

Washington Township Municipal Authority
Business Meeting Agenda
November 3, 2009

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Washington Township Municipal Authority
Business Meeting Minutes
November 3, 2009

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

Business from the Floor

B. Baker, owner of the Unique Bar and Grill, who attended a previous meeting in October of 2009, asked if the WTMA received his letter concerning the bill for additional Tapping Fees he had sent. Chairman F. Eisenhart replied his letter was received and a decision has not been made at this time.

W. Nocton of Mike's Auto and Truck was also in attendance to address the Board concerning the Tapping Fee bill they received. Mr. Nocton explained the business had a water leak in a toilet that was not discovered for several months. He also explained that the building only has one sink and one toilet, and commented that the building is rarely used. Occasionally a few cars may be washed.

Chairman F. Eisenhart explained to Mr. Baker and Mr. Nocton that the Board will review their requests with any others received in one meeting.

Mr. Baker questioned when the Board will make their decisions and whether it would be by the end of November. The Manager reported to the Board that the invoices were mailed on November 2nd and payment was due by November 30, 2009. Chairman F. Eisenhart replied the Board will try and review any exception requests by the end of November.

Agenda

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

Minutes of October 20, 2009

The minutes of October 20, 2009 were accepted as presented on a L. Frantz, E. Gladhill motion (5-0).

Adjourn to Executive Session

The Board adjourned to executive session at 8:57 PM to discuss legal matters on a S. McCleaf, L. Frantz motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 9:40 PM.

Laboratory Testing Bid Document

The Manager presented a Bid Document for Laboratory Testing which would outsource laboratory testing and reporting of various influent and effluent samples related to the operation of the Wastewater Treatment Plant. The bid document will be advertised publicly and the Manager hopes to have laboratory testing in place by the end of November, 2009.

The Laboratory Testing Bid Document was accepted as presented on a S. McCleaf, J. Blair motion (5-0).

Snow Removal Bid Document

The Manager presented a Request for Proposals for Snow Removal at the Administration Building. The Board discussed whether to contract the work or have WTMA personnel do the snow removal as part of the budget cuts. The Manager explained that historically the work was bid to clear the area prior to the start of work and WTMA personnel maintained it during working hours.

After review and discussion, on a S. McCleaf, J. Blair motion the Board accepted the snow removal bid document and will review the bids before a final decision is made about having WTMA personnel plow snow (5-0).

Resolution 09-11 (2010 Water Department Budget)

Resolution 09-11 adopting the 2010 Water Department Operating Budget was accepted as presented on a S. McCleaf, E. Gladhill motion (5-0).

Resolution 09-12 (2010 Sewer Department Budget)

Resolution 09-12 adopting the 2010 Sewer Department Operating Budget was accepted as presented on a S. McCleaf, E. Gladhill motion (5-0).

Chief Wastewater Operator

After reviewing many resumes and conducting several interviews with applicants, the Manager made a recommendation to the Board to hire R. Bingaman as the Chief Wastewater Operator.

The Board reviewed the Applicant's application/resume, and accepted the recommendation to hire R. Bingaman as Chief Wastewater Operator on a S. McCleaf, E. Gladhill motion. The motion was then amended to include an annual salary of \$38,000.00 on a S. McCleaf, E. Gladhill motion (5-0).

Calimer Drive

The Manager reported that the original project scope for Old Forge Road which was designed by Lee Royer and CET Engineering, did not include Calimer Drive. Plans for sewer lines on Calimer Drive will be needed before an application is made for CDBG grant money.

The Manager presented a proposal from R. Lee Royer to design a gravity sewer main from Calimer Drive that would tie into Old Forge Road. The cost for the work would be \$4,500.00. The proposal was accepted as presented on a S. McCleaf, E. Gladhill motion (5-0).

WTMA Projects Update

The Manager presented the October 2009 WTMA Projects Update Report. The following items were discussed:

Specifications (Water / Sewer) - A. Zeigler, Project Supervisor has developed a new test for plumbers who would like to register with the WTMA based on the current water and sewer specifications. Three dates have been set to retest all of the current plumbers from the registered plumbers list. The plumbers will be required to provide current proof of liability insurance.

Hess Well II - The options previously discussed for the Hess Well II included beginning design and construction of the new well now and obtaining a construction permit which would be good for two years. The permit could be renewed by DEP for another two years if the 'construction' process was underway. After completion of construction, an operational permit would be issued by DEP for the final amount for water allowed to be withdrawn based on several factors, including the hydrology of the source, the amount of land controlled in Zone 1, and the treatment capacity of any existing or constructed infrastructure.

Another alternative would be to secure a Zone 1 now based on ARM Group's Hydrogeological Report and permit the well at some time in the future, when the Township's growth determined that it was necessary and funding allowed. Any permit would be limited by the rules, regulations and guidelines in place by DEP at that time. A third alternative would be to do nothing right now.

The Board discussed adding Hess Well II to a future agenda by the end of December, 2009.

Old Forge Road- Construction of phase one of the Old Forge Road sewer main extension is scheduled to start on November 4, 2009. The work should be completed in a few weeks.

Buena Vista Springs- The weather has delayed B. Weaver, a contractor who uses horses to remove timber. As of October 30, 2009, Mr. Weaver expects to complete the project within the next one to two weeks. The remainder of the project is not being considered due to the financial crisis of the water department to take on large capital projects at this time.

Ubility Software Conversion- WTMA staff has had several training sessions with staff from Software Systems Inc. The WTMA went 'live' with the Ubility and the General Ledger programs on November 3, 2009. The first combined billing for Water and Sewer service will be on November 9th.

In order to keep information consistent for auditing purposes, the Payroll module of SSI's package will not be implemented until January 1st to coincide with the fiscal year for payroll and tax purposes.

Subdivisions

Mohn - A letter was mailed to M. Watson of the Township Supervisors with no comments for this land development plan.

Miscellaneous

CHAR Newsletter- The Manager briefly discussed the CHAR Newsletter.

WTMA Property Behind Wells 5 and 6- The Authority is interested in selling property owned in Blue Ridge Summit behind Wells 5 and 6. The Manager reported that letters were mailed to property owners who directly abut the property to advise them the property is for sale. If the property owners have any interest in the property they have been asked to contact the Manager by December 1, 2009.

Fire Hydrant- J. Blair asked the status of the out of service fire hydrant located at Buena Vista Road and Old Route 16. The Manager replied the hydrant was hit and damaged. Mr. Blair asked why the fire hydrant was painted red. The Manager replied hydrants are painted different colors to reflect different flows and pressures.

K. Mentzer- J. Blair asked how K. Mentzer, a WTMA employee, was feeling. The Manager reported he is doing well and will be off a few more weeks to recuperate.

PMAA for the Year 2010- The Manager informed the Board the 2010 Annual PMAA Conference will be held September 19 thru September 22, 2010 in Pittsburgh, PA. If members of the Board are interested in attending the seminar, the September 2010 meeting dates may need adjustment.

Water Leak- The Manager informed the Board that a water leak questioned at the last meeting was included on the Water Report as 'lost' water even though it was on private property. The original meter was inside the home and it was necessary to include the leak on the water report. The WTMA installed a new meter at the property line

WTMA Christmas Party- J. Blair asked if the WTMA plans on having a Christmas Party. The Manager replied he is working on scheduling a luncheon.

Chlorine Monitoring- L. Frantz asked about the status of the chlorine monitoring that is required by DEP. The Manager explained that because of the waste generated by colorimetric meters, the WTMA is interested in amperometric metering, which has been approved by EPA but not yet approved by DEP. The WTMA has gathered data on meters and is waiting for more information.

Fire Hydrant Maintenance - E. Gladhill questioned who the hydrants in Zullinger belong to. The Manager explained that the 2nd Class Township Code gave responsibility for fire protection to the Township. The water lines in Zullinger belong to the WTMA, but the Borough of Waynesboro maintains them because their water flows through them and they collect the revenue

for that water. The Manager was unsure of the actual ownership of the hydrants, but will look into it.

Happel - E. Gladhill reported the Happel's property located on East Main Street is for sale and the listing indicated it could easily be converted into two units. S. Trinh replied that a letter had been mailed to the Happel's attorney reminding them the new owners need to be made aware of the agreement between the Happel's and the WTMA and asking how that would be done.

E. Gladhill WTMA Board Term- E. Gladhill discussed her reappointment to the WTMA Board of Directors. Mrs. Gladhill commented that she felt communication between the Washington Township Supervisors and the WTMA has improved and she has interest in reappointment.

2010 WTMA Board Meeting Schedule- Chairman F. Eisenhart asked the Board to review the draft copy of the 2010 Board meetings and discussed changing the time that will be reflected on the resolution set for meeting dates for the year 2010. The Board was asked to contact the Manager if any dates conflict with their schedules.

WTMA Deeds- Chairman F. Eisenhart asked the Manager to finalize the locations of all properties owned by the WTMA. S. Trinh has been working on locating the Deeds for all of WTMA's property. The Chairman would like all of the properties to be looked at in person by the WTMA Manager/staff.

E. Gladhill WTMA Board Term- Chairman F. Eisenhart discussed writing a letter of recommendation from the WTMA Board of Directors to the Washington Township Supervisors endorsing the reappointment of E. Gladhill to the WTMA Board for another term.

On a J. Blair, S. McCleaf motion (4-0), the Board passed a motion to endorse E. Gladhill to serve another term on the WTMA Board of Directors. E. Gladhill abstained from the vote. The Chairman will draft a letter and have the Board Members sign the letter at the next meeting.

Adjourn to Workshop

The Board adjourned to workshop at 10:50 PM on a J. Blair, S. McCleaf motion (5-0).

Complaint Report

The Board reviewed the complaint report.

Adjourn

The Board adjourned at 10:53 PM on a S. McCleaf, E. Gladhill motion (5-0).

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 10th day of November, 2009.

L. Frantz, Secretary/Treasurer