

Washington Township Municipal Authority
Business Meeting Agenda
June 1, 2010
Meeting Time 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of May 18, 2010
4. Engineers Report
 - A. Sewer Tapping Fee Update
5. Adjourn to Executive Session to Discuss Legal and Personnel Issues
6. Reconvene to Regular Meeting
7. WTMA Projects Update Report
8. Use of WTMA Facility Policy
9. Requisitions
10. Subdivisions
11. Miscellaneous
12. Adjourn to Workshop
13. Complaint Report
14. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
June 1, 2010

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

Business from the Floor

There was no business from the floor.

Agenda

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

Minutes of May 18, 2010

The minutes of May 18, 2010 were accepted as presented on an E. Gladhill, J. Blair motion (4-0).

Engineers Report

K. Shannon of CET Engineering, Inc. presented the May 2010 Engineer's Report. The Engineer's Report was accepted as presented on a S. McCleaf, J. Blair motion (4-0). A copy of the report is attached and hereby made a part of these Minutes. The following items were discussed:

Sewer

- Sewer System Capacity Analysis Act 537 Special Study

K. Shannon reported that DEP requested an expanded PNDI search to cover the entire project area. One potential impact was identified, which the Pennsylvania Fish & Boat Commission identified as the eastern spade foot toad. They have indicated that it could be within the vicinity of the project area. K. Shannon informed the Board that the Pennsylvania Fish & Boat Commission is requesting more information from CET about the project area, and may require a site visit.

- NPDES Permit Renewal
- Tapping Fee Study Report

The Board reviewed the Sewer Tapping Fee Study Report. The Tapping Fee Study Report was accepted by the Board on a S. McCleaf, E. Gladhill motion (4-0). The Board discussed making the report available for public review for at least 30 days prior to making any final decision about increasing the sewer tapping fee. The Board decided there will be at least a 30-day public comment period and a notice advertised in the local newspaper. The report will be

available in the WTMA offices, and online. The Board will hear public comments at its next two meetings. S. McCleaf asked the Manager to place a copy of the Tapping Fee Study Report at the Township Supervisors office as well.

K. Shannon discussed CET's invoicing for the Tapping Fee Study to date that the Manager had recently questioned. K. Shannon explained that the cost overruns were related to the decision to use replacement values and the cost of compiling that data, instead of simply updating the information provided by the previous engineer.

Adjourn to Executive Session

The Board adjourned to Executive Session at 8:00 PM on a S. McCleaf, J. Blair motion (4-0) to discuss legal and personnel matters.

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 8:33 PM.

The Board was informed of Suzanne Trinh's move to The Law Offices of Zullinger-Davis, P.C. On a S. McCleaf, E. Gladhill motion (4-0), the WTMA decided to retain S. Trinh as the Solicitor. The WTMA will mail a letter to Sharpe & Sharpe indicating the WTMA's desires and authorizing the WTMA files be transferred with S. Trinh.

The Board accepted a Letter of Resignation from S. Melego, Water Superintendent, effective June 1, 2010 on a J. Blair, S. McCleaf motion (4-0). Chairman F. Eisenhart discussed the farewell party held for Mr. Melego on May 28, 2010. The Board wished him well with his future career.

WTMA Projects Update Report

Hess Well II- A closing date was scheduled on May 14, 2010 with Mr. and Mrs. Hess. The Manager met with Mr. Hess, and discussed future planting. A letter was mailed to the Franklin County Tax Assessor's office requesting the parcel be added to the WTMA's existing tract and be made tax-exempt.

This project is now complete.

Old Forge Road- The Franklin County Commissioners approved \$100,000.00 of CDBG funding for the first year of the project. The project should be funded in subsequent years until it is completed. Funds are expected to be available in early fall, with work planned to begin as soon as funding is available. S. McCleaf commented the Franklin County Commissioners only gave out \$300,000.00 in grant funds within the county and he is pleased that WTMA received \$100,000.00 of the grant funds.

DEP Groundwater Rule Compliance- The Water Department has been communicating with Ed Muzik to determine if the WTMA needs to move monitoring points or perform chlorine degradation studies for each site. The first of the chlorine monitoring devices and

communication systems was installed at the Brookdale Filtration Plant on Friday, May 21, 2010. After a few initial problems over the first weekend, it has been working well.

Use of WTMA Facility Policy

On a S. McCleaf, J. Blair motion (4-0) the Board accepted the Use of the WTMA Facility Policy as presented. The policy states that the use of all WTMA buildings or facilities is for WTMA's purposes only, or those activities directly related to the WTMA.

Requisitions

The Board accepted the following sewer requisitions as presented on a S. McCleaf, J. Blair motion (4-0):

(Sewer) Requisition No. 491- Payment of \$62.00 to CET Engineering for the Sewer System Capacity Analysis.

(Sewer) Requisition No. 492- Payment of \$16,756.00 to Kappe Associates Inc. for a replacement pump at the Cold Spring pumping station.

(Sewer) Requisition No. 493- Payment of \$7,081.00 to WTMA to reimburse for an ABS pump purchased from Kappe Associates Inc.

(Sewer) Requisition No. 494- Payment of \$4,952.22 to WTMA to reimburse for a GPS system purchased from Caron East.

The Board accepted the following water requisitions as presented on a S. McCleaf, J. Blair motion (4-0):

(Water) Requisition No. 592- Payment of \$2,153.00 to WTMA to reimburse for expenses payable to R. Lee Royer related to the Hess Well.

(Water) Requisition No. 593- Payment of \$5,429.80 to Whel-Tech for chlorine monitoring.

Subdivisions

Woodcrest D4- Woodcrest Homes had supplied a check to the WTMA that was held in an escrow account as a surety to meet the maintenance bonding requirement for the Woodcrest D4 subdivision. The maintenance period had expired, and the funds were returned to N. Miller.

No Board action was required for any subdivisions.

Miscellaneous

WTMA Board of Director Application- The Manager presented two additional applications, submitted by Art Cordell and Sherrard Sherman, for a seat on the WTMA Board of Directors, which was vacated when L. Frantz resigned on May 4, 2010. The Manager explained the Township Supervisors would be interviewing all three applicants on Wednesday, June 2, 2010. The Manager informed the Board he will be at the meeting to present his WTMA quarterly report. If any Board member is interested in attending the meeting, they may do so without any violation of the Sunshine Law.

Unaccounted for Water- The Manager presented some articles about unaccounted-for water, and explained some of the steps that are being taken to find the sources and reduce the unaccounted-for percentage. He has received some information about two companies that perform leak detections. The Manager also mentioned Aqua Tech, previously used by WTMA in the past. Chairman F. Eisenhart commented if there are any other problem areas within the WTMA Water System other than the Blue Ridge Summit area to include those areas as well. E. Gladhill asked if WTMA staff could locate sources with our own leak detection equipment. The Manager explained that we were doing some leak detection, but these companies have better equipment and better trained staff.

The Manager explained he has also asked R. Eberly to monitor water usage within all of WTMA's treatment areas, water used for fire protection and the newly installed chlorine monitors to ensure that water was being accurately tracked.

E. Gladhill questioned the increase in unaccounted for water compared to last year's water report, and whether it had to do with the new billing system. The Manager explained that the prior sale figures had not been reported properly, resulting in lower percentages than actually existed. The new software has a specifically designed report to provide the necessary sale figures.

L. Frantz Award- The Manager discussed options for an award for L. Frantz, for her service on the WTMA Board of Directors. The Board gave consensus to order an award from Sollenbergers in Chambersburg, PA.

Rouzerville Water Company- The Manager presented a copy of an old water bill from the Rouzerville Water Company dated January 4, 1912 that a customer had purchased on EBay.

Waynesboro Borough Authority Minutes- The Manager briefly reviewed the April 20, 2010 Waynesboro Borough Authority (WBA) Minutes. S. McCleaf discussed the letter received pertaining to the Memo of Understanding between WBA and WTMA. The Manager reported Waynesboro Borough Authority decided it was in their best interest to not execute the document, but had directed L. Pryor and L. Hamberger to meet with him to discuss and resolve some of the issues.

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

Board Meeting Paychecks- J. Blair asked if the Board members would receive their Board meeting checks this evening. The Manager replied they had been signed at this evening's meeting and were available.

Hess Well- S. McCleaf suggested the Board might want to consider installing fences around Hess Well and other areas for security reasons, and consider adding this item on the next budget.

Unaccounted for Water- S. McCleaf suggested including the Zullinger area to the unaccounted for water detection issue discussed earlier this evening, or keeping it in the WTMA's thoughts. E. Gladhill commented she would like to see the unaccounted water below 30%, and she had sent the Manager an article that had information on an unaccounted for water reduction program.

WTMA Company Picnic- Chairman F. Eisenhart suggested giving a survey to the staff and asking what they prefer for this year's company picnic. There was also discussion about whether Capital Camps was available.

Capital Camp Tour- J. Blair asked what dates were available for the Board members to tour Capital Camps. The Manager will check the available dates and inform the Board by email.

Adjourn to Executive Session

The Board adjourned to Executive Session to discuss legal and personnel matters at 9:18 PM on a S. McCleaf, E. Gladhill motion (4-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 9:40 PM.

Adjourn to Workshop

The Board adjourned to workshop at 9:41 PM on a S. McCleaf, J. Blair motion (4-0).

Complaint Report

The Board reviewed the complaint report.

Adjourn

The Board adjourned at 9:55 PM on a J. Blair, S. McCleaf motion (4-0).

These Minutes were prepared by S. Eck, Administrative Assistant and respectfully submitted on this 15th day of June 2010.

Secretary/Treasurer