

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

1. Introduce New Board Member
2. Agenda
3. Minutes of June 1, 2010
4. Business from the Floor
5. Public Comments for the Tapping Fee Update Study
6. B2M2 Sewer Flows
7. Adjourn to Executive Session to Discuss Personnel & Legal Matters
8. Reconvene to Regular Meeting
9. Water Department Report
10. Sewer Department Report
11. Business Report
12. Ratification of the Bills
13. Proposal for the Blue Ridge Summit Pumping Station
14. Purchase Requests
 - A. Chlorine Monitor
 - B. Administration Server
 - C. Leak Detection
15. Unaccounted for Water Reduction Program
16. Subdivisions
17. Miscellaneous
18. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
June 15, 2010

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

Introduce New Board Member

Chairman F. Eisenhart introduced and welcomed Mr. David McCarney as the newest member of the Board of Directors for the Washington Township Municipal Authority.

Business from the Floor

There was no business from the floor.

Agenda

On a S. McCleaf, J. Blair motion (5-0) the agenda was approved as amended, moving Business from the Floor to follow Introduction of the New Board Member.

Minutes of June 1, 2010

The minutes of June 1, 2010 were approved as presented on a S. McCleaf, E. Gladhill motion (4-0). D. McCarney abstained.

Public Comments for the Tapping Fee Update Study

There was no one present for public comments. The Board discussed the fact that the Tapping Fee Update Study was advertised in the Record Herald. The report has also been provided to the Township Supervisors and a copy has been placed in the office of the Washington Township Supervisors, as well and placed on the WTMA website. The public had been invited to attend the meeting to express any comments. The next scheduled date for public comments is July 6, 2010.

B2M2 Sewer Flows

The Manager presented a GIS Map showing options for sanitary sewage flows for the B2M2 Subdivision. When the plan was submitted in 2007, the WTMA had asked the Waynesboro Borough Authority (WBA) to accept the flows, and the WBA had stated they had capacity at their plant and would accept them under the Transportation Agreement. The engineering firm that prepared the original plan was acquired by Penn Terra Engineering and it was discovered that the sewer planning module was never submitted to DEP.

Several events have occurred in the Borough since 2007, including a new well being brought on-line by WBA, which generates a lot of wastewater. Another well may be placed on-line in the

future that would create additional wastewater. Many sewer lines are near capacity and would need to be upgraded to accept B2M2's additional flows. The WBA feels it is in their best interest not to take all of B2M2's flows

There is a part of B2M2 that could not be serviced by the WBA or the WTMA by gravity and would need a pump station. The Manager explained that since the submission of the B2M2 plans, Dan Long's subdivision has been presented in sketch plan form, and would also need a pump station to handle its flows. It is in the WTMA's best interest to have B2M2 and the Dan Long subdivision work together and build one large pumping station that would pump along the path of the Washington Township Boulevard then East of 997, where it would flow by gravity into the WTMA system.

The WTMA Board gave consensus to support Waynesboro Borough Authority's desire to not accept B2M2's flows and for the WTMA to take the flows from B2M2 instead of conveying them to the Borough through the Transportation Agreement. The Manager will contact J. Blubaugh and make him aware of the WTMA's decision.

Adjourn to Executive Session

The Board adjourned to Executive Session at 7:47 PM to discuss personnel and legal matters on a S. McCleaf, J. Blair motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 9:27 PM.

Water Department Report

The Manager presented the Water Department Report for May 2010. The Water Department Report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

- Water usage for the month is currently 47% of the system's capacity
- 17,707,000 gallons of water were produced for the month
- There were two water leaks discovered for the month
- 77,054 gallons was a loss from leaks
- There were eight new connections for the month

Sewer Department Report

The Manager presented the Sewer Department Report for May 2010. The Sewer Department Report was approved as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 410,000 gallons per day
- Average flow was 457,000 gallons per day
- Maximum flow was 610,000 gallons per day
- There were nine 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 5540.5

Business Report

The Manager presented the Business Report for May 2010. The Business Report was accepted as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

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

Ratification of Bills

The Manager discussed a check included in the Ratification of Bills Report made payable to the Washington Township Supervisors for \$10,413.33. A portion of the check totaling \$7,341.00 was to pave the parking area at the Blue Ridge Summit Pump Station, which exceeded the amount the Manager is authorized to spend. The Manager asked the Board to review the check before signing and accepting the Ratification of Bills.

The Ratification of Bills, including the check payable to Washington Township Supervisors, was accepted as presented on a S. McCleaf, D. McCarney motion (5-0).

Proposal for the Blue Ridge Summit Pumping Station

The Manager presented a proposal for the Blue Ridge Summit Pumping Station prepared by CET Engineering Inc. for the Board's review. The proposal was tabled on a S. McCleaf, J. Blair motion (5-0) until K. Shannon of CET Engineering was present to discuss the proposal.

Purchase Requests

The Manager presented a purchase request for a chlorine monitor, an antenna, and a Mission M802, which would be the second installation of five in order to comply with the Groundwater Rule. The Board approved the purchase from Whel-Tech totaling \$5,330.00 on a S. McCleaf, J. Blair motion (5-0).

The Manager presented a purchase request for a custom built computer server, including installation and the transfer of the existing data, for the Administration Building. The current server is over six years old and is showing signs of age. The Board approved the purchase of a server from Advanced Technology Specialists at a cost of \$9,212.00 on a S. McCleaf, E. Gladhill motion (5-0).

The Manager presented a purchase request for a tape drive back up for the server for the Administration Building. The Board approved a tape drive back up from Advanced Technology Specialists at a cost of \$2,999.00 on a S. McCleaf, E. Gladhill motion (5-0).

The Manager presented a purchase request for a leak detection survey of the Blue Ridge Summit and Rouzerville area. The Board approved the purchase request for a leak detection survey from Aquatech at a cost of \$3,950.00 on an E. Gladhill, D. McCarney motion (5-0).

Unaccounted for Water

The Manager prepared an Unaccounted for Water Reduction Program for the Board's review. The WTMA has had higher than normal unaccounted for water recently. The program identifies the components of the water system that are viewed to determine unaccounted for water, and identifies specific action items that will be taken in an effort to reduce the percentage of water produced that is not sold. The Manager asked the Board for comments or any questions they may have upon their review.

Subdivisions

Dunlap- A letter was mailed to Mr. Paul Dunlap stating his Construction Bond expires July 16, 2010 and needs to be renewed.

McKendrick, Kendra & Cole- A letter was mailed to L. Royer explaining that a bond is required to meet final approval requirements.

There was no Board action required for any subdivisions.

Miscellaneous

Pennsylvania Fish & Boat Commission- The Manager presented a letter from the Pennsylvania Fish & Boat Commission addressing the PNDI Potential Conflict letter received as part of the 537 Special Study/Wastewater Conveyance System Capacity Analysis. The letter explains there may be eastern spadefoot toads in the area and they are an endangered species. A copy of the letter had been requested by the Board.

Capital Camps Tour- The Manager scheduled a date of June 23, 2010 to tour Capital Camps with the Board of Directors. The Manager will place an ad in the local newspaper.

Administration Office/Customer Service- J. Blair discussed coverage in the Customer Service area while K. Kreps is out on medical leave. The Manager explained that S. Eck; Administrative Assistant will assist in Customer Service.

Water Superintendent Position- On a S. McCleaf, J. Blair motion (5-0), the Board offered R. Eberly. Chief Water Operator, the Water Superintendent position at an annual salary of \$44,500.00.

Assistant Secretary/Treasurer for the Board of Directors Seat- Chairman F. Eisenhart opened nominations for the Assistant Secretary/Treasurer seat on the WTMA Board of Directors. J. Blair nominated D. McCarney, but the motion died due to the lack of a second motion. S. McCleaf nominated J. Blair as Assistant Secretary Treasurer, the motion died due to the lack of a second motion. J. Blair then re-nominated D. McCarney as Assistant Secretary Treasurer; E. Gladhill then seconded the motion on a (4-0) vote. D. McCarney abstained.

Updated Addresses- E. Gladhill requested an updated spreadsheet with current addresses and phone numbers for the WTMA Board of Directors and staff.

Payment for 1954 Dipper- E. Gladhill questioned a check for a 1954 Dipper. The Manager explained that 1954 is a vendor number and the dipper is a piece of equipment at the Wastewater Treatment Plant.

July 6, 2010 Board Meeting- Chairman F. Eisenhart announced he will be absent for the July 6, 2010 Board Meeting.

WTMA Picnic- The Manager informed the Board that after surveying the WTMA staff, the majority wanted to hold the annual picnic at a local facility in Washington Township.

WTMA Manager- S. McFarland, Manager announced he will be out of town from June 18, 2010 thru June 21, 2010 and will return to work on June 22, 2010.

Adjourn

The Board adjourned at 10:15 PM on a S. McCleaf, J. Blair motion (5-0).

These Minutes were prepared by S. Eck, Administrative Assistant and respectfully submitted on this 6th day of July 2010.

E. Gladhill, Secretary/Treasurer