

Washington Township Municipal Authority
Business Meeting Agenda
January 5, 2010

1. Election of Officers
 - A. Chairman
 - B. Vice Chairman
 - C. Secretary/Treasurer
 - D. Assistant Secretary/Treasurer
2. Resolution 10-1
3. Resolution 10-2
4. Business from the Floor
5. Agenda
6. Minutes of December 8, 2009
7. Tapping Fee Letters
8. Adjourn to Executive Session for Legal Matters
9. Reconvene to Regular Meeting
10. Grinder Pumps Resolution 10-3
11. Engineers Report
12. WTMA Projects Update Report
13. Susquehanna Cash Management Proposal
14. Wastewater Hauling Permit Renewals
15. Requisitions
16. Subdivisions
17. Miscellaneous
18. Adjourn

Washington Township Municipal Authority
Reorganization & Business Meeting Minutes
January 5, 2010

The Reorganization Meeting was opened at 7:30 PM by Solicitor S. Trinh. Also present were F. Eisenhart, S. McCleaf, L. Frantz, E. Gladhill, J. Blair and S. McFarland.

Election of Officers

S. Trinh, Solicitor opened the election for Chairman.

Chairman: F. Eisenhart was nominated Chairman on a S. McCleaf, L. Frantz motion. Nominations were closed and F. Eisenhart was elected Chairman on a 5-0 vote.

F. Eisenhart assumed Chairmanship of the Board and conduct of the meeting.

Vice-Chairman: S. McCleaf was nominated Vice-Chairman on a L. Frantz, E. Gladhill motion. Nominations were closed and S. McCleaf was elected Vice-Chairman on a 5-0 vote.

Secretary/Treasurer: L. Frantz was nominated Secretary/Treasurer on an E. Gladhill, J. Blair motion. Nominations were closed and L. Frantz was elected Secretary/Treasurer on a 5-0 vote.

Assistant Secretary/Treasurer: E. Gladhill was nominated Assistant Secretary/Treasurer on a S. McCleaf, J. Blair motion. Nominations were closed and E. Gladhill was elected Assistant Secretary/Treasurer on a 5-0 vote.

E. Gladhill commented that she had initially been inclined to have some of the officer positions on the Board rotate, but after further consideration realized that because of the turnover of Board members during the recent years, no officer has held their current position for longer than one year. She commented that in the future, there could be some advantage to rotating positions to give the Board more experience as it relates to the different officer's roles and responsibilities.

Resolution 10-1 and 10-2

A motion was made by S. McCleaf to approve Resolution 10-1 (Authorized Signatures for the Authority) and Resolution 10-2 (Designating Meeting Dates for the Year 2010). L. Frantz seconded the motion. They were approved as presented (5-0).

Chairman F. Eisenhart commented Resolution 10-2 reflects a change in the time to 7:15 PM for the Board Meeting's. Further, the Board of Directors will now meet twice a month instead of three times a month.

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 (5-0)

Minutes of December 8, 2009

The minutes of December 8, 2009 were approved as presented on a S. McCleaf, L. Frantz motion (5-0).

Tapping Fee Letters

Cameron and Nicole Price, and Ronnie Martin, representing the Prices', were present to appeal their tapping fee assessment for Rita's Italian Ice. Nicole Price explained the store has only been in business for one and a half years. She also indicated that the assessed tapping fee amounts would take 25% of their annual gross and would cause a financial hardship.

The Board reviewed the usage for their facility and questioned the high meter reading in October of 2008. Chairman F. Eisenhart requested the Prices' to provide more information explaining the difference of water usage between the October 14, 2008 and other quarters meter readings. The Board agreed to table the request until the February 2, 2010 meeting on a S. McCleaf, E. Gladhill motion (5-0).

B. Wissinger, owner of HHA Properties, (Tennis Club) was present and provided more information explaining the high usage for the Tennis Club. The water supply line for the Tennis club crosses the adjoining property, and there was some indication that it had been hit during the construction and installation of the water line for the other property. The construction was performed by the adjoining owner and Mr. Wissinger could not locate any records for repairs.

Mr. Wissinger also discovered at the same time they had leaking valves in several commercial toilets that were not discovered for some time and the valves for the toilets have been shut off. The Board reviewed the usage for the facility and the additional information provided. They noted that the water usage at the club has returned to normal since the repairs had been made, and agreed to exempt the high quarter that corresponded to the leaks. The Board granted the waiver requested by HHA Properties, LLC and will not bill any additional EDUs of water or sewer during the current evaluation period on a S. McCleaf, L. Frantz motion (5-0). Mr. Wissinger was advised that the Tap Fee review is an annual and if any issues arise next year from leaking toilets the Board may not consider granting a waiver.

The Board reviewed a letter from the Blue Ridge Fire and Rescue Squad requesting a waiver of additional tap fees due to the financial burden it would place on the company. After discussion and noting that they had already waived two high quarters that had been explained by a leak, the Board denied the waiver request for the Blue Ridge Fire and Rescue Squad on a L. Frantz, J. Blair motion (3-0). S. McCleaf and E. Gladhill abstained. The Board agreed by consensus to set up a payment plan option to the Fire Department if one was requested.

The Board reviewed the letter from Pan American Motors. Their appeal stated they had a broken pipe due to freezing weather conditions and they had made the necessary repairs. The request was tabled until the February 2, 2010 meeting until some supporting information can be provided by Pan American Motors on a L. Frantz, J. Blair motion (5-0).

The Board reviewed another letter from Petrie's Auto and Tire Service. Their appeal stated an outside water faucet froze and burst. Mr. Petrie provided a description and photograph of the repair. The Board reviewed the usage history and agreed to exclude the one high quarter of use that corresponded to the leak, and agreed to grant the appeal request for Petrie's Auto and Tire Service on a S. McCleaf, E. Gladhill motion (5-0).

The Board reviewed an invoice mailed to the WTMA from the Rolling Mill Tavern Inc. in response to the additionally assessed tap fees for the Red Run Grill, which is owned by the same person. The invoice purports to sell back water and sewer tap fees and EDUs to the Authority in the amount of \$127,024.00. The Board noted that the high number of EDU's credited to the Rolling Mill Tavern in accordance with the Resolution were the result of a leak during the 2003-2006 'look-back' time period when the Restaurant was the Chestnut Logs, and in fact had never actually been paid by any owner. The Board decided to reject the invoice for the unused EDUs for the Rolling Mill Tavern on a S. McCleaf, L. Frantz motion (4-0) with J. Blair abstaining. As there was no formal request related to the additional tap fees for the Red Run Grill, there was no Board action taken.

The Manager reported payments were received from Café Del Sole, and a payment is expected from the Waynesboro Day Care Center. In December, past due notices were mailed by certified mail to businesses with outstanding tapping fee invoices. The Board gave consensus to the Manager to provide a current list of outstanding invoices to S. Trinh, Solicitor. The next mailing of outstanding invoices will be produced and mailed by S. Trinh, Solicitor.

Adjourn to Executive Session

The Board adjourned to Executive Session at 9:04 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 10:10 PM.

Resolution 10-3 (Grinder Pumps)

The Manager presented Resolution 10-3, transferring the ownership and responsibility for maintenance and replacement of eleven specific grinder pumping stations from the WTMA to individual homeowners. The transfer would occur when the WTMA replaces the stations with a new one, or when the property is transferred. S. Trinh commented this resolution should be mailed to each of the affected homeowners and public comment taken before the Board can accept the Resolution. The Board reviewed the resolution and requested a list of the affected properties

be included as an attachment. The Manager will mail the Resolution to the homeowners, and will include the Resolution on the February 2, 2010 meeting agenda for discussion and/or adoption.

Engineers Report

The Manager presented the December 2009 Engineers Report prepared by K. Shannon of CET Engineering Inc. The Engineers Report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). A copy of the report is attached and hereby made a part of these minutes.

The following items were discussed:

Water

- Tapping Fee Update

Sewer

- Risk Management Plan
- Sewer System Capacity Analysis
- NPDES Permit Renewal
- Tapping Fee Update

WTMA Projects Update Report

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

Hess Well II – The Board has decided to attempt to secure land to include a Zone 1 area that was estimated by the ARM group as part of the Hydrogeological study conducted on the Hess Well II. The WTMA is in negotiation with the Hess' at this time.

Old Forge Road – DH Martin completed phase one of the sewer main along Old Forge Road. Restoring the yards of the homeowners will be completed by spring. Letters will be mailed to the affected homeowners reminding them of the requirements to connect to the system.

Phase two of the sewer main is beginning. The WTMA and the Township are attempting to secure CDBG funds for the project, which may be financed over a three year period. The next step will be to get a set of plans to CET Engineering Inc. for an engineer's estimate cost of the project as part of the grant application requirements.

Software Conversion- The WTMA has completed a regular billing, a late billing and preparing to generate shut off notices to customers who have not yet paid their water and sewer bills. Software Systems Inc. has been responsive and timely with each issue that has arisen.

The Fundware module for accounts payable and receivable is working well and fits the needs of the Business Manager. The final payroll has been run and W2's have been generated. The January 8, 2010 payroll will be the first live run.

DEP Groundwater Rule Compliance- The WTMA began gathering information on models of chlorine monitors available, and technology necessary to transmit that data back to a central location. The Groundwater Rule is in effect and the WTMA is required to prove 4 log treatments to DEP by October 1, 2010 and have treatment and monitoring in effect by April 1, 2011. The Manager would like Board approval for the Request for Proposal by February 2, 2010.

The Manager presented a draft of the Management Discussion and Analysis (MD&A) which is an audit requirement. The MD&A is a description of what has happened within the last fiscal year of the WTMA that may impact the financial statements.

Susquehanna Cash Management Proposal

The Manager discussed moving funds from the PLGIT account to a local bank. Susquehanna Bank prepared a proposal and has some services available that the WTMA would like to take advantage of. The Manager discussed services such as remote deposits, ACH transactions and Susquehanna's Cash Management program. The Board directed the Manager to contact other local banks to compare available programs, costs and benefits on a S. McCleaf, J. Blair motion (5-0).

Wastewater Hauling Permit Renewals

The Manager presented two renewal applications for Chamberlin and Wingert Sanitary Service and Rosenberry's Septic Service, to haul wastewater to the Washington Township Wastewater Treatment Plant from the Washington Township area. The renewal applications were accepted as presented on a S. McCleaf, L. Frantz motion (5-0).

Requisitions

The following requisition was approved as presented on a S. McCleaf, E. Gladhill motion (5-0).

The Board discussed holding \$1,000.00 from the \$54,000.00 Request for Payment from DH Martin Inc. until the yard restoration is completed in the spring.

(Sewer) Requisition No. 474- Payment of \$53,000.00 to David H. Martin Excavating for the Old Forge Road project.

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

(Sewer) Requisition No. 475- Payment of \$31,174.26 to CET Engineering Services for the sewer system capacity study.

(Sewer) Requisition No. 476- Payment of \$2,312.50 to Software Systems Inc. for work completed to date relating to the financial software conversion and training.

Subdivisions

There were no subdivisions to discuss.

Miscellaneous

PMAA Training- The Manager discussed PMAA Training scheduled at two different locations in Pennsylvania on March 4, 2010 and March 11, 2010. The Board members were asked to contact the Manager if they were interested in attending.

Fire Hydrants- J. Blair asked the status of the fire hydrants located within the Washington Township area. The Manager replied all the fire hydrants have been tested. They are all operational to the best of his knowledge. There are a few fire hydrants that are marked 'out of service' because of portions of the system being valved off, and the appropriate information has been supplied to the Fire Department and the Township.

Snow Removal for the Administration Building- L. Frantz asked if the Administration Building was plowed during the two recent snowstorms. The Manager replied O. Benchoff, Wastewater Superintendent did the snow removal during the two snow storms. The Manager commented having the services performed using WTMA personnel and equipment is working well.

Commlink Services- L. Frantz questioned a check for payment to Commlink Services. The Manager replied the after business hours response for the automated system needed to be repaired. The WTMA recently switched to Comcast Cable Communications Management LLC. which necessitated some changes to the automated system.

Payroll Checks- L. Frantz commented to correct the payroll checks to reflect 72 hours of sick time and not .72 hours of sick time.

Group Energy Purchase- E. Gladhill asked the status of the Chamber Choice Energy Program. The program would allow the Township to possibly purchase electricity at a reduced rate after the rate caps expire in December 2010. The Manager replied that the WTMA has joined the Waynesboro Chamber of Commerce and should be receiving more information in the future.

Board/ Staff Meetings- E. Gladhill discussed having a staff meeting to interact more with some of the staff. After further discussion the Board will consider touring the WTMA water and sewer system during daytime hours to interact more with the staff.

2001 Chevy Impala- S. McCleaf asked if the administration office still had a need for the 2001 Chevy Impala. The Manager replied the staff uses the vehicle for bank runs and delivery of billings to the Post Office.

Board Meeting Packets- Chairman F. Eisenhart asked the Board of Directors to review their packets when they are received. If there are any items that need clarification, he encouraged the Board Members to please contact the Manager in advance of the Board Meetings. With the reduction of the number of meetings held each month, this will allow for a more effective use of time.

Payroll Checks- Chairman F. Eisenhart discussed having Board Members ask the Manager or the Business Manager questions relating to payroll checks while at the Administration Office or after the Board Meetings. These are often personnel issues that should not be discussed during the business meeting.

WTMA Projects Completion Report- Chairman F. Eisenhart asked the Manager to create a WTMA Projects Completion Report dating back to 2007. He requested a simple outline of the project and when it was completed.

WTMA Laboratory Testing- Chairman F. Eisenhart asked if the Laboratory Testing Contract is going well with Laboratory Services Inc. The Manager replied lab testing is going very well. Only a small amount of non accredited lab testing is currently processed at the Wastewater Treatment Plant.

2010 Capital Budget- Chairman F. Eisenhart asked the status of the 2010 Capital Budget. The Manager replied a draft of the Capital Budget will be presented at the January 19, 2010 Board Meeting.

Health Insurance Program- Chairman F. Eisenhart asked the Manager to research different health insurance options to start preparations for union contract negotiations coming up within the next year. S. McCleaf asked about the consortium that the Township belongs to. The Manager will begin looking into options.

Adjourn

The Board adjourned at 11:20 PM on a S. McCleaf, J. Blair motion (5-0).

These Minutes were prepared by S. Eck, Administrative Assistant, and respectfully submitted this 19th day of January, 2010.

L. Frantz, Secretary/Treasurer