

Washington Township Municipal Authority
Business Meeting Agenda
July 20, 2010
Meeting Time 7:15 PM

1. Business from the Floor
2. Agenda
3. Minutes of July 6, 2010
4. Adjourn to Executive Session to Discuss Legal Matters
5. Reconvene to Regular Meeting
6. Water Department Report
7. Drought Contingency & Water Shortage Response Plan
8. Sewer Department Report
9. Purchase Request
10. Business Report
11. Ratification of the Bills
12. Subdivisions
13. Miscellaneous
14. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
July 20, 2010

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

Business from the Floor

There was no business from the floor.

Agenda

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

Minutes of July 6, 2010

The minutes of July 6, 2010 were approved as presented on an E. Gladhill, J. Blair motion (3-0). Chairman F. Eisenhart abstained due to his absence at the July 6, 2010 Board meeting.

Adjourn to Executive Session

Chairman F. Eisenhart announced that Mr. D. George, who was invited to attend this evening's meeting to discuss legal matters during Executive Session, had not yet arrived. The Board decided to continue with the agenda, and will adjourn to Executive Session if he arrives.

Water Department Report

The Manager presented the June 2010 Water Report. The June 2010 Water Report was approved as presented on an E. Gladhill, J. Blair motion (4-0). The following items were discussed:

- The water system was operating at 49% of its capacity during the month
- Water produced for the month was 18,223,000 gallons
- Water loss from leaks was 2,883,664 gallons
- There was one new connection for the month
- There was one service disconnected at 10471 Buchanan Trail East
- There were six leaks discovered for the month

Drought Contingency & Water Shortage Response Plan

The Manager presented a draft of a Drought Contingency and Water Shortage Response Plan. This Plan defines nonessential uses of water, identifies voluntary and non-voluntary restrictions of nonessential water use, and establishes mandatory water reductions in response to a state of Drought Emergency declared by the Governor or water shortage declared by the Authority in order to conserve water. The Plan also establishes water level “triggers” that would cause the plan to be initiated.

In the event of a Drought Warning, Watch, or Emergency also being declared by the Governor of the Commonwealth of Pennsylvania, the Authority may enforce the more restrictive requirements of the Authority's Plan or the Governor's Emergency Proclamation.

After review of the Drought Contingency and Water Shortage Response Plan, the Board gave the Manager their consensus to mail the response plan to the Department of Environmental Protection for its review and approval.

Sewer Department Report

The Manager presented the June 2010 Sewer Department Report. The June 2010 Sewer Department Report was approved as presented on a D. McCarney, J. Blair motion (4-0). The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 300,000 gallons per day
- Average flow for the month was 381,000 gallons per day
- Maximum flow for the month was 420,000 gallons per day

The Manager discussed a possible discrepancy between the flows recorded at the effluent meter and the newly installed influent meter. He explained that the company that provides calibration of our equipment was coming down in the next week to verify which was providing accurate readings.

- There were ten new connections for the month
- Total Hydraulic EDU's connected to the system to date are 5550.5
- For planning purposes, the Wastewater Treatment Plant is currently at 65.4% of its capacity

Purchase Request

The Manager presented a purchase request to have two HACH flow meters refurbished. The Board approved having the two HACH flow meters refurbished at a cost of \$4,289.80 on an E. Gladhill, D. McCarney motion (4-0).

Adjourn to Executive Session

Although Mr. George had not arrived, the Board decided to adjourn to Executive Session to discuss legal matters at 7:48 PM on an E. Gladhill, D. McCarney motion (4-0) in order to allow the Solicitor to leave.

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 8:13 PM.

Business Report

The Manager presented the June 2010 Business Report. The June 2010 Business Report was approved as presented on a D. McCarney, E. Gladhill motion (4-0). The following items were discussed:

- Water Department Revenue Report
- Sewer Department Revenue Report

The Board discussed the very low rate of return the Authority is being given on its funds by M&T Bank. They asked the Manager to investigate an alternative option that might exist within the Trust and to contact the Trust representative to discuss the matter.

- Cash Flow Summary
- Tap Fee Detail Report

Ratification of the Bills

The Ratification of the Bills was approved as presented on an E. Gladhill, J. Blair motion (4-0).

Subdivisions

Fraternal Order of Eagles- A letter was mailed to L. Royer to address comments and resubmit plans.

B2M2- A letter was mailed to Penn Terra Engineering stating the WTMA has adequate water capacity for the B2M2 subdivision.

Pheasant Run- The maintenance bond for the Pheasant Run subdivision was returned to the American Southern Insurance Co. This subdivision has met all WTMA requirements.

Saylor- A letter was mailed to C. Rock stating this subdivision has no impact on the WTMA water or sewer system.

Lephew- A letter was mailed to C. Rock stating this subdivision has no impact on the WTMA water or sewer system.

No Board action was required for any subdivisions.

Miscellaneous

Waynesboro Borough Minutes for May 18, 2010 and May 25, 2010- The Manager briefly discussed the May 18, 2010 and May 25, 2010 Waynesboro Borough Minutes.

Fraternal Order of Eagles Grease Blockage- The Manager discussed the recent grease blockage behind the Fraternal Order of Eagles Club and the letter from the Borough asking that the flow of fats, oil and grease be brought within its allowable limits. The Manager reported that he mailed a letter to the Club requiring the club to install an approved grease interceptor. He has also provided the club with Resolution 08-4(Fats, Oils and Grease) and WTMA staff have inspected two other commercial customers in that area to exclude them as contributors.

PMAA Seminar- The Manager discussed the upcoming PMAA Seminar scheduled September 19-22, 2010 in Pittsburgh, PA. The Manager asked that if any Board members were interested in attending, to let him know before the August 1, 2010 registration date. After further discussion, the Board members decided not to attend this year's conference due to the cost, as well as the distance of the seminar and travel time.

WTMA Annual Picnic- The Manager discussed the annual WTMA picnic scheduled for August 29, 2010 at Capital Camps. The Board authorized the signing of a contract for the event and decided that WTMA would pay for the staff and Board, and immediate family members. Others interested in attending with WTMA staff must pay \$12.00 per person in advance. The Board asked the Manager to invite S. Trinh, Solicitor, K. Shannon, of CET Engineering Inc., E. Barnhart, and immediate past Board members J. Geesaman and L. Frantz to the picnic.

WTMA Customer Shut Off Policy- The Manager discussed changing the threshold below which the Authority does not post a customer for shut-off due to an unpaid bill. Due to the combining of Water and Sewer billings, the penalty amounts are larger, and the Manager received a letter from a customer expressing dissatisfaction with the WTMA's policy. The Board gave consensus to post customers for shut-off if the remaining unpaid balance on their bill is \$15.00 or greater from now on.

Rotary Club Membership- The Manager explained he had been asked to join the Rotary Club and membership is linked to an individual's profession. The Manager explained the time commitment for the lunch meetings and asked if the Board would consider paying all or part of the quarterly dues. After further discussion, the Board asked the Manager to read the Municipal Authority Act and related laws and see if WTMA can legally pay the membership fees. The Manager will research and discuss this at a later date.

Mountain Shadows Grease Interceptor- J. Blair asked if Mountain Shadows installed their required grease interceptor that had been required due to grease blockages. The Manager

explained that according to the EPA formula used in the Resolution, the restaurant is required to install a 4,700 gallon grease interceptor. The Manager has had some conversation with Mr. Rex Benchoff, and expects that he will contact the Board after he has done some additional research.

Monterey Pass Historical Trail Walk- E. Gladhill discussed a conversation she had with Mr. J. Miller, who has scheduled a historical trail walk thru Monterey Pass and on WTMA property that is part of the Monterey Pass area the weekend of July 24, 2010. The Board explained that they would grant permission for the group to enter WTMA property this time only, provided the historical group supplies a Liability Insurance Certificate to WTMA, and specify to Mr. Miller that the walk is limited to within the path only. The Manager suggested if this were to become a regular occurrence, a representative of the group should meet with him or make a presentation to the Board.

Consumer Confidence Report- E. Gladhill discussed the water source locations being listed on the Consumer Confidence Report. The Manager explained that the form is a standardized one and he believes it is a requirement of the Department of Environmental Protection to list approximate locations of the water sources on the report, but would discuss with the Water Superintendent if he can be any vaguer.

Chairman F. Eisenhart asked the Manager to express appreciation to R. Eberly, Water Superintendent, for having the Water Quality Report prepared in a timely manner.

August 3, 2010 and October 5, 2010 Board Meetings- Chairman F. Eisenhart announced he will be absent for the August 3, 2010 and October 5, 2010 Board meetings. Chairman F. Eisenhart discussed possibly preparing for the upcoming budget in September due to his absence at the October meeting.

Tapping Fee Update Study- Chairman F. Eisenhart discussed comments he received from individuals about the sewer tapping fee increase to \$5,252.00 and the potential impact it could have on commercial development. He discussed a suggestion he had received to possibly phase in the increase over a period of time.

E. Gladhill explained that the upgrades are necessary to support new growth, and she feels the burden for the associated costs should not be borne by current rate payers. D. McCarney expressed concern that the WTMA could find itself in a similar situation as the Borough if it needs to borrow money to pay for the upgrades.

The Board discussed this matter and decided not to phase in the sewer-tapping fee. The plan will remain to increase the tapping fee to \$5,252.00 on November 1, 2010. The Manager will make the appropriate changes to the necessary Resolutions, which will be brought to the Board at its first August meeting. He will also compile a list of all the developers who have current, proposed or sketch plans filed with the Authority. The Manager will mail letters to the identified developers and other large builders in the area to make them aware of the cost increase.

Adjourn

The Board adjourned at 9:35 PM on a J. Blair, E. Gladhill motion (4-0).

These Minutes were prepared by S. Eck, Administrative Assistant on this 3rd day of August 2010.

E. Gladhill, Secretary/Treasurer