

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

1. Business From the Floor
2. Agenda
3. Minutes of February 16, 2010
4. Minutes of February 2, 2010
5. Tapping Fee Letters
6. Engineers Report
7. Adjourn to Executive Session to Discuss Personnel Issues
8. Reconvene to Regular Meeting
9. WTMA Projects Update Report
10. Requisitions
11. Plumber's Certificate of Registration
12. Required Forms for Bank Transfer
13. Subdivisions
14. Miscellaneous
 - (A) Emergency Policy
 - (B) Waynesboro Minutes
 - (C) Breakfast Meeting with Township/ WTMA Completed Projects
 - (D) CHAR Newsletter
15. Adjourn to Workshop
16. Complaint Report
17. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
March 2, 2010

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

Business from the Floor

K. Williams, a resident of 10655 Bailey Springs Road, Lot #29, approached the Board concerning a high water bill she received for water usage during the months of November and December 2009, and January 2010. K. Williams explained that she lives alone and uses an average of 6,000 gallons of water quarterly. Her most recent water bill was for 30,000 gallons. Ms. Williams reported there were no visible leaks and she has checked her toilets for leaks.

The Manager reported that several work orders have been generated for this address to confirm the water usage, including rechecking the water meter, confirming the location of the meters for Lot #29 and Lot #30 to assure the right one was read, and re-reading it again at that time. Another work order was generated to pull and bench test the water meter, which confirmed that the meter was accurate. The Manager stated there is no evidence at this time to indicate an inaccurate reading or a defective meter. Chairman F. Eisenhart explained to Ms. Williams that the WTMA no longer has any kind of 'leak credit' policy.

After further review and discussion, a motion was made by S. McCleaf to change Ms. Williams water bill to \$42.12. There was no second to the motion, which died. Chairman F. Eisenhart discussed subtracting her average water bill from this quarter's bill of \$166.10. The resulting balance would be approximately \$125.00, which he suggested splitting in half. On a L. Frantz, E. Gladhill motion (5-0) the Board approved changing Ms. Williams November and December 2009 and January 2010 water bill to \$62.50. Ms. Williams was made aware this is a one-time action.

M. Brennan, K. Mentzer and K. Davis, WTMA staff members from the Wastewater Treatment Plant, were present. M. Brennan approached the Board and read a prepared statement. He explained that he was there as a result of some rumors concerning a personnel issue circulating in the water and sewer departments. Mr. Brennan explained that morale within the WTMA has improved over the past few years and was there to express support for the WTMA administration staff. The Chairman and the Board thanked him for his comments.

Agenda

E. Gladhill requested to move discussion of the Software Systems Report of the WTMA Project Update Report into Executive Session. The agenda was approved as amended on a S. McCleaf, J. Blair motion (5-0).

Minutes of February 16, 2010

The minutes of February 16, 2010 were approved as presented on a S. McCleaf, E. Gladhill motion (5-0).

Minutes of February 2, 2010

The Manager reported that he had received a request through E. Gladhill from J. Geesaman, requesting a change to the February 2, 2010 Board Meeting Minutes. The Board reviewed the requested change and asked the Manager to listen to the tape recording of the February 2, 2010 meeting to confirm what was said. The request was tabled on a S. McCleaf, J. Blair motion (4-0) until further review of the tape recording. E. Gladhill abstained.

Tapping Fee Letters

L. Royer, of R. Lee Royer and Associates, S. Patterson, Attorney from Salzman & Hughes, D. Philips, President/CEO and H. Gold, of Capital Camps, were present to discuss the tapping fee assessment for the Camps. M. Patterson explained that they had just finished reviewing additional information he recently received from the WTMA. Mr. Royer reported that after further investigation, Capital Camps had several leaks during the July 2008/June 2009 review period which may correspond to the increased usage. He reported that there was a large leak on a 6 inch line near the sports field which was repaired by staff at Capitol Camps. There was also a leak in the dining hall sprinkler system and one near the loading docks. Mr. Philips explained that some repairs are now performed by Martz Plumbing, but many were previously handled by camp personnel. He explained that the camp houses serves 600-700 children per year and has approximately 150 staff members. He also explained that the camp operates as a non-profit organization, and the additionally assessed tapping fee amounts would cause a financial hardship.

The Board explained that they are treating all WTMA customers equally, including non-profit organizations, and asked if there were any invoices verifying repairs of the leaks. L. Royer reported he has one invoice for the leak at the sports field dated July 21, 2008. After further discussion the Board requested that Capital Camps write a letter documenting the leaks with a timeline, and provide copies of any supporting documentation for the repairs. The matter was tabled until the March 16, 2010 Board Meeting on a S. McCleaf, J. Blair motion (5-0).

The Manager reported he has heard nothing from the Blue Ridge Fire Department. A representative was to attend the meeting this evening with any additional information they were able to find to explain the high water usage at the site. L. Frantz suggested contacting the fire department to make sure there were no emergency calls this evening that would explain their absence.

The Manager also reported there are still outstanding invoices for the Golden Corral Restaurant, Select Vehicles and the Blue Ridge Food Mart, and he has not had any recent communication from any of the owners of those establishments. S. Trinh reported that letters were mailed to the remaining businesses, as well as the property owners, from the office of Sharpe & Sharpe

explaining that if payment is not received, the water service will be terminated and/or a municipal lien will be placed on the property.

On a S. McCleaf, L. Frantz motion (5-0) the Board directed the Solicitor to mail letters to the Golden Corral Restaurant, Select Vehicles and the Blue Ridge Food Mart. The letters will explain that the billed amounts are due, and if they are not paid, the next action will be to initiate shut-off proceedings.

The Manager discussed a possible modification in the process for the next round of annual tapping fee reviews. He proposed bringing information about known leaks to the Board during the initial review, and having the Board take some action at that time, rather than requiring every affected business appear before the Board to request a waiver. The Board agreed that this may save some time, and would consider the information early in the process during the next review.

Engineers Report

The Manager presented the February 2010 Engineers Report prepared by 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 Report
- Old Forge Road/Calimer Drive Sewer Extension
- Sewer System Capacity Analysis Act 537 Special Study
- NPDES Permit Renewal
- Tapping Fee Update

Adjourn to Executive Session

The Board adjourned to Executive Session at 8:55 PM to discuss personnel issues on a S. McCleaf, L. Frantz motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 9:45 PM

WTMA Project Update Report

The Manager presented the February, 2010 WTMA Project Update Report.

Hess Well II - The WTMA is currently in negotiations with Mr. and Mrs. Hess to secure land for what is expected to be the Zone 1 area. Lee Royer is surveying the parcel and preparing subdivision plans. The plans should be submitted to the Washington Township Planning Commission by their April 2010 meeting.

Old Forge Road - WTMA and the Washington Township Supervisors are working with the Franklin County Planning Commission to apply for a Community Development Block Grant to pay for the installation of Phase II of the Old Forge Road sewer project. The grant application was submitted by M. Christopher on January 28, 2010. The Franklin County Commissioners reviewed the application on February 25, 2010. The estimated cost for Phase II of the project is estimated at \$500,000.00.

Billing and Financial Software Conversion - This project is now essentially completed and staff continues to make minor adjustments with the system. C. Held President of Software Systems Inc. provided a report of the conversion process, complimenting several WTMA staff members for making the conversion successful, and completing it ahead of schedule and within budget.

DEP Groundwater Rule Compliance - The WTMA Board of Directors approved the Request for Proposals (RFP) for Chlorine Monitoring to supply and install the chlorine monitors as well as a communication system to record data at the February 16, 2010 Board Meeting. The Request for Proposals has been advertised and five companies have requested the information to date. Responses to the RFP will be collected and opened at the March 16, 2010 Board Meeting.

Requisitions

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

(Sewer) Requisition No. 483- Payment of \$1,687.50 to Software Systems Inc. for the new software conversion.

(Sewer) Requisition No. 484- Payment of \$3,111.99 to USA Blue Book for a dehumidifier in the pipe galley under the sequencing batch reactors.

Plumbers Certificates of Registration

The Manager presented three Plumber's Certificates of Registration for Board approval. The Board accepted the Certificates of Registration on a L. Frantz, E. Gladhill motion (5-0). The certificates were for the following plumbers and will be added to the WTMA Registered Plumbers List:

- Duane Helman, of D.A. Helman Excavating Inc.

- Michael Rodgers, of Ryan Homes/ Bryant Group
- Andrew Droneburg, of Ryan Homes/ Bryant Group

Required Forms for Bank Transfer

The WTMA Board of Directors approved moving WTMA's assets from PLGIT to Susquehanna Bank in order to obtain better interest rates and additional services at the February 16, 2010 meeting. The Manager reported receiving the required bank forms from Susquehanna Bank, but he had not had time to review them. After the Manager's review, the required forms will be presented at the March 16, 2010 meeting.

Chairman F. Eisenhart asked if the local banks that participated and provided information of their fees and benefit structure were notified of the WTMA's decision. The Manager replied that B. Carrigan, Business Manager had notified the banks involved.

Subdivisions

Susquehanna Bank - Returned the Maintenance Bond to Susquehanna Bank for their bank in Rouzerville Commons. All WTMA requirements have been met.

Farm Spring Estates Phase II - Returned the Maintenance Bond to Susquehanna Bank for Farm Spring Estates Phase II subdivision. All WTMA requirements have been met.

Miscellaneous

Emergency Closure Policy - The Manager presented a draft of an Emergency Closure Policy. This policy defines an Emergency Closure of WTMA and establishes guidelines for the compensation and leave of union or non-union employees during an emergency. The Board suggested some changes and additions to be made. This will be further discussed at a future meeting.

Waynesboro Borough Minutes - The Manager briefly discussed the January 15 and February 2, 2010 Waynesboro Borough Authority (WBA) Minutes.

Chairman F. Eisenhart asked the status of the Memo of Understanding between WTMA and WBA. The Manager reported the Waynesboro Borough Authority decided to not make any changes to the way the agreement is carried out at this time. The Manager hopes to discuss this further with Waynesboro in the future.

CHAR Newsletter - The Manager discussed the CHAR Newsletter.

Breakfast Meeting with Township/WTMA Completed Projects - A breakfast meeting is scheduled for Thursday, March 4, 2010 with F. Eisenhart, Chairman of WTMA, S. Kulla, Chairman of the Washington Township Supervisor, S. McFarland, Manager of WTMA and M.

Christopher, Manager of Washington Township. The Board reviewed a list of WTMA completed projects since 2007 and future major projects that the Chairman plans on reviewing during the meeting.

Pennersville Road Resident - The Manager reported T. Bowman and R. Emory, residents of Pennersville Road, are requesting an extension of their agreement with WTMA. They were required to connect to the sewer line on Pennersville Road when it was installed, and had been making monthly payments on their tapping fee. On a L. Frantz, E. Gladhill motion (5-0) the Board granted T. Bowman and R. Emory a 12 month extension with payments of \$100.00 per month and the balance due at the end of the term.

Board Member Checks - L. Frantz asked if the Board Members checks should have been in the packet for attending the February Board meetings. The Manager will ask B. Carrigan, Business Manager when the checks will be distributed.

Board Member Meeting Credits - The Manager presented a spreadsheet containing Board Member credits for Special Meetings that the entire Board has attended.

March 1, 2010 Meeting With WTMA Staff – Chairman F. Eisenhart expressed gratitude to the staff at the administration office. The Board met and reviewed the plan review process, GIS System, and the Utility Software.

Administration Building Parking Lot - Chairman F. Eisenhart asked all the Board Members not to park at the front of the Administration Building when they are present for WTMA business. The parking spaces should be made available to WTMA customers.

Adjourn to Workshop

The Board adjourned to Workshop at 10:50 PM on an E. Gladhill, J. Blair motion (5-0).

Complaints

The Board reviewed the complaints for the month of February.

Adjourn

The Board adjourned at 10:55 PM on a S. McCleaf, J. Blair motion (5-0).

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

L. Frantz, Secretary/Treasurer