

Washington Township Municipal Authority
Business Meeting Agenda
August 18, 2009

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15. Adjourn

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
August 18, 2009

Chairman F. Eisenhart opened the meeting at 7:32 PM. Others present were S. McCleaf, E. Gladhill, J. Blair, S. McFarland, S. Eck and S. Trinh. L. Frantz was absent.

Business from the Floor

There was no business from the floor.

Agenda

The Manager made a request to move Purchase Requests after the Business Report. The agenda was approved as amended on a S. McCleaf, J. Blair motion (4-0).

Minutes of August 11, 2009

The minutes of August 11, 2009 were approved as amended with some minor grammar changes on a S. McCleaf, J. Blair motion (4-0).

Business Report

B. Carrigan, Business Manager presented the July 2009 Business Report. The July 2009 Business Report was approved as presented on a S. McCleaf, E. Gladhill motion (4-0). The following items were discussed:

Water Department Revenue Report

Sewer Department Revenue Report

Cash Flow Summary

Investment Report

Tap Fee Detail Report

M&T Trust/Bond Indenture

The Manager discussed a meeting that was held with representatives of M&T Bank, the WTMA Solicitor and WTMA staff about the Trust Indenture. As a result of this meeting, the Authority will be initiating several procedural changes involving the establishment of Construction Funds and the movement of funds for Capital Expenditures. These changes will begin November 1 to coincide with the WTMA fiscal year. The Manager and Business Manager also requested authorization to change the process of transferring monies from Susquehanna Bank to M&T Bank. The Board authorized the transfers to be

done by ACH and directed that regular documentation be provided to the Secretary/Treasurer on a S. McCleaf, E. Gladhill motion (4-0).

Tapping Fee / EDU Review

B. Carrigan presented a spreadsheet reviewing water and sewer usage of Commercial and Industrial customers in accordance with Resolutions 09-4 and 09-5. The Board discussed the basis for the Resolutions and the need to assess additional Tapping Fees for increased usage by Commercial and Industrial users. The Board directed the Manager to move forward and inform all of the reviewed customers the results in advance of any bills being mailed out.

Ratification of Bills

The Ratification of Bills was approved as presented on a S. McCleaf, E. Gladhill motion (4-0).

Purchase Requests

Portable Composite Sampler- The Manager presented a purchase request for a portable composite sampler. This replaces the original purchase request that was previously approved at the May 19, 2009 Board Meeting. Drummond & Company never responded to O. Benchoff, Wastewater Superintendent, and he is now recommending a Sirco portable sampler at a cost of \$2,885.00.

The Board accepted the purchase request for a Sirco portable sampler at a cost of \$2,885.00 on a S. McCleaf, J. Blair motion (4-0).

Weekly Cleaning of the Administration Building- The Manager presented a purchase request for weekly cleaning of the new administration building.

A motion was made by S. McCleaf, and seconded by E. Gladhill that the WTMA accept Helen Kulp to clean the new Administration Building with a one year contract, stipulating the WTMA advertise for bids in the future. After further discussion the motion was withdrawn on a S. McCleaf, E. Gladhill motion (4-0).

The Board accepted Helen Kulp to clean the new administration building at a cost of \$5,100.00 on a S. McCleaf, J. Blair motion (4-0).

Requisitions

The following requisitions were approved as presented on a S. McCleaf, E. Gladhill motion (4-0).

(Sewer) Requisition No. 464- Payment of \$10,278.32 to Software Systems Inc. for the purchase of billing and accounting software.

(Water) Requisition No. 588- Payment of \$6,683.53 to Monacacy Valley Electric Inc. for Hess/Brookdale Well controls.

(Water) Requisition No. 589- Payment of \$11,785.88 to LB Water Service Inc. for materials for Valley Avenue.

The Manager discussed the software conversion that is scheduled to go live on November 1, 2009 (excluding Payroll). Software Systems Inc. has informed the Manager that they will not be able to meet the November 1 date due to the amount of time it will take to finish configuring the system, confirming the data conversion and training our staff. The go live date was to coincide with the combination of water and sewer bills, and the alternatives would be to postpone the billing for a maximum of two weeks, or wait until February 1, 2010 which would be the second billing cycle in the fiscal year. The Board questioned whether customers would still have the full amount of time to make payments, and the Manager confirmed that steps had been taken to accommodate the change in the combining of the bills. The Board Authorized the late mailing of bills, and suggested adding a note on the next sewer billing informing customers that the next water billing may not be mailed until after November 1, 2009.

Adjourn to Executive Session

The Board adjourned at 9:45 PM on a S. McCleaf, J. Blair motion (4-0) to discuss legal and personnel matters.

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:25 PM.

Chief Wastewater Operator

The Manager discussed the Chief Wastewater Operator position which has been advertised internally, on the PMAA and PRWA websites, and will be posted in newspapers in Shippensburg, PA, Chambersburg, PA, Waynesboro, PA and Hagerstown, MD. The Manager discussed the current requirements of obtaining and retaining a PA CDL and a PA DEP Wastewater Operators License (B-1). The Board discussed a salary range commensurate with experience.

Subdivisions

Henicle- A letter was mailed to L. Royer stating this subdivision was granted preliminary/final approval by the WTMA Board of Directors.

Miscellaneous

Waynesboro Borough Minutes- The Manager briefly discussed the June 16, 2009 Waynesboro Borough Minutes.

Hess Well II- The Manager discussed a conference call held today with DEP, ARM Group and CET Engineering. The Manager reported DEP does not issue permits for water sources until the well is under construction. The Manager discussed the following two options to continue with Hess Well II.

The first option would be to purchase property to secure a Zone 1 area around the wellhead. If DEP changes the requirements for permitting or Zone 1 guidelines, the WTMA would fall under those restrictions at the time the new well was ready to be integrated into the WTMA system.

The second option would be to submit a construction permit application now, start the design and construction process, and obtain a permit that may be limited by the amount of treatment currently available. The construction permit would be valid for two years. At the end of the two years we may request an extension of the permit for two more years while the construction process is underway. If additional capacity is required in the future, the WTMA could seek to re-permit at a later date.

K. Shannon, of CET Engineering Inc. will be attending the August 25, 2009 WTMA Board Meeting, and has been asked to discuss the permit options with the Board.

W. Tomlinson- Chairman F. Eisenhart discussed WTMA Board Members attending W. Tomlinson's funeral on August 19, 2009. The Chairman asked the Board Members if they would be interested in donating to an organization in Mr. Tomlinson's memory. S. McCleaf suggested and the Board agreed to make a donation to the Evangelical Lutheran Church in Waynesboro, PA where Mr. Tomlinson attended.

Automated Phone System- E. Gladhill asked the Manager if any action had been taken about having the phones answered and deleting the automated system. The Manager replied not at this time. The automated system is still operating.

Adjourn to Workshop

The Board adjourned to workshop at 10:58 PM.

Complaint Report

The Board reviewed the complaint report.

Adjourn

The Board adjourned at 11:00 PM on a S. McCleaf, J. Blair motion (4-0).

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 25th day of August, 2009.

L. Frantz, Secretary/ Treasurer