

Washington Township Municipal Authority
Business Meeting Agenda
May 18, 2010
Meeting Time 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of May 4, 2010
4. Water Department Report
 - A. Purchase Requests
5. Sewer Department Report
 - A. Purchase Requests
6. Business Report
 - A. Budget Review
7. Ratification of the Bills
8. Subdivisions
9. Miscellaneous
10. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
May 18, 2010

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

Business from the Floor

There was no business from the floor.

Agenda

The agenda was accepted as presented on a S. McCleaf, J. Blair motion (4-0).

Minutes of May 4, 2010

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

Water Department Report

S. Melego, Water Superintendent, presented the Water Department Report for April 2010. The Water Department Report was accepted as presented on a J. Blair, S. McCleaf motion (4-0). The following items were discussed:

- The water system was operating at 45% of its capacity during the month
- Water produced for the quarter was 46,471,000 gallons
- Water sold for the quarter was 29,649,000 gallons
- There was one leak discovered for the month
- Unaccounted water for the quarter is 33%

The Board discussed the level of unaccounted for water and getting some price estimates to have a comprehensive leak detection study performed in the Blue Ridge Summit area. Depending on the estimates, this item may be added as a project on next year's budget. E. Gladhill questioned using the Project Supervisor and Assistant Project Supervisor to coordinate the GIS and the GPS to assist in the location of lines and leaks. She also suggested adding the reduction of unaccounted water to the Project Update Report. The Manager suggested waiting until we have gotten some estimates to have the work done and decided on a course of action.

- There were no new connections for the month

Purchase Request

The Manager presented a purchase request to service all of the chlorine gas regulators as part of the annual maintenance of the WTMA water chlorination system. On a J. Blair, E. Gladhill motion (4-0) the Board approved Environmental Equipment to perform the annual maintenance of the chlorine regulators at a cost of \$5,873.00.

The Manager presented a second purchase request for a line tracer/pipe locator to be used to identify unknown locations of service lines and water mains. WTMA has borrowed a line locator from the Waynesboro Borough Authority several times in the past. With the number of unknown locations of lines in the water system, WTMA has a need to purchase a line locator. On a S. McCleaf, J. Blair motion (4-0) the Board approved purchasing a line tracer/pipe locator from LB Water Service at a cost of \$2,850.00.

Sewer Department Report

O. Benchoff, Wastewater Superintendent, presented the Sewer Department Report for April 2010. The Sewer Department Report was accepted as presented on a J. Blair, S. McCleaf motion (4-0). The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 490,000 gallons per day
- Average flow for the month was 668,000 gallons per day
- Maximum flow for the month was 840,000 gallons per day
- There were two new connections for the month
- Total Hydraulic EDU's connected to the system to date are 5531.5
- For planning purposes, the Wastewater Treatment Plant is currently at 65.2% of its capacity

S. Melego expressed appreciation to Rob Biesecker, of the Blue Ridge Summit Fire Department, for the time spent training WTMA staff on the use of the self contained breathing apparatus (SCBA) units. The Board directed the Manager to mail a letter thanking the Blue Ridge Summit Fire Department for R. Biesecker's time.

Purchase Request

The Manager presented a purchase request for a Siemens Hydro Ranger Open Channel Flowmeter to measure the flows at the Wastewater Treatment Plant at a cost of \$3,940.70. CET Engineering Inc. has recommended that WTMA obtain a flowmeter that will measure flows into the Wastewater Treatment Plant more accurately than the existing Parshall Flume will. The purchase request was approved (4-0) on a S. McCleaf, J. Blair motion.

Business Report

B. Carrigan, Business Manager, presented the Business Report for April 2010. The Business Report was accepted as presented on a S. McCleaf, E. Gladhill motion (4-0). The following items were discussed:

- Water Department Revenue Report
- Sewer Department Revenue Report
- Cash Flow Summary
- Tap Fee Detail Report

Budget Review

The Manager and Business Manager presented a 2009-2010 Water/Sewer Budget Review for the past six months. The review compared actual revenue and expenses to budgeted ones. Prior to discussing the review, the Manager reviewed how funds flow within the Trust and how and when funds are used.

The Manager and Business Manager reviewed the Water and Sewer Department budgets, explained some of the variances, and answered questions from the Board. In the Water Department, revenue is below budget, but because of decreased repair and maintenance needs during the first two quarters, expenses are down a comparable amount at the midpoint of the fiscal year. The revenue for the Sewer Department is also below expected levels, although expenses are slightly above projected.

The Board requested another review at the end of the third quarter, prior to beginning the budget process for the 2010-2011 fiscal year. Chairman Eisenhart explained that he has directed the Manager to begin thinking about ways to increase revenue in the Water Department prior to next year's budget process. E. Gladhill questioned the impact of reducing the percentage of unaccounted water. The Manager explained that would certainly have an impact, depending on the cost of tracking down the losses. The Board thanked the Manager and Business Manager for the review.

On a S. McCleaf, E. Gladhill motion (4-0) the 2009-2010 Water/Sewer Budget Review was accepted as presented.

Ratification of the Bills

Ratification of the Bills was approved as presented on a S. McCleaf, J. Blair motion (4-0).

Subdivisions

Zaru- The maintenance bond for the Zaru subdivision was returned to the First National Bank of Mercersburg. This subdivision has met all WTMA requirements.

No Board action was required for any subdivisions.

Miscellaneous

Letter to the Editor/Good Drinking Water- The Manager briefly discussed his letter that was published in the Letter to the Editor section of the Record Herald Newspaper regarding National Water Drinking Week.

Union Contract/Resolution 06-3- As requested by the Board at the last meeting, the Manager presented copies of the Union Contract for the Board Member's review prior to the upcoming union negotiations.

Frantz Water Disconnect Request- The Manager presented a letter from A. Frantz, of 10471 Buchanan Trail East, requesting to disconnect from the WTMA water system and connect to the well on his property. The Frantz's recently had a water leak somewhere on their service line, which is almost 500 feet long, and used 112,000 gallons of water. Due to the long distance of their service line and the high cost of replacement, they prefer to connect to the well they currently use for agricultural purposes. They test the well water annually and it meets all of the requirements for safe drinking water. The closest water main is within 150 feet, but it is not accessible to them because it is located on the south side of Route 16. The Manager informed the Board Mr. Frantz's water meter was pulled and they have connected to their well.

Chamber of Commerce Hagerstown Sun's Game Picnic- The Manager presented an invitation from the Waynesboro Chamber of Commerce for a Picnic at the Hagerstown Suns Game on July 15, 2010. The Manager discussed possibly having the WTMA picnic at a Hagerstown Suns Game this summer.

WTMA Board of Director Application- The Manager presented an application submitted by David McCarney for a seat on the WTMA Board of Directors that was vacated when L. Frantz resigned on May 4, 2010. The Washington Township Supervisors are accepting applications until May 28th.

Authority Magazine- The Manager presented the Authority Magazine.

L. Frantz Award- The Manager discussed award options for L. Frantz, who served on the WTMA Board of Directors for two years. The Board gave consensus to the Manager to research plaques. This matter will be discussed at the next business meeting.

Booster Club Request- The Manager presented a request from the IQ Club, the booster club for the parents of the high school football team., asking to use the WTMA Meeting Room twice a month. The Manager received an email from S. Trinh, WTMA Solicitor, expressing concerns

with liability and security issues. After discussion, the Board decided to implement a policy that the use of WTMA buildings is for WTMA purposes only, or for those activities directly related to the WTMA on an S. McCleaf, J. Blair motion (4-0). The Manager will draft a written policy for adoption at the next meeting.

Digital Audio Recorder- E. Gladhill brought her digital audio recorder to the meeting so the WTMA can decide if they want to replace the old recorder currently used for the WTMA Board Meetings. The Manager will listen to the recording and make a determination.

Zullinger Resident Curb Stop- S. Melego informed the Board that the Waynesboro Borough Authority located a curb stop in the middle of a resident's driveway in Zullinger. The WTMA and WBA had previously been unable to locate it, and the curb stop was brought up to grade.

Adjourn

The Board adjourned at 9:25 PM on a S. McCleaf, J. Blair motion (4-0).

These Minutes were prepared by S. Eck, Administrative Assistant, respectively submitted this 1st day of June 2010.

E. Gladhill, Assistant Secretary/Treasurer