

Washington Township Municipal Authority
Business Meeting Agenda
February 16, 2010
Meeting Time: 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of February 2, 2010
4. Smith Elliot Kearns 2008-2009 Annual Financial Audit Report
5. WBA/WTMA Memo of Understanding (Draft)
6. Water Department Report
7. Request for Proposals – Chlorine Monitoring
8. Sewer Department Report
 - (a) Purchase Request
 - (b) Memorandum re: Rain event on 1/25/10
9. Resolution 10-3 (Grinder Pump)
10. Business Report
 - (a) Ratification of the Bills
 - (b) Financial Institution Review Summary
11. Well Head Protection Plan
12. Subdivisions
13. Miscellaneous
14. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
February 16, 2010

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, and S. McFarland. WTMA staff B. Carrigan, S. Melego and O. Benchoff were also present.

Business from the Floor

B. Curley, owner of the Red Run Grill, was present to provide the Board with additional information concerning alleged leaks that occurred during the most recent commercial tapping fee review period. The Board reviewed the restaurant's water usage since the repairs have been made. The water consumption has dropped and continues to reflect lower water usage. After further review and discussion the Board granted a waiver of additional tap fees to the Red Run Grill on an E. Gladhill, S. McCleaf motion (5-0), with a reminder that this is an annual evaluation, and higher consumption in the future may lead to additional tapping fees at that time.

D. Layman, a resident of Old Forge Road, approached the Board concerning a high water bill he received for water usage during the months of November and December 2009, and January 2010. Mr. Layman questioned why the WTMA did not make him aware of the water leak before the heavy snow. Unfortunately due to the significant amount of snow Mr. Layman stated he was not able to locate the leak. Mr. Layman also reported he had to move another owner's livestock that he was housing to another location until the water leak can be located and repaired. The Manager will investigate this matter further and contact Mr. Layman.

Agenda

The Manager made a request to add an Executive Session to discuss legal matters after Subdivisions. The agenda was approved as amended on an L. Frantz, J. Blair motion (5-0).

Minutes of February 2, 2010

The minutes of February 2, 2010 were approved as presented on a S. McCleaf, L. Frantz motion (5-0).

Smith, Elliott and Kearns 2008-2009 Annual Financial Audit Report

C. Whitmer and K. Stouffer of Smith, Elliott and Kearns were present to discuss the 2008-2009 Financial Audit Report. C. Whitmer commented on one the fact that Smith, Elliott and Kearns prepares the Authority's annual financial statements and performs the audit. He explained this is a common practice in many organizations, but must be disclosed in the Audit Report. Mr. Whitmer also discussed a requirement of a single audit for Federal Grants, such as CDBG funds, that amount to more than \$500,000 in a single calendar year. He mentioned this because he was aware the WTMA was working with the Washington Township Supervisors to secure such funds, but also acknowledged the funds would go to the Township and would not meet the

reporting threshold. K. Stouffer then discussed several details of the financial statements and both representatives answered questions from the Board.

The Manager discussed the Municipal Authorities Act Notice of Audit reporting requirement and showed the Board the concise financial statement that will be published in the local newspaper. The Board questioned the auditors about the audit process. C. Whitmer commented on the smoothness of the process, in spite of the billing software conversion that was occurring at the same time. The Board expresses gratitude to B. Carrigan, WTMA Business Manager, and all those involved with the preparation of the audit. The 2008-2009 Annual Financial Audit Report was accepted as presented on a L. Frantz, E. Gladhill motion (5-0).

WBA/WTMA Memo of Understanding

The Manager presented a draft Memorandum of Understanding between the WTMA and WBA. The Manager discussed the administrative processes for the indirect area between the two Authorities. The draft Memorandum would define certain existing provisions of the Management Agreement, and designate the WTMA to receive payments directly from its Zullinger customers rather than have the WBA be the intermediary. WTMA staff feel this will allow both parties to operate more efficiently. The billing would still be processed by the WBA, but on WTMA stock.

S. Trinh, WTMA Solicitor, provided a memo supporting the administrative changes from a control and liability standpoint and C. Whitmore of Smith, Elliott and Kearns expressed positive feedback about the proposed changes as well. The Manager stressed that nothing in the Memorandum would change the Management Agreement, it only clarifies which entity performs which duties under existing language. L. Frantz expressed concern that both organizations should mail bills to WTMA's Zullinger customers on the same day.

After further review and discussion the Board accepted the Memo of Understanding between the WTMA and WBA on a S. McCleaf, J. Blair motion (5-0). The Manager will forward the Agreement to Waynesboro Borough Authority for their review and acceptance.

Water Department Report

S. Melego, Water Superintendent presented the January 2010 Water Report. The January 2010 Water Report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

- Water produced for the quarter was 45,556,000
- Water sold for the quarter was 29,088,000
- Unaccounted water for the quarter was 33%
- There were no new connections for the month

- There was one leak discovered for the month
- Water produced for the month was 15,885,000
- The water system is operating at 43% of its capacity

S. Melego reported he was notified by DEP of a reporting violation for the Water Department because of a reportedly missed sample in the year 2009. S. Melego provided DEP with a letter he had previously received stating that the sample in question is not required until the year 2012. S. Melego reported that DEP will change its finding and the WTMA will not be cited.

Chlorine Monitoring Request for Proposal

The Manager presented the Chlorine Monitoring Request for Proposal. The WTMA has prepared the Request for Proposal to install chlorine monitors, and alarm and communication equipment in order to comply with the EPA's Groundwater Rule that requires monitoring of its chlorination levels.

The Manager reported the Proposal was reviewed by S. Trinh, WTMA Solicitor and C. Angle, of CET Engineering Inc. After review of the Request for Proposal the Board accepted the Proposal on a S. McCleaf, E. Gladhill motion (5-0).

The WTMA will receive sealed proposals from bidders until 4:00 PM on Tuesday, March 16, 2010, at the office of the WTMA. The sealed bids will be opened at the March 16, 2010 meeting at 7:15 PM.

Sewer Department Report

O. Benchhoff, Wastewater Superintendent presented the January 2010 Sewer Department Report. The Sewer Department Report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 630,000 gallons per day
- Average flow was 1,108,000 gallons per day
- Maximum flow was 4,020,000 gallons per day
- There were seven 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 5521.5

- For planning purposes, the wastewater treatment plant is currently operating at 65% of its capacity

The Chairman asked if the significant snowfall we have received will affect the ability to apply biosolids in the spring. Mr. Benchoff commented it may affect the Authority, but he feels we have sufficient storage capacity.

Purchase Request

The Manager presented a Purchase Request for an industrial dehumidifier. The Wastewater Treatment Plant needs to replace the dehumidifier in the pipe galley under the sequencing batch reactors. Mr. Benchoff explained that we have gone through several 'household' models and recommended purchasing an industrial strength dehumidifier. After a review of the purchase request, the Board approved purchasing a dehumidifier from USA Blue Book for \$3,112.00 on a S. McCleaf, E. Gladhill motion (5-0).

Memorandum: 1/25/2010 Rain Event

The Manager reported the heavy January 25, 2010 rain storm caused many problems for the Washington Township Municipal Authority's system. The Authority recorded over three inches of rain in a ten to twelve hour time period. The Wastewater Treatment Plant received a complaint from a customer on Old Mill Road reporting a clog. WTMA staff pulled several manhole lids toward the bottom of Old Mill Road. It appeared that it was not a clog but that inflow and infiltration resulting from the heavy rain was causing surcharging in some of the Authority's lines.

WTMA staff pulled several manholes on Amsterdam Road and Welty Road. Many of the manholes along the upper and lower interceptors were underwater, and the accessible manholes were surcharged. Staff pulled manhole lids in the Blue Ridge Summit area and discovered six manholes were leaking and in need of repair.

O. Benchoff contacted DEP and reported the problems that the Authority was experiencing. He was told at the time that the WTMA was the thirteenth Township in Franklin County to report problems from the high rains that day.

Resolution 10-3 (Grinder Pumps)

The Manager presented Resolution 10-3, transferring ownership and responsibility for maintenance and replacement of grinder pumping stations from the WTMA to individual homeowners. This Resolution has been discussed at prior meetings. All the affected homeowners were notified of the impending changes, and the Board has previously reviewed the verbal and written comments that have been received. Resolution 10-3 was approved as presented on a S. McCleaf, L. Frantz motion (5-0).

Business Report

B. Carrigan, Business Manager presented the January 2010 Business Report. The Business Report was approved as presented on an E. Gladhill, J. Blair 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

B. Carrigan reported the combined billings for water and sewer were mailed on the first of the month and Waynesboro Borough Authority has worked with WTMA in a timely manner for the billings of indirect customers. E. Gladhill reported she received a compliment from a customer who was pleased with the combined billing.

L. Frantz briefly discussed mail delivery problems due to the significant snowfall and that she did not receive her bill. L. Frantz cautioned B. Carrigan that other customers may not have received their bills as well.

Ratification of the Bills

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

Financial Institution Review Summary

The WTMA has been considering moving their available assets from PLGIT to a local bank in order to obtain better rates of return and the availability of more services. The WTMA had previously asked several local banks to provide information about their fee and benefit structure, and B. Carrigan, Business Manager, presented an analysis of the information that has been received. The bank analysis included information provided by three local banks; Susquehanna Bank, F&M Trust and Tower Bank. M&T Bank did not provide the information in the requested format, and the submission was not able to be compared to the other gathered data. The analysis included fees, interest rates, services and investments. Based on the gathered information, the Manager and Business Manager recommended moving funds from the PLGIT account to Susquehanna Bank.

The Board approved closing the PLGIT account and the M&T Bank payroll account and moving the specified funds to Susquehanna Bank as per the Manager and Business Manager's recommendation on a J. Blair, S. McCleaf motion (5-0).

Well Head Protection Plan

The Manager discussed in inquiry from the Washington Township Supervisors about the status of a Well Head Protection Ordinance. The Manager explained that a draft had been presented to the Supervisors prior to his taking the position, and it was returned by the Supervisors for revision to make it more applicable to Washington Township. DEP's regulations now require an Authority to 'own or control' the Zone one around a wellhead prior to permitting the source. The benefit the Authority could receive is additional protections in Zones two and three. The Manager speculated that those restrictions may only apply to new sources due to legal questions about taking of land and existing zoning ordinances. Chairman F. Eisenhart asked the Board if the WTMA should consider protecting existing wells and future wells. After further discussion the Board gave consensus to the Manager to prepare and submit a Well Head Protection Plan to the Washington Township Supervisors for their review as his available time permits.

Subdivisions

Hampton- Returned the maintenance bond to Patriot Federal Credit Union. All requirements were fulfilled for this subdivision.

Avalon Park- Mailed a letter to M&T Bank stating the construction bond needs renewed.

Spring Run Phase II A & Phase II B- Mailed a letter to L. Royer stating the WTMA Board of Directors granted final acceptance to the Spring Run Phase II A and Phase II B subdivision.

Adjourn to Executive Session

The Board adjourned to Executive Session at 10:16 PM to discuss legal matters on a S. McCleaf, E. Gladhill motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 11:10 PM.

Miscellaneous

Fats, Oils and Grease (FOG) Inspection- J. Blair asked the status of Mountain Shadows Restaurant in Blue Ridge Summit. The Manager reported the restaurant has 180 days from the date the certified letter was sent to install an external grease interceptor, or provide supplemental information on the location of any existing grease interceptor in accordance with Resolution 08-4 (FOG).

Pen Mar Pumping Station- J. Blair asked the status of the Pen Mar Pumping Station and if the Barber's residence had any issues during the recent rainstorm on January 25, 2010. The Manager reported WTMA staff routinely clean the main and although the station had several high level alarms during the event, there were no other issues reported to him.

Geographical Information System (GIS) - E. Gladhill reported the Washington Township Supervisors are considering purchasing a GIS System and questioned the process and setup of a GIS. The Manager replied the Township Supervisors are welcome to call and speak to the Manager with any questions they may have about the system the Authority has implemented.

Act 537 Plan- E. Gladhill asked the status of the Act 537 Plan. She indicated that the Township Supervisors would like to take action on the final report. The Manager explained that because of vacation schedules, he and K. Shannon of CET Engineering have been unable to discuss any revisions. The Manager said he will contact M. Christopher, Manager of the Township Supervisors after speaking with K. Shannon of CET Engineering.

Commendation Letter- Chairman F. Eisenhart read a letter received from George Coleman, a resident on Fish and Game Road. The letter commended S. McFarland, WTMA Manager for his professionalism and quick efforts responding to Mr. Coleman's concerns about access to Authority property.

Meet With WTMA Staff - J. Blair confirmed meeting on March 1, 2010 at 9:30 AM at the administration office to meet and interact with some of the WTMA staff for educational purposes.

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 2nd day of March, 2010.

L. Frantz, Secretary/Treasurer