

Washington Township Municipal Authority
Business Meeting Agenda
October 13, 2009

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Washington Township Municipal Authority
Business Meeting Minutes
October 13, 2009

Chairman F. Eisenhart opened the meeting at 7:30 PM. Others present were S. McCleaf, E. Gladhill, J. Blair, S. McFarland and K. Shannon. L. Frantz was absent.

Business from the Floor

There was no business from the floor.

Agenda

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

Minutes of October 6, 2009

The minutes of October 6, 2009 were accepted as presented on a S. McCleaf, J. Blair motion (4-0).

Engineers Report

K. Shannon of CET Engineering Inc. presented the September 2009 Engineers Report. The Engineers Report was accepted as presented on a S. McCleaf, J. Blair motion (4-0). A copy of the report is attached and hereby made a part of these minutes.

The following items were discussed:

Water

- Hess Well and Brookdale Booster Pumping Station VFD and Controls

The Certificate of Substantial Completion for the Hess Well/Brookdale VFD Controls was accepted as presented on a S. McCleaf, E. Gladhill motion.

- Bubbling Springs Generator
- New Well Development

Sewer

- Special Act 537 Planning Study
- Sewer System Capacity Analysis
- EPA Data Solicitation

Act 537 Special Study Wastewater Conveyance System Capacity Analysis

K. Shannon of CET Engineering Inc. discussed a letter from the Pennsylvania Historical and Museum Commission regarding the proposed sewer replacement project. A Phase I archeological survey will be required for a portion of the project if the WTMA relocates the Sewer to a previously undisturbed area. They have further indicated that a Phase II survey will more than likely be required based on other data. The Board discussed the benefits and risks of moving the proposed sewer line, and decided to proceed with the project planning to only replace the line in its existing path or under existing roadways. This will eliminate the need for the surveys. Language will be added to the final draft of the 537 Special Study reflecting this decision. The Acronym and Glossary page was also slightly modified.

After review and discussion the Board adopted the Act 537 Special Study Wastewater Conveyance System Capacity Analysis with the proposed amendments on a S. McCleaf, E. Gladhill motion (4-0). The final draft will now be forwarded to the Washington Township Supervisors and Planning Commissions, and will include all the proposed changes. The Manager will coordinate a time to make a formal presentation to the Township Supervisors.

Requisitions

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

(Sewer) Requisition No. 468- Payment of \$11,378.91 to the Washington Township Supervisors for final paving on the Pennersville Road Project.

(Sewer) Requisition No. 469- Payment of \$4,062.50 to Software Systems Inc. for work completed to date relating to the financial software conversion and training.

(Sewer) Requisition No. 470- Payment of \$3,233.84 to South Well Controls Ltd. for the installation and integration of an effluent sampler.

Subdivisions

There were no subdivisions to discuss.

Miscellaneous

Fats, Oils and Grease Inspections- The Manager reported 48 locations have been inspected for fats, oils and grease. Almost everyone is in compliance and performing best management practices. There were four locations that did not perform proper disposal of waste in their grease interceptors, or were unable to confirm the existence of any interceptor at all, and will require additional follow-up. The WTMA purchased a grease interceptor sampler to measure solids, as well as a composite sampler to monitor flows in manholes, and plans to use the equipment for future inspections. Current building codes require grease interceptors in all commercial kitchens.

The Manager discussed establishing a set manifest to track disposal, setting standard review and reviewing permit fee costs, and reviewing the permitting process for all commercial kitchens now that inspections have been completed.

The Manager reported foaming in the SBRs at the wastewater treatment plant have not been as much of an issue this year as in years past.

Chairman F. Eisenhart asked if commercial garages have been inspected. The Manager replied not at this time. There are plans to have all commercial garages and follow-up kitchen inspections completed by the end of December, 2009.

Old Forge Road Project- The Manager reported all of the documentation required in the bid documents were received from DH Martin Excavating Inc. for the Old Forge Road project. On the Manager's recommendation, the Board issued a Notice to Proceed for the project on an E. Gladhill, S. McCleaf motion (4-0). DH Martin Excavating Inc. plans to begin construction on Old Forge Road the week of October 19, 2009.

November Board Meetings- The Manager discussed a future meeting scheduled with DEP and the Quincy Township Supervisors during the month of November. The Board originally discussed changing their meetings from three meetings to two meetings per month which would be the first and third Tuesday of each month as part of the cuts for the 2009/2010 budget. The Quincy Township Supervisors and DEP were scheduled for the second Tuesday in November. The Board gave consensus to the Manager to schedule three meetings for the month of November, with the second meeting being unpaid for the Board members.

WTMA Property Left Turn Sign- The Manager informed the Board that the left turn sign on WTMA property along Buchanan Trail East has been moved back approximately four feet to avoid blocking the WTMA sign.

WTMA Property Behind Wells 5 and 6- The Manager asked E. Gladhill if she has heard from the person interested in purchasing property owned by the WTMA in Blue Ridge Summit. E. Gladhill spoke with the interested party and gave them information on the property. If they have any interest they will contact the Manager.

Sunshine Lanes Water Meter- E. Gladhill briefly questioned a letter the Washington Township Supervisors received. The Manager received a report that an ambulance owned by the Blue Ridge Summit Fire Department ran over the lid of a water meter pit and damaged the ambulance in the parking lot of Sunshine Lanes. The Manager reported he mailed a letter to the owner stating the meter lid was loose and requested them to properly secure the lid to avoid damages to the water meter or any other vehicles. A copy of the letter was mailed to the Township as well.

Car Accident Along the Appalachian Trail- E. Gladhill asked the Manager if there was any damage to the water lines from the accident along the Appalachian Trail. The Manager reported there was no damage. Unrelated to the accident, The Manager reported that the Department of Environmental Protection did a full inspection of the complete water system in Washington Township today.

Act 537 Special Study Wastewater Conveyance System Capacity Analysis- The Manager discussed scheduling a meeting with the Washington Township Supervisors now that the WTMA Board of Directors approved the Act 537 Special Study Wastewater Conveyance System Capacity Analysis. The Board asked that the Planning Commission be invited to attend that meeting as well. The Manager will discuss this matter with M. Christopher and notify the Board of the date if they would like to attend.

October 20, 2009 Board Meeting- S. McCleaf will be absent for the October 20, 2009 Board Meeting.

Adjourn to Workshop

The Board adjourned to workshop at 8:35 PM on a S. McCleaf, J. Blair motion (4-0).

Complaint Report

The Board reviewed the complaint report.

Adjourn to Executive Session to Discuss Personnel Matters

The Board adjourned to Executive Session at 8:40 PM to discuss personnel matters on a S. McCleaf, J. Blair motion (4-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 8:59 PM.

Adjourn

The Board adjourned at 9:00 PM on a S. McCleaf, E. Gladhill motion.

These minutes were prepared by S. Eck; Administrative Assistant respectfully submitted this 20th day of October, 2009.

L. Frantz, Secretary/Treasurer