

Washington Township Municipal Authority
Business Meeting Agenda
December 8, 2009

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Washington Township Municipal Authority
Business Meeting Minutes
December 8, 2009

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

Business from the Floor

There was no business from the floor.

Agenda

Chairman F. Eisenhart requested to move the Engineer's Report to immediately follow the minutes. The agenda was approved as amended on a S. McCleaf, J. Blair motion (5-0).

Minutes of December 1, 2009

The minutes of December 1, 2009 were approved as presented on a S. McCleaf, L. Frantz motion (5-0).

Following a question by E. Gladhill and upon a recommendation from the Solicitor, the motion and approval were withdrawn due to S. McCleaf's absence at the December 1, 2009 Board Meeting. The minutes were then approved as presented on a L. Frantz, J. Blair motion (5-0).

Engineer's Report

K. Shannon of CET Engineering Inc. presented the November, 2009 Engineers Report. The report was accepted as presented on a L. Frantz, E. Gladhill motion (5-0). A copy of the report is attached and hereby made a part of these minutes.

The following items were discussed:

Water

- Potential Water Service to Quincy Township
- EPA Groundwater Rule

Sewer

- Risk Management Plan
- Special ACT 537 Planning Study
- Sewer System Capacity Analysis

- EPA Data Solicitation
- NPDES Permit Application

Water and Sewer Tapping Fee Evaluation

K. Shannon of CET Engineering Inc. presented a Proposal for Professional Services to Evaluate and Update Water and Sewer Tapping Fees. The WTMA is considering updating the water and sewer tapping fees to include completed and planned improvement or additions of the water and sewer systems. Water Tapping Fees were last updated by Resolution 05-03 and Sewer Tapping Fees were last updated by Resolution 05-04.

The Board authorized CET Engineering Inc. to evaluate and update the Water and Sewer Tapping Fees in accordance with the Proposal, with the cost to not exceed \$3,500.00 each, on a S. McCleaf, L. Frantz motion (5-0). CET Engineering will present a draft of the evaluation at a future meeting for the Board's review prior to adoption.

Act 537 Special Study

K. Shannon of CET Engineering Inc. presented an invoice for engineering services performed between May 1, 2009 and October 31, 2009 for the Act 537 Special Study for the Wastewater Conveyance System Capacity Analysis. The invoice detailed expenses totaling \$47, 821.34. The accompanying memo from CET explains that due to several factors, including the amount of mapping, metering, modeling, and the changes in the scope of the project as it progressed, the actual cost has exceeded the budget amount that was originally included and approved by the WTMA as part of the Task Activity Report that was submitted to DEP.

S. Huntzinger and K. Shannon, of CET Engineering Inc. and F. Eisenhart, S. McCleaf and the WTMA Manager had previously met on December 3, 2009 to review the invoice and memo. CET Engineering has written off \$17,807.40 from the invoice.

The Board discussed the validity of the bill, the reasons for the cost overruns, and whether the invoiced amount was a fair representation of the amount of work performed by CET Engineering to perform the analysis and complete the Special Study. The Board questioned how much more expense would be involved to bring this phase of the Special Study to a conclusion. K. Shannon estimated that it would not exceed \$5,000.00 to complete the remaining work and submit the report to DEP, providing there were not any major changes as a result of the Supervisors requests or any comments received from the Planning Commissions or the public. All additional invoicing by CET for this project will be done on a 'time and materials' basis.

The Board decided to pay the invoice balance of \$30,013.94 on a S. McCleaf, E. Gladhill motion (3-2) with J. Blair and Chairman F. Eisenhart against.

Tapping Fee Letters

Steve and Stephanie Honodel were present and provided the Board with some supplemental information explaining the high usage at Bobby D's Restaurant and the apartments located at 11728 Pen Mar Road. At the December 1, 2009 Business Meeting of the Board, the information they presented did not correspond to the high usage in the review period that resulted in the assessment of additional tap fees. Mr. Honodel presented an invoice for repair to the toilets and a statement from the owner of Bobby D's restaurant confirming the leaks. Based on the receipt for materials, and the corresponding reduction in usage since the repairs, the Board waived the additional tap fees for this year on a S. McCleaf, J. Blair motion (5-0).

The Board reviewed an invoice provided by Dave Shockey's Auto Body for repair to a leak that was discovered by a WBA meter reader. The Board had received a letter appealing the assessment of additional tap fees at a previous Board Meeting and had requested a copy of the invoice for the repairs. The Board accepted the invoice as verification of the repair and waived the assessment of additional tap fees this year on a S. McCleaf, J. Blair motion (5-0).

The Board also reviewed a request from the Washington Township Supervisors requesting a time extension in order to gather more information about an additional water leak at the Recycle/Transfer Station. The Board granted the extension until the first meeting in February 2010 on a S. McCleaf, L. Frantz motion (4-0) E. Gladhill abstained.

The Manager provided the meter sheets for the Lions Club that had been requested by the Board at the previous meeting. After further investigation, the Manager discovered the high water usage of 38,000 gallons was actually for several years of usage, but was not entered into the billing system due to the "No Bill" status on the account. The Manager explained that as a result of this, the Lions Club should never have been assessed any additional tapping fees. The Manager has spoken with Lions Club Secretary and he will send a letter as well. The Board asked that the letter include language making the Club aware that future billings will be based on the excusal of the first 10,000 gallons consumed per year in accordance with the agreement and any additional usage will be billed. If the Club has any documentation of any other agreement, they will be asked to provide it to the WTMA.

Adjourn to Executive Session

The Board adjourned at 8:58 PM on a L. Frantz, S. McCleaf motion (5-0) to discuss legal matters.

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:16 PM.

The Board discussed contract negotiations for the acquisition of land for Hess Well II during Executive Session. The Board agreed to give S. Trinh, Solicitor permission to make an offer to the William and Elizabeth Hess for a tract of land on a L. Frantz, S. McCleaf motion (5-0).

Resolution 09-13(Late Payment of Fees Other Than User Fees)

The Manager presented Resolution 09-13, a Resolution Establishing Penalties for Late Payment of Fees Other Than User Fees. The Resolution states that invoices that are not paid in full by the due date shall be assessed interest at a rate of one and a half percent (1 1/2%) per month until paid in full. The Authority shall have the right to shut off water service to the property that received the benefit of service performed by the Authority. Any fees not paid within one hundred twenty days (120 days) may be entered as a municipal lien against the property that benefited from the services. Resolution 09-13 was accepted as presented with one minor word change on a S. McCleaf, J. Blair motion (5-0).

Water Department Report

The Manager presented the November 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
- 14,437,000 gallons of water were produced for the month
- There were no water leaks discovered for the month
- There were no new connections for the month

The Manager also presented a spreadsheet to the Board and explained that the amount of water sold that had been reported to the Water Department for the last year was overstated. This resulted in a lower than actual amount of unaccounted water. The appropriate changes have been made, and the new billing system will print a report that clearly identifies the amount of water sold by the WTMA.

Sewer Department Report

The Manager presented the November 2009 Sewer Report. The Sewer Department report was accepted as presented on a J. Blair, S. McCleaf motion (5-0).

The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 380,000 gallons per day
- Average flow was 484,000 gallons per day
- Maximum flow was 1,010,000 gallons per day
- There were ten 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 5512.5
- For planning purposes, the wastewater treatment plant is currently operating at 64.9% of its capacity

Requisitions

The following requisitions were approved as presented on a S. McCleaf, L. Frantz motion (5-0).

(Sewer) Requisition No. 472- Payment of \$8,750.00 to Software Systems Inc. for software conversion and training.

(Sewer) Requisition No. 473- Payment of \$62.00 to CET Engineering Inc. for Nutrient Removal Capabilities.

Subdivisions

Tracey- A letter was mailed to M. Watson of Washington Township stating this subdivision does not affect or impact the WTMA water or sewer system.

Miscellaneous

Group Energy Purchase- The Manager reported that Washington Township is investigating joining the ChamberChoice Energy Program. The program would allow the Township to possibly purchase energy at a reduced rate after the rate caps expire in December 2010. M. Christopher, Washington Township Manager, suggested that the WTMA look into it as well. The WTMA Manager will gather information on the program, as well as membership in the Waynesboro Chamber of Commerce, which is a requirement to access the program. There is no commitment to join until May 2010. The Manager will gather more information to be presented at a future meeting.

Mike & Travis' Mountain Shadows Restaurant- The Manager reported several blockages have occurred in this area in the last few months. Another large grease blockage was discovered this week in front of the restaurant. A certified letter will be mailed to the restaurant requiring the installation of a grease interceptor within 180 days in order to regulate the disposal of fats, oils and grease in accordance with Resolution 08-4 (FOG). The Board agreed by consensus to invoice the restaurant for the maintenance work performed by WTMA Staff to clear the most recent blockage.

University of Rock Hurst Training- L. Frantz asked what type of training K. Kreps would be attending at the Rock Hurst University. The Manager replied the training is a one day seminar on effective time management and organizational skills.

Anthony Highway Auto- E. Gladhill asked if the WTMA had any issues with the proposed expansion of Anthony Highway Auto Sales. The Manager replied there is no impact unless the commercial property would create additional water usage.

Carrosmar Farm Drive- E. Gladhill asked if the WTMA could search for a date the meter was pulled for an address on Carrosmar Farm Road where a trailer was moved in.

WTMA Christmas Party- The Manager discussed the Christmas Luncheon on December 18, 2009 at 12:00 PM at the administration office. This year will be a pot luck meal.

Adjourn to Workshop

The Board adjourned to Workshop at 10:50 PM on a L. Frantz, J. Blair motion (5-0).

Complaint Report

The Board reviewed the Complaint Report.

Adjourn

The Board adjourned at 10:55 PM on a S. McCleaf, J. Blair motion.

These Minutes were prepared by S. Eck, Administrative Assistant, and respectfully submitted this 5th day of January, 2010.

L. Frantz, Secretary/Treasurer