeting.

On a S. McCleaf, J. Blair motion (5-0) preliminary/final approval was granted to the Henicle subdivision

**Koontz-** Mailed a letter to M. Bard of All Land Services stating the Koontz subdivision was granted preliminary approval at the July 28, 2009 Board Meeting.

### **Miscellaneous**

**Mid-Atlantic Biosolids Association-** The Manager presented an email from M. Wardell of Mid-Atlantic Biosolids Association. They are searching for a wastewater treatment plant in

Pennsylvania that would be willing to participate in a field day demonstration. There would be plant tours and farm tours demonstrating how biosolids are beneficially recycled.

The Board gave consensus to the Manager to contact M. Wardell of the Mid-Atlantic Biosolids Association and let him know the WTMA is willing to participate.

**Water /Sewer Report Weather Conditions-** In the past Board Members had requested clarification of how the water and sewer companies determine daily weather conditions shown on their monthly reports. The Manager informed the Board the area and times that each company determines weather conditions.

Another question was asked concerning the water level of Well #10 in the June 2009 Water Report. The Manager confirmed the water level was accurate in the June 2009 Report.

**Acceptance of Plumber-** The Manager presented a Plumbers Certificate of Registration from Scott Parson and Russell Lake of Scotts Hauling and Excavating. The Board accepted the Plumbers Certificates of Registration on an E. Gladhill, J. Blair motion (5-0).

**Eugene Barnhart Recognition-** J. Blair asked if Eugene Barnhart would be attending a future meeting to accept his tokens of appreciation. Chairman F. Eisenhart replied that Mr. Barnhart received his elements at a luncheon with the WTMA staff on July 31, 2009.

**CET Engineering Open House Invitation-** J. Blair asked if anyone would be attending the CET Open House scheduled on September 18, 2009. Mr. Blair would be interested in going if anyone else was planning on going.

**Executive Session-** On a S. McCleaf, L. Frantz motion (5-0) a request was made to adjourn to Executive Session at the end of this evening's meeting for Board Members only to discuss personnel matters.

**August 18, 2009 Board Meeting-** L. Frantz announced she will be absent for the August 18, 2009 Board Meeting.

**Email Policy-** L. Frantz asked if anyone received or discussed any more information on email policies that S. Trinh discussed at a previous meeting. The Manager briefly discussed the Right to Know Policy and will contact the Solicitor for additional input.

**Approved Minutes-** E. Gladhill requested adding a copy of the agenda as a cover sheet to the approved minutes before placing them on the website.

**Security Cameras-** E. Gladhill discussed adding security cameras at the administration building due to vandalism. The Manager is awaiting pricing from Glessner and will present the information at a future meeting.

**GIS System-** E. Gladhill asked the status of the GIS system and its accessibility to the Water and Wastewater Departments. The Manager replied that the GIS has been installed, and is being

calibrated. In order to have the Water and Wastewater access it remotely, the WTMA will require a new server due to the age and capabilities of the existing server at the office. The Board asked the Manager to consider having this item added to the next 2009/2010 Budget.

**Complaint of Tall Grass-** The Manager reported he received a complaint of tall grass from a neighbor who resides on Midvale Road. In the past the WTMA had periodically maintained the edge of the property by the stream in that area. The Board directed the Manager to trim the area to Township standards.

**Adjourn**

The Board adjourned to Executive Session for Board Members only at 10:07 PM to discuss personnel matters on a S. McCleaf, J. Blair motion (5-0).

**Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 11:02 PM.

**Adjourn**

The Board adjourned at 11:02 PM on a J. Blair, E. Gladhill motion (5-0).

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 18th day of August, 2009.



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Elaine Gladhill  
Assistant Secretary/ Treasurer