

Washington Township Municipal Authority  
Business Meeting Agenda  
February 2, 2010  
Meeting Time 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of January 19, 2010
4. Tapping Fee Letters
5. Hess Land Offer
6. Grinder Pump Resolution
7. Engineers Report
8. Capital Budget
9. WTMA Projects Update
10. Acceptance of Registered Plumbers
11. Chlorine Monitoring RFP
12. Requisitions
13. Subdivisions
14. Miscellaneous
15. Adjourn to Workshop
16. Complaint Report
17. Adjourn

Washington Township Municipal Authority  
Business Meeting Minutes  
February 2, 2010

Vice-Chairman S. McCleaf opened the meeting at 7:15 PM. Others present were L. Frantz, E. Gladhill, J. Blair, S. McFarland and S. Trinh. Chairman F. Eisenhart was absent.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The Manager requested to move discussion of the Grinder Pump Resolution to immediately follow the minutes because there were people present to address the Board regarding the draft. The agenda was approved as amended on a L. Frantz, E. Gladhill motion (4-0).

**Minutes of January 19, 2010**

The minutes of January 19, 2010 were approved as presented on a L. Frantz, E. Gladhill motion (4-0).

**Grinder Pump Resolution**

Mr. and Mrs. Richard Delaney approached the Board to express displeasure with the proposed grinder pump resolution which would affect them. Resolution 84-3 established a Grinder Pump Policy for the Authority, and was replaced with Resolution 89-6. Those resolutions delineated certain Grinder Pumps that the WTMA would own and maintain. The WTMA is considering conveying ownership and maintenance responsibility from the WTMA to the owners. The Manager explained that under the proposed Resolution, ownership and maintenance responsibility would be conveyed only after the WTMA installed a new station, or if the property changed hands. The Delaney's asked whether the station would be replaced at the WTMA's expense, which the Solicitor confirmed.

Mrs. Delaney questioned if the WTMA would eventually change the resolution making the owners fully responsible for their grinder pump. The Manager explained to the Delaney's that although the WTMA can change their resolutions at any time, it is not the intent of the Authority to do so.

**Tapping Fee Letters**

S. Patterson, attorney with Salzman and Hughes, and L. Royer were present and explained that they had been engaged by Capital Camps to review the additionally assessed tapping fees. Mr. Patterson explained that he was present to request a thirty day time extension in order to gather more information concerning the invoice and perform due diligence. Several members of the Board expressed dissatisfaction that The Authority was only now hearing from Capital Camps.

The Manager explained that he had contacted Mr. Hunter Gold before the initial letters about the impending bills were mailed out in September, 2009. At that time, the Manager had supplied the information requested by Mr. Gold, including meter sheets and other documentation. The Manager and the Solicitor confirmed that they had conversations with Mr. Patterson within the last month concerning the matter. The Board granted a time extension of thirty days to Capital Camps, which would include the March 2, 2010 Board Meeting, on an E. Gladhill, L. Frantz motion (4-0).

The Manager discussed an option that could be available to S. Patterson If they chose to have the meter sent back to Sensus and have it 'bench tested' and certified. Capital Camps would have to pay to have another meter installed at a cost of approximately \$4,200.00 while the original meter is tested. The Manager also explained the meter is well within the life span of meters. A six inch meter is recommended by the manufacturer to be tested for accuracy every 5 years or five hundred million gallons. This particular meter was installed in May 2004 and has a reading of approximately 13 million gallons. Mr. Patterson will contact the Manager if Capital Camps decides to have the meter tested.

James Meek, Fire Chief of the Blue Ridge Fire and Rescue Squad was present and reported that he had two more possible water leaks that occurred during the period covered by annual tapping fee review. An ice maker was replaced because it was leaking and could have caused the high water usage. However, Mr. Meek can not determine the date when the ice maker was replaced. Mr. Meek also reported there was a toilet leak that was repaired as soon as it was discovered.

The Manager informed Mr. Meek that although the water consumption dropped to 39,000 gallons following the documented repairs to the previous leaks, the last two meter readings for November 2009 and February 2010 were 52,000 gallons. The Board suggested the Fire and Rescue Squad monitor their water usage closely and periodically read the meter for another possible water leak. The Board also supplied several suggestions to determine if any leaks exist. Mr. Meek asked for another thirty day extension to try and find the cause for the high water usage. The J. Blair made a motion, seconded by L. Franz, to granted a time extension until the March 2, 2010 Board Meeting. The motion was withdrawn because of S. McCleaf and E. Gladhill's prior abstention on the Fire and Rescue Squad and a lack of a quorum for the vote. On the Solicitor's advise, the Board gave their consensus to the Blue Ridge Fire and Rescue Squad for an extension of thirty days until the March 2, 2010 Board Meeting.

Robert Curley, owner of the Red Run Grill, was present and questioned the WTMA's authority to assess additional tapping fees to currently connected customers. The Manager and Solicitor explained the basis for the Resolution and the process of evaluating water usage. The Board reviewed the Red Run Grill's water consumption history. The Board questioned why the water usage between August 2007 and August 2008 was consistently in the mid 50,000 gallon range, but in November 2008 the water consumption dropped and continues to show lower water usage. Mr. Curley reported that they are always finding and repairing leaks. The Board asked Mr. Curley to provide more information about water leaks and specific repairs. The Board agreed to table and decision regarding Red Run Grill until the March 2, 2010 Board Meeting on a L. Frantz, J. Blair motion (4-0).

J. Geesaman, Washington Township Supervisor, was present to discuss the high water usage for the Transfer Station/ Recycling Center. On November 17, 2009, the Board decided to exclude the high quarter's usage of 59,000 gallons based on documentation of a leak caused by a truck hitting a hydrant. They 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.

Mr. Geesaman provided time sheets for personnel repairing the hydrant. He also supplied time sheets reflecting the hours the township staff worked repairing a toilet that leaked at the Recycling Center in the time period of the next highest usage. Mr. Geesaman inquired what the allowable use for water was at the Transfer Station. The Manager explained the Station is permitted to use up to two EDUs of water.

Mr. Geesaman asked the Board to consider excluding the Recycling Center/Transfer Station from the tapping fee assessment because it provides a public service to the community and that he felt the Supervisors and WTMA should work more closely together and not charge each other Administrative fees. The Board explained that they would have to change several Resolutions to include a waiver for Washington Township, Franklin County. This request will be reviewed and discussed at a later date after this round of tapping fee assessments is completed.

The Board agreed to waive the additionally assessed tapping fees based on the supplied documentation of leaks at the Recycling Center/Transfer Station, which will remain at 2 EDUs of water and 2.5 EDUs of sewer on a L. Frantz, J. Blair motion (3-0). E. Gladhill abstained.

The Manager stated that he agreed with Mr. Geesaman's suggestion that the Township and the Authority should not charge each other for certain things, including tapping fees, the impact fees that were assessed to the WTMA for the Administration Building and plan submittal and review fees. He also expressed a desire that certain requirements, such as bonding, should routinely be waived. He encouraged the Board to consider these issues in the future.

The Manager reported that Pan American Motors supplied a letter explaining that a broken water pipe was repaired, and their usage history supports this. The letter stated that they fixed the leak themselves, so they have no plumber's bill. The Board granted a waiver of additional tap fees for this review period due to a water leak on an E. Gladhill, J. Blair motion (4-0).

The Manager reviewed documentation received from Rite Aid supporting an allegation that several leaks were discovered and repaired. They provided internal company work orders and records. After a review of the documentation the Board waived the two highest quarters of water usage on a L. Frantz, J. Blair motion (4-0) resulting in no additional tapping fees for the review period.

The Manager reported the owner of the Blue Ridge Food Mart had requested supporting documentation for their tapping fee assessment several weeks ago. As of today, they have not yet picked up the requested information. A tenant of the Food Mart called and spoke with the Manager and said she was approached by the owners and is being charged for a large water bill. The tenant filed a Right to Know request to get supporting documentation verifying the cost of her water bill, which has been provided.

The Manager discussed a conversation he had with the son of the owner for Select Vehicles. There is a possibility there may be two apartments attached with the business. WTMA only has record of one apartment with the business. The Manager will investigate this matter. If there are two apartments an additional tapping fee for sewer and water and past billings could be invoiced to Select Vehicles.

The Manager reported he has heard nothing further from the Golden Corral Restaurant. The WTMA provided information to the owner of the Golden Corral following the initial bills in November and S. Trinh, Solicitor mailed the most recent invoice to the owner.

The Board discussed the next legal step to collecting the tapping fee assessments owed to the WTMA. The Board gave consensus to notify the property owners of the situation if they differ from the business owner. The property owner will also be copied on all further correspondence.

### **Grinder Pump Resolution Continued**

The Manager reported that aside from the Delaney's, he has heard from three of the eleven residents affected by the proposed Resolution transferring ownership and responsibility for maintenance and replacement of grinder pumping stations from the WTMA Authority to individual homeowners.

The Board reviewed and discussed some minor changes to the proposed Resolution. The Manager will make the changes and present the Resolution at the next Board Meeting.

### **Hess Land Offer**

The Manager discussed an Executive Session that was held on Monday January 25, 2010 at 9:30 AM in the Conference Room of the WTMA Administration Building to discuss an offer for property surrounding the new Well. The WTMA would like to purchase a tract of land which would include the anticipated Zone 1 area surrounding the well. On an E. Gladhill, L. Frantz motion (4-0) the Board accepted an offer from the Hess's to sell approximately 15 acres for the purchase price of \$250,000.00. The WTMA has previously paid \$55,000.00 toward the purchase, leaving the remaining balance of \$195,000.00 to be paid. The Board gave consensus to the Manager to contact L. Royer to survey the property.

### **Adjourn to Executive Session**

The Board adjourned to Executive Session at 10:12 PM to discuss legal matters on a L. Frantz, E. Gladhill motion (4-0).

### **Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 10:20 PM.

On a L. Frantz, E. Gladhill motion (4-0) the Board accepted Mr. Dave George's offer to purchase property from the WTMA in Blue Ridge Summit at \$1,800.00 per acre. The WTMA owns approximately 132 acres of forest land behind Wells 5 & 6, which directly abut D. George's property. The WTMA anticipates selling approximately 115 acres. The WTMA is having L. Royer survey the parcel the will be retained, and the residual will be sold to D. George.

### **Engineers Report**

The Manager presented the January 2010 Engineers Report that was prepared by CET Engineering Inc. The Engineers Report was accepted as presented on a L. Frantz, J. Blair motion (4-0). 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
- Old Forge Road/Calimer Drive Sewer Extension
- Sewer System Capacity Analysis
- NPDES Permit Renewal
- Tapping Fee Update

### **2009/2010 Capital Budget**

The Manager presented a final copy of the 2009-2010 Capital Budget, with all of the changes discussed at the last meeting incorporated. The Board adopted the 2009-2010 Capital Budget on an E. Gladhill, L. Frantz motion (4-0).

### **WTMA Projects Update Report**

The Manager presented the WTMA Projects Update Report for January 2010.

The following items were discussed:

**Chlorine Monitoring RFP-** The Manager presented a draft Request for Proposals for Chlorine Monitoring to supply and install the chlorine monitors as well as a communication system to record data. The Manager asked the Board to review the RFP and get any changes to him before

the next meeting. A copy of the Chlorine Monitoring RFP was emailed to CET Engineering Inc. for their review. The Manager discussed creating a matrix to facilitate a review of the bids.

**Hess Well II-** This item was discussed earlier on the agenda.

**Old Forge Road-** The Washington Township Supervisors worked with WTMA and the Franklin County Planning Commission to apply for a Community Development Block Grant to pay for installation of Phase II for Old Forge Road. The Township prepared the grant application and submitted it January 28, 2010.

**Software Conversion-** The second round of combined billings has been completed. The WTMA is now live with Software Systems and only utilizing the PIMS program for historical information.

### **Acceptance of Registered Plumbers**

The Manager presented an updated list of registered plumbers. The WTMA required all persons who wished to remain on our Registered Plumbers List to come into the Administration office to re-register and take an exam covering the new specifications. The testing was given at three different times over three days to facilitate as many people as possible. Only those who did so will be permitted to do work on any water or sewer lines that connect between a building or structure, and any main or lateral that connects to the Authority's system.

The Board accepted the updated Registered Plumbers List on a J. Blair, E. Gladhill motion (4-0).

### **Requisitions**

The following requisitions were approved as presented on a L. Frantz, E. Gladhill motion (4-0).

(Sewer) Requisition No. 477 thru Requisition No. 481- Payment of \$4,402.77 to Software Systems Inc. for the new software conversion.

(Sewer) Requisition No. 482- Payment of \$4,142.80 to CET Engineering Services Inc. for the sewer system capacity study.

(Sewer) Requisition No. 56S- Transfer \$233,891.00 from the Revenue Fund to the Authority's PLGIT Account for the quarterly operating expenses of the sewer system.

(Water) Requisition No. 56W- Transfer \$208,852.00 from the Revenue Fund to the Authority's PLGIT Account for the quarterly operating expenses of the water system.

### **Subdivisions**

**Mongold-** A letter was mailed to the Adams County National Bank to renew the construction bond for the Mongold subdivision.

**Spring Run Phase 2A and 2B-** The Board granted final acceptance on a L. Frantz, E. Gladhill motion to Spring Run Phase 2A and 2B pending a review from A. Zeigler, Project Supervisor of the As-builts that were presented by L. Royer earlier in the evening. The Manager indicated he would hold the Deed of Dedication until the next meeting, but would begin accepting tapping fees and allowing connections.

### **Miscellaneous**

**CHAR Newsletter-** The Manager briefly discussed the CHAR Newsletter.

**December 15, 2009 Waynesboro Borough Minutes-** The Manager briefly reviewed the Waynesboro Borough Minutes.

**WBA/WTMA Memo of Understanding-** The Manager presented a draft of a Memorandum of Understanding between the WTMA and the WBA. The staff of the WTMA would like to make some small modifications in some of the processes governed by the Management Agreement. These include printing water bills for Zullinger on WTMA stock and processing payments at the WTMA since the individuals affected are WTMA customers. All of the changes are within the language of the existing Agreement, and would not require a change to the agreement itself. The Manager reviewed a meeting the WTMA Manager and Business Manager had with L. Pryor, WBA Manager and J. Hess. The Board reviewed the draft of the Memorandum. This will be discussed further at the February 16, 2010 Board Meeting. L. Frantz mentioned the need to send letters to all affected individuals to explain the changes if it is adopted.

**WBA/WTMA Future Meeting-** S. McCleaf discussed having a joint meeting with the Waynesboro Borough Authority Board Members, perhaps in the spring.

**J. Martin Farm-** L. Frantz questioned a check to S&L Enterprises. The Manager explained it was to haul biosolids from the Wastewater Treatment Plant to J. Martin's Farm.

**FOG Resolution 08-4-** L. Frantz asked the status of inspections for commercial customers required to have grease interceptors. The Manager replied all the inspections have been completed. A letter was mailed to the owner of Mountain Shadows Restaurant requesting proof of having a grease interceptor or installing a grease interceptor within 90 days of notification.

**Preliminary Approval/Final Approval-** E. Gladhill questioned the differences between preliminary approval and final approval for subdivisions with the Supervisors, as well as the definition of a simple subdivision. E. Gladhill questioned the process due to the anticipated submittals of the Blue Ridge Summit and Hess properties. The Manager will be meeting with the Township Supervisors in March and will discuss these two submittals with them at that time.

**Well Head Protection Plan-** E. Gladhill asked the status of the Well Head Protection Ordinance. The Manager explained that the previous Manager had submitted a draft Well Head Ordinance that did not fit the Washington Township's Supervisors needs at that time. The Manager further explained there are benefits and advantages in having a Well Head Protection Ordinance, however the Ordinance is no longer as necessary. Part of permitting a new source

with the Department of Environmental Protection is a DEP requirement that an Authority or Water Company 'own or control' the Zone 1 area. There are guidelines from DEP for Wellhead Protection Ordinances for them to be approved by DEP.

The Manager asked if it was the Board's desire to have him draft a Wellhead Protection Ordinance to be submitted to the Supervisors for adoption. This will be discussed further at the February 16, 2010 Board Meeting.

**Board Member 1099 Form-** J. Blair asked if the Board members received their 1099 forms from the Business Manager. The Manager replied they were distributed a few weeks ago.

### **Adjourn to Workshop**

The Board adjourned to workshop at 11:12 PM on a J. Blair, E. Gladhill motion (4-0).

### **Complaint Report**

The Board reviewed the Complaint Report.

### **Adjourn**

The Board adjourned at 11:18 PM on a L. Frantz, J. Blair motion. (4-0)

These Minutes were prepared by S. Eck, Administrative Assistant, and respectfully submitted this 16th day of February, 2010.

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**L. Frantz, Secretary/Treasurer**