

Washington Township Municipal Authority
Business Meeting Agenda
December 1, 2009

1. Business from the Floor
2. Agenda
3. Minutes of November 17, 2009
4. Tapping Fee Letters
5. Adjourn to Executive Session for Contract Discussion
6. Reconvene to Regular Meeting
7. WTMA Projects Update Report
8. Laboratory Testing Bids
9. Snow Removal Bids
10. Wastewater Hauling Permit Renewals
11. Subdivisions
12. Miscellaneous
13. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
December 1, 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 November 17, 2009

The minutes of November 17, 2009 were approved as amended on a L. Frantz, E. Gladhill motion (4-0).

Tapping Fee Letters

The Board reviewed a Tapping Fee Report summarizing the status of the tapping fee invoices that were mailed out on November 2, 2009. The report listed whether the tapping fees had been paid, were pending the resolution of appeal letters, and those that the WTMA had not had any response from.

Chairman F. Eisenhart commented the WTMA had received some supplemental information that had been requested for individual appeals tabled at the last meeting, as well as some new appeals.

The Board reviewed the additional information supplied by the Waynesboro Day Care Center following the November 17th WTMA meeting that they attended. The Day Care Center is a Waynesboro Borough Authority (WBA) water customer and a WTMA sewer customer. According to the letter, the Day Care Center discovered there was a problem with their plumbing in August 2008 and had to replace the main line. The Board reviewed the water usage history supplied by the WBA and agreed to exclude the one high quarter of usage that was supported by the repair, and look to the next highest quarter's usage. The decision was made to modify the bill for the Day Care Center to 1.5 EDUs for sewer based on 119,000 gallons of water use on a J. Blair, E. Gladhill motion (4-0).

The Manager commented to the Board that any letters that have been mailed out modifying the original tap fee assessment state 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.

S. Trinh discussed the interest and penalties that would accrue after the December 1, 2009 payment due date for the original bills. The Board gave consensus to allow all the requests that were tabled on November 17, 2009 an additional thirty days to pay their invoice with no accrued interest.

The Board reviewed the additional information supplied by the Blue Ridge Lions Club following their request for a waiver, which was tabled. R. Gillard, a representative for the Lion's Club, was present for the discussion. Mr. Gillard has no explanation about what may have caused the high water usage and is having difficulty locating the information needed. After further investigation the WTMA discovered that the water meter reading was not entered for the May thru July, 2008 quarter and there were other inconsistencies on the computer print out of usage. This may be due to an agreement the WTMA made in 1976 for a defined amount of free water in exchange for a water line right of way. The actual water meter sheets need to be reviewed before a final decision can be made. The Board agreed to table the request until the January 5, 2010 Board Meeting on a J. Blair, E. Gladhill motion (4-0).

The Board then reviewed the additional information supplied by the Monterey Country Club in support of their request for a waiver that was tabled on November 17th. B. Von Gilder and D. Burns were present for the discussion. The Monterey Country Club had two water leaks and supplied invoices to verify the repairs. The Board agreed to exclude two high quarters of usage that corresponded to the leaks, and agreed to grant the appeal and waive the tapping fees assessed as a result of this review period for the Monterey Country Club on an E. Gladhill, J. Blair motion (4-0).

The Board discussed the Sunshine Lanes appeal letter from the November 17, 2009 Board Meeting. At the previous meeting the Board directed the Manager to have another meter reading taken. The Manager reported a meter reading was taken and plans another meter reading to be done in approximately two weeks. If the usage returns to normal following the repair of the leak the additional tap fees will be removed from the 2008-2009 review period as per a prior Board motion.

The Board also reviewed the additional information received from S. Honodel, owner of 11728 Pen Mar Road, which contains Bobby D's Restaurant and some apartments. The Chairman commented that the letter that had been presented at the November 17th meeting explained an incident that occurred prior to the review period, and their request had been tabled. Steve and Stephanie Honodel were present for the discussion. They presented documents to support damage done to one of the apartments by a former tenant that caused high water usage. The Board examined the information and determined the explanation did not correspond to the period of high usage that caused the additional tap fees to be assessed. The Board agreed to table the request until the December 8, 2009 Board Meeting on a J. Blair, L. Frantz motion (4-0).

The Board reviewed the Blue Ridge Fire and Rescue Squad's letter appealing their additional tapping fees. Their letter explained that a leak was discovered between the meter and the entrance to the engine bays. The Rescue Squad had the leak repaired and then discovered another leak in the same area a few days later. The leaks occurred in January and February of

2009 and would have affected two quarters of usage. The Board reviewed the usage for the facility and agreed to waive the 167,000 gallon quarter and 133,000 gallon quarter that corresponded to the leaks, and bill the Rescue Squad an additional 2 EDUs of water and 1.5 EDUs of sewer for the next highest usage quarter on a L. Frantz, E. Gladhill motion (4-0).

The Board reviewed a letter appealing the assessed tapping fees from HHA Properties LLC (The Tennis Club). Their letter explained that there was construction in the area that apparently caused a meter problem or a water leak. They also alleged a leak problem in the building. The Tennis Club is allocated 1 EDU of water and 1.5 EDUs of sewer. Their highest quarter usage would increase their tapping fees to 3.5 EDUs for water and 2.5 for sewer. The Board requested additional information including specific times for the alleged events. The Board agreed to table the request until the January 5, 2010 Board Meeting on a J. Blair, L. Frantz motion (4-0).

The Board reviewed a letter of appeal from Dave Shockey Auto Body. The letter explained a leak was discovered after a high usage was reported to them by a WBA meter reader. Dave Shockey Auto Body is allocated for 1 EDU of water and 1 EDU of sewer. The highest quarter usage would increase their tapping fees to 1.5 for water. The Manager reported he spoke with Kathy Shockey and asked for a copy of the invoice for the leak repair, but it has not been received yet. The Board agreed to table the request until the invoice is received to review it at the December 8, 2009 Board Meeting on a L. Frantz, J. Blair motion (4-0).

The Board reviewed the letter of appeal from Rita's Italian Ice. Their letter explained they are a seasonal business and close during the winter season. There was no indication in their letter of an appeal for a water leak. Rita's Italian ice is allocated 1 EDU of water and 1 EDU of sewer. The highest quarter usage would increase their tapping fees to 2.5 EDU's for water and 1.5 EDU's for sewer. The Board agreed to bill Rita's Italian Ice for an additional 1.5 EDU's of water and .5 EDU's of sewer in accordance with Resolutions 09-4 and 09-5 on a J. Blair, L. Frantz motion (4-0).

Adjourn to Executive Session

The Board adjourned to Executive Session at 9:15 PM for contract discussions with the Solicitor on a L. Frantz, J. Blair motion (4-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:45 PM.

WTMA Projects Update

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

Hess Well II- The Board discussed options for Hess Well II with S. Trinh, Solicitor during Executive Session. The WTMA needs to have a discussion with Mr. and Mrs. Hess and make determination about purchasing additional property.

Old Forge Road- D.H. Martin began construction of approximately 800 feet of gravity line on November 4, 2009 and the project was completed on November 18, 2009. Final restoration of the road crossing and driveway repairs will be completed and inspected by the Township. Letters will be mailed to the affected homeowners informing them of the requirement to connect to the system and the deadline by which to do so.

Phase Two of the project will extend the line on Old Forge Road and Calimer Drive. The design for Old Forge Road is complete and R. Lee Royer is designing the gravity system for Calimer Drive. The WTMA and the Washington Township Supervisors are working together to apply for a Community Development Block Grant to pay for the installation of phase two and connection costs for the affected homeowners.

Buena Vista Springs- The clearing of timber has been completed. The remainder of the project is not being considered due to financial considerations within the Water Department. This project is completed.

Software Conversion- The first combined billing of water and sewer was mailed out on November 12, 2009. The WTMA received a large number of phone calls despite letters being mailed out in June explaining the new billing process. A large majority of customers seemed pleased with the combined billing. The processing of water and sewer payments and the payment of invoices is much more efficient with the new software.

The payroll module of SSI's package will not be implemented until January 1, 2010 in order to coincide with the calendar year and for tax purposes.

DEP Groundwater Rule Compliance (Water) - The Groundwater Rule for DEP goes into effect on December 1, 2009, including a requirement for chlorine monitoring. The WTMA must submit worksheets to DEP proving there is adequate chlorination and contact time to render any potential contaminants ineffective, and must have monitoring in place by October 2010. The Manager discussed drafting a Request for Proposal to purchase the required chlorine monitors and a communication system.

Laboratory Testing Bids

Three sealed bids were opened at the November 17, 2009 Board Meeting and tabled for further review by the Manager. The Bids were from the following companies:

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.

After a review of the three bids, the Manager recommended awarding the bid for the Wastewater Treatment Plant's laboratory services to Analytical Laboratory Services Inc. for the low bid of \$9,092.00. The Board accepted the Manager's recommendation on a J. Blair, L. Frantz motion (4-0).

Snow Removal Bids

Five sealed bids were opened at the November 17, 2009 Board Meeting and tabled for further review by the Manager. The Manager acknowledged the Board's stated reluctance to bid this work out, recommended rejecting all bids and having the services performed using WTMA personnel and equipment. The Board accepted the Manager's recommendation on an E. Gladhill, J. Blair motion (4-0).

Wastewater Hauling Permit Renewals

The Manager presented a renewal application for Witter's Septic and Sanitation to haul wastewater to the Washington Township Wastewater Treatment Plant from the Washington Township area. The renewal application was accepted as presented on a J. Blair, L. Frantz motion (4-0).

Subdivisions

Bonebrake- A letter was mailed to M. Watson, Washington Township with no comments since the area is not served by WTMA water or sewer.

Iron Bridge Estates- A letter was mailed to M. Watson, Washington Township with no comments since the area is not served by WTMA water or sewer.

Miscellaneous

Waynesboro Borough Authority Minutes- The Manager briefly reviewed the Waynesboro Borough Authority (WBA) Minutes for October 20, 2009 and November 3, 2009.

The WTMA Manager informed the Board that he had sent an email to L. Pryor, Manager of WBA, about the Harper Drive area. The Manager feels that the WTMA could provide better flows and pressure to the Harper Drive residents, as well as better fire service. He asked if the WBA would be willing to reconsider their decision to make upgrades to their own system and instead connect them to the WTMA's 12 inch water line.

Quincy Township- The Manager has emailed R. Bishop, of DEP, asking that the WTMA be copied on all official public comments when they close their public comment period on December 15, 2009.

WTMA Board 5 Year Term- The Manager reported that two people have applied for appointment to the WTMA Board. A Letter of Recommendation from the WTMA Board of Directors was previously mailed to the Washington Township Supervisors, endorsing the

reappointment of E. Gladhill to the WTMA Board for a five year term. C. Sturm, Chairman of the Washington Township Supervisors, has also submitted an application for the WTMA Board of Directors.

Quarterly Report to the Washington Township Supervisors - The Manager reported he will be making his Quarterly Report to the Washington Township Supervisors on December 16, 2009. The Manager plans on discussing the Act 537 Plan as well as any other pertinent issues. He hopes the Supervisors will be ready to publish the Act 537 Special Study for public comment by the end of the year.

WTMA Christmas Luncheon- The Manager discussed the upcoming Christmas Luncheon that has been scheduled for December 18, 2009 at the administration office.

Fire Hydrants- J. Blair asked if all the fire hydrants in the Washington Township area are functioning properly. The Manager explained that they have all been tested and the data has been supplied to the Township and the Fire Company, including the one damaged by a vehicle on Buena Vista. There is one on the end of the 12 inch line at 997 that is not in use for fire service, but is being used as a blow-off for that line.

2009-2010 Budget- E. Gladhill asked if a copy of the approved 2009/2010 Water and Sewer Budget could be sent to the Washington Township Supervisors. The Manager is unsure if they were provided, but will do so first thing in the morning.

WTMA Salaries- Chairman F. Eisenhart questioned the reporting of WTMA positions and Salaries to the Township. The Manager explained the Municipal Authorities Act requires that information to be reported every six months, and it is sent in January and July of each year.

Letters to the Editor- E. Gladhill briefly discussed the Letter to the Editor in the local newspaper pertaining to hauled biosolids. The Manager confirmed to E. Gladhill that WTMA does not haul biosolids outside of the Township, and the WTMA has not hauled any biosolids to any other location than the farm across from the treatment plant this year.

Adjourn

The Board adjourned at 11:19 PM on a L. Frantz, J. Blair motion (4-0).

These Minutes were prepared by S. Eck, Administrative Assistant, and respectfully submitted this 8th day of December, 2009.

L. Frantz, Secretary/Treasurer