

Washington Township Municipal Authority
Business Meeting Agenda
November 17, 2009

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10. Ratification of the Bills
11. CET/NPDES Renewal
12. Wastewater Hauling Permit Renewals
13. Subdivisions
14. Miscellaneous
15. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
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Chairman F. Eisenhart opened the meeting at 7:30 PM. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland, S. Trinh, O. Benchoff, S. Melego, and B. Carrigan.

Business From the Floor

There was no business from the floor.

Agenda

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

Minutes of November 10, 2009

The minutes of November 10, 2009 were accepted as presented on a S. McCleaf, L. Frantz motion (5-0).

Review of Tapping Fee Letters

Chairman F. Eisenhart prefaced the review of the requests for exceptions from additional tapping fees with some general comments. Bills for the additional tapping fees were mailed out on November 2nd, and the Board asked that any responses be put in writing and be placed on the agenda for tonight's meeting. He explained that the Board would review and discuss each request that had been received individually. The Manager added that this is an annual review by the WTMA in accordance with Resolutions 09-4 and 09-5. If any exceptions are granted this year and excessive usage occurs in subsequent years, those periods of usage will be reviewed independently of any exceptions granted this year.

The Board reviewed the Washington Township Supervisors' request for an exception from the additional tapping fees for the Transfer Station / Recycling Center in Blue Ridge Summit. Their letter explained that a truck driver hit a fire hydrant at the transfer station which caused a loss of water resulting in the quarterly use of 59,000 gallons. The Washington Township Supervisors were originally allocated 2 EDUs of water and 1.5 EDUs of sewer for that facility. The quarterly use of 59,000 gallons would increase their water usage to 4 EDU's and sewer to 2.5 EDUs. The Board determined that even excluding the quarter with 59,000 gallons, the previous quarter of water usage reflected higher than allowable usage of 38,000 gallons. On a S. McCleaf, J. Blair motion the Board decided to exclude the high quarter based on the documentation of a leak, and directed the Manager to bill the Washington Township Supervisors for .5 EDUs of water and .5 EDUs of sewer based on the next highest quarter's usage. If any additional information is presented to explain the high usage in the previous quarter, it will be considered at a later date and the decision could be subject to change. (4-0) / E. Gladhill abstained.

The Board reviewed the letter from Mike's Auto and Truck. Their appeal stated they had a water leak in a toilet that was not discovered for some time. They explained the building only has one sink and one toilet and added that the building is rarely used. Mike's Auto and Truck was originally allocated 1 EDU of water and 1 EDU of sewer. The high usage would increase their tapping fees to 4 EDUs for water and 3 EDUs for sewer. The Board reviewed the usage for the facility and agreed to exclude the high quarter that corresponded to the leak, granting the appeal requested by Mike's Auto and Truck (located at 5050 Buchanan Trail East) to not bill any additional EDUs of water or sewer at this time on a S. McCleaf, J. Blair motion (5-0).

The Board then reviewed the Unique Bar and Grill's letter requesting reconsideration of the additional tap fees. J. Baker and W. Baker, owners of the Unique Bar and Grill, were present for the discussion. Their letter stated an apartment was added in 2004 and the WTMA Board advised the previous owner that the residence and bar did not need to be separately metered at that time. The Unique Bar and Grill was originally allocated 2 EDUs of water and 2 EDUs of sewer. The highest quarter water usage during the review period would increase their EDUs for water to 3 and the sewer would remain the same. After further investigation the WTMA discovered that the Unique Bar and Grill originally paid for 3 'units' at the time of connection to the system in 1979. The Board recognized the error and agreed to increase their allowable water and sewer usage to the equivalent of 3 EDUs on a S. McCleaf, E. Gladhill motion (5-0). The Manager informed the owners that options may be available to separate the residence from the restaurant and he would discuss those in the future.

The Board moved onto the Waynesboro Day Care Center's letter of appeal. D. Feeser and T. Zeigler were present during the discussion. Their appeal explained that the Day Care Center is a non-profit organization that operates on a very tight budget and provides a public service for low income families. They asked to have their status changed to that of a public school. Chairman F. Eisenhart explained that the Day Care Center is already classified as a school and schools are defined as commercial customers. He added that WTMA has other customers who are non-profit organizations and public schools, and WTMA must treat them all equally. The day care center is a Waynesboro Borough Authority (WBA) water customer and a WTMA sewer customer. Their original allocation was 4.5 EDUs of sewer based on their usage between July 1, 2003 and June 30, 2006. Their highest quarter of water usage in the review period would increase their sewer EDUs to 7. The Board reviewed the usage report provided by the Borough, and Chairman F. Eisenhart questioned the source of the fluctuation in water usage. The Board recommended D. Feeser and T. Zeigler contact the WBA to investigate the fluctuations. Further consideration of the Waynesboro Day Care's request was tabled until the December 1, 2009 meeting with the stipulation that no interest or penalties charges would be incurred while the WBA investigates the Day Care's water usage on a S. McCleaf, J. Blair motion (5-0).

The Board then reviewed Fat Bob and Moses Cycle Shop's letter of appeal. The letter explained that they had two water leaks during the review period which were repaired. The cycle shop was originally allocated 1 EDU of water and 1 EDU of sewer. The higher usage in the review period would increase their EDUs to 1.5 for water and sewer. The Board reviewed the usage history and agreed to exclude the one high quarter of use that corresponded to the leaks, agreeing to grant the appeal request for Fat Bob and Moses Cycle Shop on a L. Frantz, S. McCleaf motion (5-0).

The Board reviewed the Lions Club's letter of appeal. The letter explained they had a water leak at the pressure reducer pit that was not discovered for some time. The line is now shut off for the winter, and the leak will be repaired in the spring prior to the park being used again. The Lions Club was originally allocated 1 EDU of water and 2 EDUs of sewer. The high usage during the review period would increase their water EDU's to 2.5 and their sewer EDU's would remain the same; however, the period of time the leak was alleged to have occurred is not the quarter that caused the EDU assessment to increase. The request was tabled until the December 1, 2009 meeting until more information can be provided by the Lions on a L. Frantz, J. Blair motion (4-0). S. McCleaf abstained.

The Board also reviewed the Monterey Country Club's letter appeal. B. Vongilder and G. Griffin of the Monterey Country Club were present for the discussion. Their appeal explained the clubhouse had a toilet supply line burst in May of 2009. The water leak was not discovered for several days and caused serious damage to the clubhouse, for which the Club provided copies of the insurance claim. The Monterey Country Club is allocated 1 EDU of water and 1.5 EDUs of sewer. Chairman F. Eisenhart questioned the high water usage for the quarter that was billed on November 1, 2008. The usage that quarter was greater than the quarter which was explained in the letter. The usage in the higher quarter was also in the review period and would increase their water usage to 3 EDUs and sewer to 2 EDUs. The Country Club's request was tabled until the December 1, 2009 meeting pending the receipt of more information on a S. McCleaf, J. Blair motion (5-0).

The Board reviewed the Sunshine Lanes appeal letter. Their letter explained they had a large underground water leak, which was confirmed by the Water Superintendent. They also provided a bill from the plumber who repaired it, as well as a letter from the plumber estimating that water was leaking at an approximate rate of 4 gallons per minute. Sunshine Lanes is permitted to use up to 4 EDU's of water and 3 EDU's of sewer. The high water usage would increase their EDUs to 5 for water and 3.5 for sewer. The Board directed the Manager to have another reading taken. If the usage has returned to normal following the repair of the leak, the Board authorized the removal of the additional tap fees resulting from the 2008-2009 review period on a L. Frantz, J. Blair motion (4-0). S. McCleaf abstained.

The Board reviewed a letter received from Steve Honodel for 11728 Pen Mar Road. Stephanie Honodel was present for the discussion. The letter before the Board explained a water leak that occurred in September 2007. The Board explained that WTMA reviewed all commercial business' water usage for the period of time between July 1, 2008 and June 30, 2009. There was usage of 117,000 gallons in that time period which triggered the additional EDUs. The request was tabled until the December 1, 2009 to provide the owner sufficient time to gather any documentation of a leak that was repaired during the review period on a S. McCleaf, E. Gladhill motion (5-0).

The Manager presented a letter of appeal he received that morning from the Blue Ridge Summit Fire Department. Since the Board had not had time to review the letter or the usage history, consideration of the request was tabled until the December 1, 2009 meeting on a L. Frantz, J. Blair motion (5-0).

WTMA Laboratory Testing Bids

Chairman F. Eisenhart opened three sealed bids for the Wastewater Treatment Plant's laboratory services.

The sealed bid documents were from:

Laboratory Analytical and Biological Services Inc. for a total bid cost of \$11,112.00 per year.

Franklin Analytical, Inc. for a total bid cost of \$9,602.20 per year.

Analytical Laboratory Services Inc. for a total bid cost of \$9,092.00 per year.

On a S. McCleaf, L. Frantz motion (5-0) the bids were tabled pending further review and a recommendation by the Manager.

WTMA Snow Removal Bids

Chairman F. Eisenhart opened five sealed bids for snow removal at the WTMA Administration Building.

The sealed bids were from the following individuals:

Kevin Nicholas- Cost to remove snow from the upper level of the Administration Building: two to four inches of snow - \$110.00 per occurrence; four inches or more of snow - \$155.00 per occurrence; de-icing cost - \$90.00 per occurrence. Cost to remove snow from the lower level: two to four inches of snow - \$90.00 per occurrence; four inches or more of snow - \$155.00 per occurrence; de-icing cost is \$75.00 per occurrence.

Reliable Craftsmanship- Cost to remove snow from the upper level of the Administration Building: two to four inches of snow - \$95.00 per occurrence; four inches or more of snow - \$150.00 per occurrence; de-icing cost - \$75.00 per occurrence. Cost to remove snow from the lower level: two to four inches of snow - \$95.00 per occurrence; four inches or more of snow - \$150.00 per occurrence; de-icing cost is \$75.00 per occurrence.

D.L. George and Sons- Cost to remove snow from the upper level of the Administration Building: two to four inches of snow - \$120.00 per occurrence; four inches or more of snow - \$150.00 per occurrence; de-icing cost - \$125.00 per occurrence. Cost to remove snow from the lower level: two to four inches of snow - \$120.00 per occurrence; four inches or more of snow - \$150.00 per occurrence; de-icing cost is \$100.00 per occurrence.

Mountain Top Excavating- Cost to remove snow from the upper level of the Administration Building: two to four inches of snow - \$115.00 per occurrence; four inches or more of snow - \$145.00 per occurrence; de-icing cost - \$95.00 per occurrence. Cost to remove snow from the

lower level: two to four inches of snow - \$55.00 per occurrence; four inches or more of snow - \$75.00 per occurrence; de-icing cost is \$55.00 per occurrence.

Tru Precision- Cost to remove snow from the upper level of the Administration Building: two to four inches of snow - \$90.00 per occurrence; four inches or more of snow - \$135.00 per occurrence; de-icing cost - \$50.00 per occurrence. Cost to remove snow from the lower level: two to four inches of snow - \$95.00 per occurrence; four inches or more of snow - \$142.50 per occurrence; de-icing cost is \$50.00 per occurrence.

On a S. McCleaf, J. Blair motion (5-0) the bids were tabled for further review by the Manager.

Water Department Report

S. Melego, Water Superintendent presented the October 2009 Water Report. The Water Department report was accepted as presented on a L. Frantz, S. McCleaf motion (5-0).

The following items were discussed:

- Water usage for the month is currently 41% of the system's capacity
- 14,860,000 gallons of water were produced for the month
- 46,872,000 gallons of water were produced for the quarter
- Two water leaks were discovered for the month
- Unaccounted water for the quarter was 28%
- There were three new connections for the month

Sewer Department Report

O. Benchoff, Wastewater Superintendent presented the October 2009 Sewer Report. The Sewer Department report was accepted as presented on a S. McCleaf, L. Frantz motion (5-0).

The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 390,000 gallons per day
- Average flow was 489,000 gallons per day
- Maximum flow was 915,000 gallons per day
- There were two new connections for the month
- Maximum Hydraulic EDU's for the plant are 8486

- Total Hydraulic EDU's connected to the system to date are 5502.5
- For planning purposes, the wastewater treatment plant is currently operating at 65% of its capacity

Business Report

B. Carrigan, Business Manager presented the October 2009 Business Report. The Business Report was accepted as presented on a S. McCleaf, L. Frantz 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

The Manager also asked the Business Manager to report how the implementation of the new billing and accounting software was progressing. The Business Manager reported that all of the bills have now been mailed out. Several glitches have been discovered during the first bill run, including billing water only customers for sewer also. In spite of the notice given to our customers, there was a fair amount of confusion about the prorated sewer billing to accommodate the combination of the two bills. Most customers were satisfied with the explanation and the steps the Authority is taking to accommodate the difficulties customers may experience during the transition to one combined bill. All of the glitches have been addressed quickly and professionally by Software Systems, Inc.

Ratification of the Bills

The Ratification of the Bills was accepted as presented on a S. McCleaf, E. Gladhill motion (5-0).

CET/NPDES Renewal

The Manager presented a proposal from CET Engineering Services to prepare and submit WTMA's National Pollutant Discharge Elimination System (NPDES) Permit renewal application to DEP on behalf of the WTMA. The proposal is to perform the work for a 'not to exceed' price of \$7,500.00 and was authorized on a S. McCleaf, E. Gladhill motion (5-0).

Wastewater Hauling Permit Renewals

The Manager presented renewal applications for Karl Pile Septic Service and Mountain Top Excavating to haul wastewater to the Washington Township Wastewater Treatment Plant from the Washington Township area. The renewal applications were accepted as presented on a L. Frantz, J. Blair motion (4-0). S. McCleaf abstained.

Subdivisions

There were no subdivisions to discuss.

Miscellaneous

Quincy Township Fire- L. Frantz discussed the recent fire in Quincy Township. There was no water available in Quincy Township and multiple fire companies had to bring water in with tankers. L. Frantz reminded the Board to consider hydrants and the need for water for fire suppression in the discussions with Quincy Township.

WTMA Water & Sewer Billing- E. Gladhill asked what the billing process is for a new customer who purchases a home that has no plumbing. No one has lived in the home in question for three years and the new owner recently received a minimum water bill. The Manager explained that unless the meter is removed by the WTMA, the property continues to be billed the minimum amount but he will research the history of the property in question.

New Software Water/Sewer Billing Complaint- E. Gladhill discussed an email she received from a Township Supervisor concerning the new combined water and sewer billing. The Manager explained that all of WTMA's customers were notified of the change by mail in June, 2009, and there had been several mentions in the Minutes. There is also a banner placed on the website. E. Gladhill indicated to the Board that she had responded to the email.

Happel's- S. Trinh reported she received a response from the Happels' attorney explaining that when their property on East Main Street is sold the new owners will be notified of the agreement between the Happel's and the WTMA. The Board requested that a copy of that notification be requested by the solicitor and placed in the file for the address.

WTMA Deeds- S. Trinh briefly discussed the results of deed search and presented a list of properties owned by the WTMA. The Manager will research the properties in question and visually inspect them.

E. Gladhill- Chairman F. Eisenhart presented a final draft of the 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. The WTMA Board of Directors signed the Letter of Recommendation and the Manager will have it delivered to the Township.

January 2010 Meeting Dates- Chairman F. Eisenhart reviewed the meeting dates for the year 2010. The Board reviewed and discussed changes to the meeting dates. The Manager will make the appropriate changes for the Board Meeting Date Resolution that will be approved at the re-organizational meeting.

Adjourn

The Board adjourned at 11:05PM on a S. McCleaf, E. Gladhill motion.

These Minutes were prepared by S. Eck, Administrative Assistant, and respectfully submitted this 1st day of December, 2009.

L. Frantz, Secretary/Treasurer