

Washington Township Municipal Authority
Business Meeting Agenda
September 15, 2009

1. Business from the Floor
2. Agenda
3. Minutes of September 8, 2009
4. GRC General Contractors
5. Old Forge Road Bids
6. Engineers Report
7. Review of Resolutions 09-4, 09-5, and 09-6 (Amended)
8. 2009-2010 Preliminary Water and Sewer Operating Budgets
9. Business Report
10. Ratification of the Bills
11. Requisitions
12. Water Department Report
13. Sewer Department Report
14. Subdivisions
15. Miscellaneous
16. Adjourn to Executive Session to Discuss Personnel Issues
17. Adjourn

Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
September 15, 2009

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

Business from the Floor

There was no business from the floor.

Agenda

The agenda was approved as presented on an E. Gladhill, S. McCleaf motion (5-0).

Minutes of September 8, 2009

The minutes of September 8, 2009 were accepted as presented on a S. McCleaf, J. Blair motion (5-0).

GRC General Contractors Inc.

J. Rock, Founder and President of GRC General Contractors Inc. was present to close out the New Administration Building Design and Build Project with an Affidavit of Release of Liens. A Final payment in the amount of \$3,513.29 was presented to J. Rock.

Chairman F. Eisenhart expressed gratitude on behalf of the Board of Directors for an outstanding product and excellent service during the constructions of the New Administration building that will serve the WTMA's needs now and well into the future. The cooperation between GRC staff on site and WTMA representatives was exceptional.

Mr. Rock thanked the Board of Directors for allowing GRC to serve the WTMA's needs.

Old Forge Road Bids

Three sealed bids were opened at the September 8, 2009 Board Meeting and tabled for further review by the Manager. The Bids were from the following companies:

Springfield Contractors Inc. - a total bid cost of \$89,483.00

DH Martin Excavating Inc. - a total bid cost of \$54,000.00

DL George & Sons- a total bid cost of \$128,900.00

After review of the three bids, the Manager recommended awarding the bid to DH Martin Inc. at a cost of \$54,000.00 to construct approximately 800 feet of sewer line along Old Forge Road. The Board accepted the Manager's recommendation on a S. McCleaf, L. Frantz motion (5-0).

Engineers Report

K. Shannon of CET Engineering Inc. presented the August 2009 Engineers Report. The engineer's report was accepted as presented on a S. McCleaf, E. Gladhill motion (5-0). A copy of the report is attached and hereby made a part of these minutes. The following items were discussed:

Water

- Hess Well/Brookdale Booster Pumping Station VFD and Controls
- Bubbling Springs Generator
- New Well Development

Sewer

- Special Act 537 Planning Study
- Sewer System Capacity Analysis

K. Shannon reviewed and discussed the Hydraulic Analysis Report for the special study area along with a draft of the Act 537 Special Study Report for Wastewater Conveyance System Capacity Analysis.

The Hydraulic Analysis Report, which is part of the Act 537 Special Study Report, contains mapping and computer modeling data of sanitary sewer trunk lines and main interceptors for the existing and proposed development in the majority of the area along the proposed Washington Township Boulevard. CET has been analyzing the area to determine the upgrades that must be made to accommodate future growth. Based on the current flow data collected, and the modeling of proposed and future growth, CET has concluded that the existing conveyance system will not be sufficient, and they are recommending replacement of the lines with larger pipes. The Act 537 Special Study Report details the results of the study and proposes a timetable for the upgrades.

The Board was asked to review the reports and send comments to the Manager by September 25, 2009. CET Engineering will prepare and present a final report in October, 2009 to the WTMA Board. It will then be presented to the Washington Township Supervisors for their review and eventual adoption.

Review of Resolutions 09-4, 09-5 and 09-6

The Manager presented the requested changes for Resolution 09-4, Resolution 09-5 and Resolution 09-6 to the Board. The Manager was directed to modify the definition of Residential Customers to include “Parks, playgrounds and recreation areas when owned and operated by the Washington Township in Franklin County, PA”. The Solicitor had also recommended some minor language changes to ensure consistency with the current applicability of the PA Municipal Authorities Act. The Board accepted Resolutions 09-4, Resolution 09-5 and Resolution 09-6 as amended on a S. McCleaf, J. Blair motion (5-0).

2009-2010 Preliminary Water and Sewer Operating Budgets

The Manager presented a memorandum to the Board with his concerns for the 2009-2010 Operating Budget for the water department. The Manager is requesting a rate increase in user fees for the water department. There is a financial shortfall facing the Water Department, resulting from a variety of reasons, including a significant reduction in interest income and a slowing of new customers connecting to the system.

The Manager also presented worksheets prepared by the Business Manager for the 2009-2010 Water and Sewer Operating Budgets. The first draft for the water department includes a 5% rate increase for user fees. The second draft for the water department includes an 8.5% rate increase for user fees.

After further review the Board directed the Manager to prepare another draft for the water department showing a 7% rate increase for user fees and present new drafts of the budget at the next Board meeting.

The Manager also discussed increasing costs of late fees, bad check fees and posting fees as another alternative to help balance the budget.

L. Frantz recommended considering a modest increase in Sewer user fees, to avoid having a more dramatic increase in the future, and considering the significant cost of projects facing the Sewer Department.

Business Report

The Manager presented the Business Report for August, 2009. The Business report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

- Water Department Revenue Report
- Sewer Department Revenue Report
- Cash Flow Summary

- Investment Report
- Tap Fee Detail Report

Ratification of the Bills

The ratification of the bills for the month of August was approved as presented on a S. McCleaf, E. Gladhill motion (5-0).

Requisitions

The following requisitions were approved as presented on a S. McCleaf, E. Gladhill motion:

(Sewer) Requisition No. 467- payment of \$4,125.00 to Software Systems Inc. for the new billing and accounting software.

(Water) Requisition No. 591- Payment of \$7,220.00 to G.W. Electric Co. Inc. for the Bubbling Springs generator.

Water Department Report

The Manager presented the August 2009 Water Department Report. The water department report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

- Water usage for the month is currently 46% of the system's capacity
- 17,095,000 gallons of water were produced for the month
- Two water leaks were discovered for the month
- There were five new connections for the month

Sewer Department Report

The Manager presented the August 2009 Sewer Department Report. The sewer department report was accepted as presented on a L. Frantz, J. Blair motion (5-0). The following items were discussed:

- Minimum flow for the month was 410,000 gpd
- Average flow was 525,000 gpd
- Maximum flow was 720,000 gpd
- There were three new connections for the month

- For planning purposes, the wastewater treatment plant is currently operating at 65% of its capacity
- 54,000 gallons of biosolids were recycled during the month of August

Subdivisions

There were no subdivisions to discuss.

Miscellaneous

Local Artists Paintings- The Manager discussed having C. Smith, an artist from the Waynesboro, PA area display some of her paintings in the lobby of the administration building. The Board viewed some of her work, and there was consensus to hang three pieces.

Quincy Township- The Manager presented a map of the area in Quincy Township with contaminated wells that DEP is considering connecting to an existing municipal water source.

PMAA Convention- J. Blair wanted to thank the WTMA for allowing him to attend the PMAA Seminar that was held on September 14 and September 15, 2009. Mr. Blair commented on the helpful information that was presented at the seminar.

2009/2010 Preliminary Water and Sewer Operating Budgets- E. Gladhill suggested another alternative for consideration that would apply the base rate to the first 15,000 gallons of water used. The Manager replied he will consider the alternative when preparing the budget for the next Board Meeting.

Happel Case- S. Trinh presented the dismissal paperwork for the Happel case.

Adjourn to Executive Session

The Board adjourned to Executive Session at 10:47 PM to discuss personnel issues on a S. McCleaf, J. Blair motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 11:04 PM.

Adjourn

The Board adjourned at 11:05 PM on a S. McCleaf, J. Blair motion (5-0).

These minutes were prepared by S. Eck; Administrative Assistant respectfully submitted this 6th day of October, 2009.

L. Frantz, Secretary/Treasurer