

Washington Township Municipal Authority
Business Meeting Agenda
October 20, 2009

1. Business from the Floor
2. Agenda
3. Minutes of October 13, 2009
4. Resolution 09-9
5. Resolution 09-10
6. Review Resolution 06-3
7. Water Department Report
8. Sewer Department Report
9. Business Report
10. Ratification of the Bills
11. Subdivisions
12. Miscellaneous
13. Adjourn to Executive Session to Discuss Personnel Issues
14. Reconvene to Regular Meeting
15. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
October 20, 2009

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

Business from the Floor

There was no business from the floor.

Agenda

The agenda was approved as presented on an E. Gladhill, J. Blair motion (4-0).

Minutes of October 13, 2009

The minutes of October 13, 2009 were accepted as presented on an E. Gladhill, J. Blair motion (4-0).

Resolution 09-9 (Regulating Sewer User Fees)

The Manager presented Resolution 09-9, which establishes and regulates sewer user fees. The new rates reflect an increase of 2% on user fees, and the penalty fees for delinquent payments were increased to twelve percent. The Resolution will become effective on November 1, 2009. The Resolution was accepted as presented on a L. Frantz, J. Blair motion (4-0).

Resolution 09-10 (Regulating Water User Fees)

The Manager presented Resolution 09-10, which establishes and regulates water user fees. The new rates reflect an increase of 6% on user fees, and the penalty fees for delinquent payments were increased to twelve percent. The Resolution will become effective on November 1, 2009. The Resolution was accepted as presented on a L. Frantz, J. Blair motion (4-0).

Review Resolution 06-3

The Manager reviewed the Authority's Simplified Employee Pension (SEP) section of Resolution 06-3 (Establishing Policies and Employee Benefits). The SEP section states that if a qualified employee deposits funds into an IRA by October 31 of a fiscal year, they are eligible to receive up to one percent of their base salary in matching funds, to be deposited into their SEP. The WTMA controls the funds until the employee becomes vested in the SEP program, at which point the funds are moved to a Vanguard account under the control of the employee. There was discussion about whether an employee needed to be vested to be eligible for the 1% matching benefit. The Board and the Solicitor agreed that the Resolution allows all employees to be eligible once they have completed 90 days of service, with new employees being prorated based

upon their length of service. The Manager made the Board aware that several qualified employees may be interested in this option.

Water Department Report

The Manager presented the September 2009 Water Department Report. The Water department report was accepted as presented on a L. Frantz, J. Blair motion (4-0). The following items were discussed:

- Water usage for the month is currently 42% of the system's capacity
- 14,917,000 gallons of water were produced for the month
- There were two new connections for the month
- Two water leaks were discovered for the month

Sewer Department Report

The Manager presented the September 2009 Sewer Department Report. The Sewer department report was accepted as presented on a L. Frantz, J. Blair motion (4-0). The following items were discussed:

- Minimum flow for the month was 400,000 gpd
- Average flow was 446,000 gpd
- Maximum flow was 510,000 gpd
- There were three new connections for the month
- For planning purposes, the wastewater treatment plant is currently operating at 65% of its capacity

The Manager discussed the WTMA's responsibility for maintaining grinder pumps for eleven residents living within Washington Township. The Board discussed changing the responsibility and ownership from the WTMA to the homeowners when the ownership of a property changes, or as the grinder pumps are replaced. The Manager will prepare a Resolution for the Board's review.

In other business with the Solicitor, S. Trinh reported that she had a phone conversation with Attorney J. Lisko and was informed that the Quincy Township Supervisors will be engaging outside counsel to assist them with the resolution of the contaminated wells within Quincy Township. PA DEP is proposing to connect the affected area to a municipal water source, and the WTMA Board Meeting scheduled on November 10, 2009 is to be a joint meeting with the WTMA, Quincy Supervisors, DEP and the involved engineers and attorneys to discuss the

issues. The Board asked the Manager to resend the Memorandum for Discussion to the Board and directed the Manager to contact Quincy and ask if they had prepared any response to the Memorandum to be reviewed by the WTMA in advance of that meeting. The Manager reported speaking with K. Bumbaugh recently and will request that all input from the Quincy Township Supervisors be sent to WTMA in advance of the November 10, 2009 meeting.

E. Gladhill wanted to discuss the Calimer Drive Project while S. Trinh was present. E. Gladhill questioned how the second phase of the project will be handled in order to be eligible for Community Development Block Grant funding. The Manager replied that letters will be mailed to the affected residents, along with an income survey, and a public meeting will be scheduled. The Manager will coordinate with the Township Manager to involve them in the process also.

Business Report

The Manager presented the Business Report for September 2009. The business report was accepted as presented on an E. Gladhill, J. Blair motion (4-0). The following items were discussed:

- Revenue Report for the Water Department
- Revenue Report for the Sewer Department
- Cash Flow Summary
- Investment Report
- Tap Fee Detail Report
- Lien Report

Ratification of the Bills

The Ratification of the Bills was accepted as presented on a L. Frantz, E. Gladhill motion (4-0).

Subdivisions

Henicle's Market- Mailed a letter to M. Watson of the Township Supervisors with no comments on the lot addition.

Waynesboro Bible Church- Mailed the maintenance bond for the Waynesboro Bible Church back to M&T Bank. This subdivision has fulfilled all of the WTMA's requirements.

Miscellaneous

2010 Board Meeting Dates- The Manager presented a draft of the WTMA meeting dates for the year 2010 for the Board's review. The WTMA Board of Directors will meet the first and third

Tuesday of each month excluding the month of December which will be the first two Tuesdays. The Chairman asked that the Board review the schedule and report any conflicts so the schedule can be modified if necessary.

Laboratory Testing Bid Document- The Manager presented a draft of a bid document to outsource laboratory testing for the wastewater treatment plant. The Manager requested any comments need to be received before the next Board Meeting. The Manager would like to adopt the bid documents by the first meeting in November and have bids received and approved by the third meeting in November. The Manager plans to post the Laboratory Testing bid document in the local newspaper and with other appropriate sources in order to get the most responses.

Wastewater Management Symposium October 28, 2009- The Manager reported The Shippensburg University Center for Land Use will be holding a symposium about the future of wastewater management in central Pennsylvania on October 28, 2009. The Manager indicated he would be attending and invited any interested Board members to join him.

November 10, 2009 Meeting- L. Frantz questioned what items will be discussed at the meeting scheduled for November 10, 2009. The Manager replied the agenda will include the joint meeting with the Quincy Township Supervisors, and CET Engineering will present the Engineers Report for October, 2009. No other business is intended.

2009/2010 Budget- E. Gladhill asked the status of approval for the 2009/2010 Budget. The Manager replied that K. Shannon of CET Engineering has mailed the Consulting Engineers Certificate and that S. Orndorf of Smith, Elliott and Kearns called and requested some additional information and asked several questions. The Manager reported that he is expecting SEK's approval soon.

Tapping Fee Letters- Chairman F. Eisenhart asked the Manager if he received any other requests from commercial customers pertaining to the tapping fee letters mailed. The Manager replied he received another letter from a customer in the Zullinger area. The Board will review all requests received at a later date.

Old Forge Road Project- E. Gladhill asked the status of the Old Forge Road Project. The Manager replied DH Martin Excavating plans to test pit the gas line on October 21, 2009 and plans starting construction on October 22, 2009. Construction should be completed in two to three weeks.

Adjourn to Executive Session

The Board adjourned to Executive Session at 9:24 PM to discuss personnel matters on a J. Blair, E. Gladhill motion (4-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:27 PM.

Adjourn

The Board adjourned at 10:28 PM on a L. Frantz, J. Blair motion (4-0).

These minutes were prepared by S. Eck; Administrative Assistant respectfully submitted this 3rd day of November, 2009.

L. Frantz, Secretary/Treasurer