

Washington Township Municipal Authority
Business Meeting Agenda
April 6, 2010
Meeting Time 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of March 16, 2010
4. Tapping Fees
5. Engineers Report
6. Sewer Department Report
7. WTMA Projects Update Report
8. Chlorine Monitoring Bid
9. DEP Public Notification Compliance
10. Resolution 10-5 & 10-6 (Transfer of Funds)
11. Requisitions
12. Acceptance of Registered Plumber
13. Purchase Requests
 - A. Pump for Mar Penn Pumping Station
 - B. Pump for Cold Spring Pumping Station
14. Subdivisions
15. Miscellaneous
16. Adjourn to Workshop
17. Complaint Report
18. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
April 6, 2010

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

Business from the Floor

D. Neibert, of 14898 Wayne Highway, spoke with the Board about some land which borders WTMA property that will be available for sale. He said there are two tracts, for a total of approximately 64 acres, of agricultural property for sale and asked if the WTMA would be interested in purchasing the property. Chairman F. Eisenhart informed Mr. Neibert the WTMA may have an interest in the property and will discuss this matter during Executive Session.

Agenda

S. McCleaf made a motion to add an Executive Session after the Engineers Report to discuss legal matters. The motion was seconded by J. Blair and approved as amended (4-0).

Minutes of March 16, 2010

The Minutes of March 16, 2010 were approved as presented on a S. McCleaf, J. Blair motion (4-0).

Tapping Fees

J. Donald, owner of the Golden Corral (1543 East Main Street) appeared before the Board requesting reconsideration of the additional tap fees owed by the Golden Corral. Mr. Donald reported his sales dropped 22% when Ames Department Store closed. He reported that his sales have slowly recovered with the opening of the Dollar Tree and Peebles Department Store. Mr. Donald sold the Golden Corral in April 2008 and then reopened the restaurant in December 2008. Mr. Donald asked the Board to re-consider the tapping fee review period and use only the year 1999 as a look-back time period.

Chairman F. Eisenhart stated the adoption of the Resolutions change the way WTMA bills Commercial and Industrial customers for sewer and water tapping fees. The Resolutions originally had a one year look-back period from July 2005 to June 2006 to establish a business' baseline allowable use. The Board then reconsidered the Resolutions and changed them, increasing the look-back period to a three year period between July 2003 and June 2006 in an attempt to make it fairer for business owners. Chairman Eisenhart stated that the Resolutions will not be revised by the Board at this time. Each business that appeals their additional tapping fees has been reviewed on a case by case basis.

Chairman F. Eisenhart asked Mr. Donald if he had any documentation to support his appeal at this time for the Golden Corral. Mr. Donald stated he felt the numbers were miscalculated due to

the way the water meters are read by the Waynesboro Borough Authority. The WTMA Resolution states the EDUs will be calculated based on a quarterly basis. Due to the irregularity of readings, some periods had more or fewer days in them. The Manager responded that Waynesboro Borough Authority reads their meters further in advance of a billing than the WTMA. Chairman Eisenhart explained that it is the policy and practice of the WTMA to treat each period as a quarter.

Chairman F. Eisenhart brought the minutes of the March 21, 2000 WTMA Board meeting to the attention of the Board and Mr. Donald. At that time, Mr. Donald had been assessed additional tapping fees for the addition of a banquet room and seats in the restaurant in accordance with the Resolutions in effect at that time. Mr. Donald had approached the Board requesting any additional fees be based on usage rather than the number of seats. At that time the Board decided to delay charging additional benefit fees to the Golden Corral until the end of the year. On a P. Benchoff, Q. Baumgardner motion, that year's usage was to be compared to an average of the previous three years and any usage over the average would be subject to additional tapping fees. The Manager reported an analysis was done by the former Business Manager and the three year average was 1,168,000 gallons per year. Since 2001's usage was calculated at 1,173,000 gallons, the WTMA did not assess any additional tapping fees at that time.

Mr. Donald also reported he did not receive any mail for approximately one year and reported the issue to the Waynesboro Post Master. L. Frantz questioned how the restaurant was receiving their regular water and sewer bills if not by mail. S. Trinh, Solicitor commented that invoices and letters were mailed from her office and asked Mr. Donald if he received those invoices. Mr. Donald responded he did receive those mailings. The Manager responded to Mr. Donald that the original invoice mailed in November 2009 was returned to the WTMA but was hand delivered to the Golden Corral. Chairman F. Eisenhart asked Mr. Donald to write a letter and supply any supplemental documentation that might form the basis for his appeal. The Board will review his submittals at the April 20, 2010 meeting and discuss the matter then. S. McCleaf commented the Board may want to consider letting Mr. Donald make payments on the additional tapping fees owed.

The Manager reported he has heard nothing from the Blue Ridge Food Mart, which owes \$3,504.00 in tapping fees and are the only remaining business which has not responded or been before the Board. The Board directed the Manager and S. Trinh, Solicitor, to proceed with the posting of a water shutoff notice and lien process on a S. McCleaf, J. Blair motion (4-0).

Engineers Report

K. Shannon of CET Engineering Inc. presented the March 2010 Engineers Report. The Engineers Report was accepted as presented on a L. Frantz, J. Blair motion (4-0). The following items were discussed:

Water

- Tapping Fee Update

Sewer

- Sewer System Capacity Analysis
- NPDES Permit Renewal
- Tapping Fee Update

CET Engineering has been reviewing the WTMA's current Water and Sewer Tapping Fees, and presented a preliminary status report. The Board asked if a report on the sewer review would be completed by the first meeting in May, and K. Shannon indicated they would attempt to complete it by then.

Adjourn to Executive Session

The Board adjourned to Executive Session at 8:42 PM on a L. Frantz, J. Blair motion (4-0) to discuss legal matters.

Reconvene to Regular Meeting

The Board reconvened to Regular Meeting at 9:12 PM.

Chairman F. Eisenhart announced the WTMA is interested in purchasing property from Mr. Neibert and requested S. Trinh, Solicitor to make an offer to the Neibert estate for approximately 64 acres of land on a S. McCleaf, L. Frantz motion (4-0).

Sewer Department Report

The Manager presented the February 2010 Sewer Department Report. The Sewer Department Report was accepted as presented on a S. McCleaf, L. Frantz motion (4-0). The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 610,000 gallons per day
- Average flow was 811,000 gallons per day
- Maximum flow was 1,080,000 gallons per day
- There were four 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 5525.5

WTMA Projects Update Report

Hess Well II- L. Royer has drawn up the subdivision plans and the plans were submitted to the Washington Township Planning Commission to be reviewed at their April 12, 2010 meeting. The plans should be forwarded to the Supervisors for approval in May, 2010.

Old Forge Road- There have been no significant changes since the March 2010 WTMA Projects Update Report. The Manager reported he spoke with M. Christopher, Manager of the Township Supervisors, about the block grant fund being reviewed by the Franklin County Commissioners Office. A meeting is tentatively set for April 16, 2010, at which point the County expects to know how much money will be available to fund the projects for which applications have been made.

Chairman F. Eisenhart asked when the contractors were going to complete final yard restoration. The Manager reported he met with the contractor last week and Phase I of the project should be completed by the end of April, 2010.

DEP Groundwater Rule Compliance- Three companies have been evaluated for a Public Notification Requirement that must be in place by May 1, 2010. A recommendation will be discussed at this evenings meeting. One bid was received for Chlorine Monitoring that will also be discussed at this evenings meeting.

Chlorine Monitoring Bid

Chairman F. Eisenhart reported there was only one bid, received from Control Systems 21 in Dillsburg, PA for a lump sum cost of \$63,424.21. The Bid was previously tabled pending review by the Manager.

The Manager recommended tabling the bid for an additional two weeks or rejecting the bid altogether. The bid amount exceeds the amount that was approved in the 2009-2010 Budget. The Manager discussed two other options for the Chlorine Monitoring Requirement. The first option is to have the WTMA purchase the hardware directly and self install the equipment, potentially saving approximately \$23,000.00. The Manager also reported he met with B. Hibshman of Aptus Control Systems, who was recommended by CET Engineering, Inc. Mr. Hibshman toured the WTMA Water System and is preparing another proposal option for installation of a Chlorine Monitoring System using open platform hardware and software.

The Chlorine Monitoring Bid for Control Systems 21 was rejected due to the cost of the bid on a S. McCleaf, L. Frantz motion (4-0).

DEP Public Notification Compliance

The Manager presented a spreadsheet of pros and cons for three companies which provide a Public Notification System service, notifying all affected customers of any risks to the water system and instructing them to not consume the water. The Capability to notify all customers is

a DEP requirement that must be in place by May 1, 2010. The three companies evaluated are Geo Decisions, One Call Now and Swiftreach.

The Manager recommended Swiftreach due to its available services, contract period, and lower upfront and annual cost. After further review the Board approved the Manager's recommendation and accepted Swiftreach on a S. McCleaf, J. Blair motion (4-0).

Resolution 10-5 (Transfer of Funds)

Resolution 10-5 to transfer funds to maintain proper operation of the wastewater treatment system was approved as presented on a S. McCleaf, J. Blair motion (4-0).

L. Frantz excused herself from the meeting due to health issues.

Requisitions and Certificates

The following requisitions were approved as presented on a S. McCleaf, J. Blair motion (3-0).

(Sewer) Certificate of Completion- Transfer \$1,304,481.53 from the Construction Fund to the Bond Redemption and Improvement Fund.

(Sewer) BR19- Transfer \$362,644.97 from the Bond Redemption and Improvement Fund to the Construction Fund.

(Sewer) Requisition No. 485- Payment of \$1,485.04 to CET Engineering Inc. for Sewer System Capacity Analysis.

(Sewer) Requisition No. 486- Payment of \$187.50 to Software Systems Inc. for new billing software.

(Sewer) Requisition No. 487- Payment of \$50,000.00 to the WTMA PLGIT account in accordance with the Statement of Intent to replenish PLGIT monies utilized to construct the administration building.

Acceptance of Registered Plumber

The Manager presented a Plumber's Certificate of Registration for Board approval. The Board accepted the Certificate of Registration for D. Taylor, Warner Service of Hagerstown LLC on a S. McCleaf, J. Blair motion (3-0).

Purchase Request

The Manager presented two purchase requests for pumps which are direct replacements for a pump at the Mar Penn Pumping Station at a cost of \$7,081.00, and for the Cold Spring Pumping Station at a cost of \$16,756.00, both from Kappe Associates Inc. The Purchase Requests were approved as presented on a S. McCleaf, J. Blair motion (3-0).

Subdivisions

WTMA Hess Well II- A letter was mailed to C. Rock of the Township Supervisors stating there is no impact to the WTMA water or sewer system.

Antietam Commons Ph II A- Antietam Commons PH IIA met all WTMA requirements. The maintenance bond was returned to AM Trust Bank.

Sheffield Manor PRD- A letter was mailed to M&H Construction stating the construction bond needs renewed.

Miscellaneous

Waynesboro Borough Minutes of February 16, 2010- The Manager briefly discussed the Waynesboro Borough Minutes. The Chairman discussed a conversation he had with the Chairman of the WBA concerning the WTMA's proposed Memorandum of Understanding, and directed the Manager to draft a letter offering the attendance of the Chairman and Manager at a future WBA meeting to talk about it further.

S. McCleaf/ Assistant Vice- Chairman- Chairman F. Eisenhart announced he received a letter from S. McCleaf informing the WTMA Board he will be moving into the Borough of Waynesboro.

Chairman F. Eisenhart reported that section 5610B of the Municipal Authorities Act allows an individual who is a taxpayer within the Township of the Authority to remain on the Board even though he does not live in the Township. S. McCleaf will still maintain ownership of property in Washington Township and retains tax liability for the property. S. McCleaf also explained that he had received information that J. Lisko, Township Solicitor, had confirmed this interpretation of the Act.

Adjourn to Workshop

The Board adjourned to Workshop at 10:15 PM on a S. McCleaf, J. Blair motion (3-0).

Complaint Report

The Board reviewed the complaint report.

Adjourn

The Board adjourned at 10:17 PM on a S. McCleaf, J. Blair motion (3-0).

These Minutes were prepared by S. Eck, Administrative Assistant and respectfully submitted on this 20th day of April, 2010.

L. Frantz, Secretary/Treasurer