

Washington Township Municipal Authority
Business Meeting Agenda
May 4, 2010
Meeting Time 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of April 20, 2010
4. Tapping Fees
5. Engineers Report
6. Knouse's Orchard / D. Layman Water Line
7. Purchase Request
8. Hess Land Purchase
9. Highfield Water
10. Adjourn to Executive Session to Discuss Legal Matters and Personnel Issues
11. Reconvene to Regular Meeting
12. Resolution 10-6
13. Requisitions
14. WTMA Project Update Report
15. Subdivisions
16. Miscellaneous
17. Adjourn to Workshop
18. Complaint Report
19. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
May 4, 2010

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

Business from the Floor

Michael Bramson, a member of the Boy Scouts, and his mother, Susan Keene, were in attendance at the meeting as a member of the audience. M. Bramson is working on earning the Citizenship in the Community Merit Badge.

Chairman F. Eisenhart introduced the WTMA Board, the Manager, the Engineer and the Solicitor to Mr. M. Bramson and S. Keene. Chairman F. Eisenhart explained to Mr. Bramson that the WTMA Board has five appointed members and meets twice a month.

Agenda

The agenda was approved as presented on a S. McCleaf, J. Blair motion (5-0).

Minutes of April 20, 2010

The minutes of April 20, 2010 were approved as presented on a S. McCleaf, E. Gladhill motion (5-0).

Tapping Fees

The Manager reported Mr. Donald, owner of the Golden Corral, paid the invoice in the amount of \$5,252.00 plus penalties and interest for the tapping fee assessment. A Notice of Pending Lien was mailed to the owner of the Wayne Heights Mall, LLC and the Golden Corral on April 30, 2010. The Board asked the Manager to mail a letter to the Property owner and Mr. Donald stating the lien will not be filed since payment was received.

The Manager stated the annual tapping fee review process will begin again in July or August 2010 for the past four billing cycles. Chairman F. Eisenhart asked the Board to consider to what extent the Board should grant exceptions from additional tapping fees during the next review.

Engineers Report

K. Shannon of CET Engineering, Inc. presented the April 2010 Engineer's Report. The Engineer's 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

- Sewer System Capacity Analysis Act 537 Special Study
- NPDES Permit Renewal
- Tapping Fee Update

The Board reviewed a draft of the Tapping Fee Report and Calculations for the wastewater system prepared by CET Engineering, Inc. The Board gave consensus to K. Shannon, CET Engineering, Inc. to prepare a final report and to have the Solicitor review it as well.

- Blue Ridge Summit Pump Station Upgrade

The Manager discussed some upgrade options for the Blue Ridge Summit pump station. The Board requested CET Engineering, Inc. to prepare a cost estimate to review the options and make some recommendations for upgrading the station.

Knouse's Orchard / D. Layman Water Line

The Manager discussed a water service line that begins at the intersection of Mentzer Gap Road and Old Forge Road which was installed many years ago by Knouse Orchards and fed the orchard as well as Dave Layman's farm on Old Forge Road. There appears to be a water leak on the line estimated at one gallon per minute. The Manager spoke with the current owners, CDG Investments, and they reported they no longer use the water line and questioned simply disconnecting from the system. D. Layman's property is at the end of the line and still uses the water line. This will be discussed further in Executive Session.

Purchase Request

The Manager presented a purchase request to purchase the first set of hardware for chlorine monitoring and communication that will allow the WTMA to comply with the Groundwater Rule. On a S. McCleaf, E. Gladhill motion (5-0) the Board approved purchasing hardware for Chlorine Monitoring at a cost of \$5,580.00.

Hess Land Purchase

The Manager presented a check in the amount of \$195,000.00 for the balance due to the Hess's for the purchase of approximately 18 acres around the new well. The Manager requested that two Board members sign the check. Chairman F. Eisenhart questioned which account the money was

being drawn from. The Manager explained that the funds were from the Sewer Department general fund and that the account will be reimbursed upon settlement of the property at Wells 5 & 6. On a S. McCleaf, E. Gladhill motion the Board approved the expenditure of \$195,000.00 out of the Sewer Department General Fund for the purchase of land around the new well, which will be reimbursed after the sale of additional land.

The Board authorized Chairman F. Eisenhart to sign the necessary paperwork for the settlement of the Hess land, or another officer of the WTMA Board in his absence on a S. McCleaf, E. Gladhill motion (5-0).

Highfield Water

The Manager discussed nine properties on Blue Ridge Avenue that are in Washington Township but are provided with water from Washington County, MD. The Manager informed the Board that Washington County water rates are going to be increased 4.5% annually for the next ten years. Washington County bills WTMA at their current water rates, which are higher than WTMA's water rates. WTMA, in turn, bills those nine customers at its current rates, resulting in a loss of income.

The WTMA has a two inch water line that ends 1000 feet from the existing homes and a one inch line that ends 500 feet away from the existing homes. The cost to extend either line to serve those customers is not financially feasible and the WTMA would be unable to collect tapping fees from those existing customers. The Manager suggested setting a separate water rate for those nine properties to help pay for the water charged to the WTMA. S. Trinh suggested drafting a contract with Washington County or having Washington County take over those nine residents as their direct customers. The Board reviewed a GIS map of the existing customers within the water line area. Some members of the Board questioned the data presented and whether the water lines were shown properly. The Board asked the Manager to investigate this matter and have further discussion at a future meeting.

Adjourn to Executive Session

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

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:25 PM.

On a S. McCleaf, J. Blair motion (5-0) the Board engaged D. Keller, of Barley Snyder LLC to represent the WTMA in the upcoming negotiations with the Teamsters Union.

Resolution 10-6

The Manager presented Resolution 10-6 to transfer water funds from the Bond Redemption and Improvement Fund to the Water Construction Fund. S. McCleaf made a motion to accept Resolution 10-6 as presented. The Chairman then questioned the wording and thought this

resolution was previously approved. After further review and discussion S. McCleaf rescinded his motion. The Board then accepted Resolution 10-6 with a request to change Requisition BR17 referenced in the Resolution to BR20, along with changing the approval date to May 4, 2010 on a S. McCleaf, L. Frantz motion as amended (5-0).

Requisitions

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

(Water) Requisition BR20- Transfer \$64,327.18 from the Bond Redemption and Improvement Fund to the Construction Fund.

(Sewer) Requisition 488- Payment of \$498.15 to CET Engineering Inc. for the Sewer System Capacity Analysis.

(Sewer) Requisition 489- Payment of \$2,502.15 to Office Suppliers Inc. for labor to assemble and set up administration building furniture.

(Sewer) Requisition 490- Payment of \$125.00 to Software Systems Inc. for the new software system.

(Sewer) Requisition 57-S- Transfer \$239,389.00 from the Sewer Revenue Fund to the Authority's Susquehanna Operating account.

(Water) Requisition 57-W- Transfer \$210,468.00 from the Water Revenue Fund to the Authority's Susquehanna Operating account.

WTMA Project Update Report

Hess Well II- The Washington Township Planning Commission approved the Hess Well II plans at their April 12, 2010 meeting. The Township Supervisors approved the plans as well at their April 21, 2010 meeting. The plans have been sent to Franklin County to be recorded. A closing date will be scheduled with Mr. and Mrs. Hess when the County returns the recorded plans to the WTMA.

Old Forge Road- D.H. Martin has scheduled over-seeding the lawns in Phase I of the Old Forge Road project by the end of May, 2010. The WTMA will continue to hold the \$1,000.00 retainage until this seeding is completed.

The WTMA and the Washington Township Supervisors have applied for a Community Development Block to install Phase II of the project. S. McFarland and M. Christopher of the Washington Township Supervisors attended a meeting this afternoon with the County Commissioners and were informed we would receive \$100,000.00, which should be available in September, 2010.

DEP Groundwater Rule Compliance- WTMA has submitted four log treatment worksheets to DEP and they have started reviewing those submittals. Ed Muzik, a DEP Engineer, is currently

giving direction to the WTMA Water Superintendent. Any changes to the water system to comply with four log treatment will be made part of the modified permits for each source and may require WTMA to move monitoring points or complete chlorine degradation studies. These changes will be part of installing chlorine monitors.

The WTMA has contracted with SwiftReach Networks to comply with the public notification portion of the Groundwater Rule. The WTMA also decided to purchase ATI Chlorine Monitors and Mission M802 Communication Units and will self-install the monitors and communications to comply with the monitoring and alarming requirement of the Rule. Whel-Tech will assist with technical support for the first installation.

Subdivisions

Sheffield Manor PRD- A second letter was mailed to M. Henicle, developer for Sheffield Manor PRD, stating that the construction bond needs to be renewed prior to May 4, 2010.

The Manager informed the Board that WTMA has not yet received the bond. J. Blubaugh, Susquehanna Bank is working on the bond and WTMA has a 60 day grace period in which to draft it, if needed.

Miscellaneous

Waynesboro Borough Authority March 16, 2010 Minutes- The Manager briefly reviewed the March 16, 2010 Waynesboro Borough Authority Minutes.

April 2010 Sewer Department Report- The Manager presented the completed April, 2010 Sewer Department Report. The Board only received a cover sheet at the previous meeting. Lab tests had not arrived in time for O. Benchoff, Wastewater Superintendent, to complete his report.

Capital Camps Tour- The Manager reported H. Gold, of Capitol Camps has offered a tour of Capital Camps to the Board members on June 23 or June 24, 2010 if interested.

Cold Spring Pump Station- The Manager reported a pump at the Cold Spring Pump Station has gone down and needs to be replaced as soon as the new pump which was already ordered arrives.

Mont Alto Borough- J. Blair questioned the article in The Record Herald about electric bills and asked the Manager if the WTMA could have any issues of this kind in the future. The Manager explained that the problem was reported to be due to a computer glitch and the estimation of electric use and the resulting high bills. He explained that there are no guarantees since the WTMA does estimate occasionally due to severe weather, but we do it manually so there would be less of a chance for such an error.

L. Frantz Resignation- L. Frantz announced her resignation from the WTMA Board of Directors effective at the end of the May 4, 2010 meeting due to family obligations. The Board acknowledged her resignation and will forward her letter of resignation to the Washington Township Supervisors.

Chairman F. Eisenhart asked the Board to contact him if they have any candidates in mind to replace L. Frantz. E. Gladhill asked if an employee of WTMA could serve on the Board of Directors. S. Trinh explained that an employee could be appointed to the Board but may have to recuse themselves from many decisions due to a conflict of interest and they would have to meet all of the other criteria for appointment.

Voice Activated Recorder- E. Gladhill commented that she purchased a voice-activated recorder for her personal use and offered to lend it to the WTMA to try and then decide if they want to replace the old recorder used for the WTMA Board Meetings.

Resolution 10-7- S. Trinh presented Resolution 10-7 revoking Final Approval for Antietam Commons Phase IIB. The resolution was approved as presented on a J. Blair, S. McCleaf motion (5-0). The resolution needs to be notarized and will be recorded at the Franklin County Courthouse.

Memo of Understanding between Waynesboro Borough Authority and WTMA- Chairman F. Eisenhart asked for the status of the proposed Memorandum of Understanding between WTMA and WBA. The Manager reported that he spoke with L. Pryor and the WTMA was asked to supply more information about the operational changes that would result from the proposed changes and this matter will be reviewed again in the near future. The Manager explained that information has been provided.

Adjourn to Workshop

The Board adjourned to workshop at 11:00 PM on an E. Gladhill, J. Blair motion (5-0).

Complaint Report

The Board reviewed the complaint report.

Adjourn

The Board adjourned at 11:02 PM on a J. Blair, S. McCleaf motion (5-0).

These Minutes were prepared by S. Eck, Administrative Assistant and respectfully submitted on this 18th day of May, 2010.

E. Gladhill, Assistant Secretary/Treasurer