

Washington Township Municipal Authority
Business Meeting Agenda
September 14, 2010

1. Business from the Floor

2. Agenda

(The WTMA Board will Adjourn to Executive Session at 8:30 PM to Discuss
Legal/Personnel Issues)

3. Minutes of September 7, 2010

4. J. Gehr/Mohn's Lumber Mill

5. Resolution 10-8 (Water tapping Fees)

6. Resolution 10-9 (Sewer Tapping Fees)

7. Adjourn to Workshop

2010/2011 Budget Discussion

8. Reconvene to Regular Meeting

9. Water Department Report

10. Wastewater Department Report

11. Business Report

12. Ratification of the Bills

13. Tuition Reimbursement

14. Subdivisions

15. Miscellaneous

16. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
September 14, 2010

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were S. McCleaf, E. Gladhill, J. Blair, D. McCarney, S. McFarland, B. Carrigan, and 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 (5-0).

Minutes of September 7, 2010

The minutes of September 7, 2010 was approved as presented on an E. Gladhill, D. McCarney motion (5-0).

J. Gehr/Mohn's Lumber Mill

Mr. J. Gehr was present to discuss Mr. Mohn's need for a grinder pump to connect to the recently installed sewer main on Old Forge Road. The Manager discussed with the Board that historically, the WTMA has supplied grinder pumps to customers who are required to connect to the sewer system, but must do so with grinders because of the Authority's decision to install a low pressure line or gravity at a depth that cannot service the first floor of a residence. S. McCleaf discussed that this would be consistent with the WTMA's actions on Pennersville Road and Polktown road as long as it was clear that the Authority would have no further responsibility for the grinder pump in accord with the recently adopted Grinder Pump Resolution. After further discussion the Board agreed that a grinder pump will be supplied by WTMA at no cost to Mohn's Lumber Mill, and the installation and all future responsibility for repair, maintenance, and replacement would be the property owners on a S. McCleaf, J. Blair motion (5-0). A letter will be mailed to Mr. Mohn outlining the WTMA's decision. Chairman F. Eisenhart reminded Mr. Gehr that the Board has extended the deadline for the Lumber Mill to connect to the sewer system until the end of October, 2010.

Resolution 10-9 (Sewer Tapping Fees)

R. Martin, Developer of Farm Spring Estates and Hunters Ridge and R. Lee Royer, Developer of Spring Run Estates were present for the discussion of the sewer tapping fee increase.

Chairman F. Eisenhart explained the Board tabled Resolution 10-8 and Resolution 10-9 pending further discussion following the public comments received at the September 7th meeting. He also explained that the matter was discussed later in that meeting, but no decision was reached. Chairman F. Eisenhart spoke of how the Board discussed two options; to increase the sewer

tapping fee to \$3,939.00 as of November 1, 2010 and then to increase it to \$5,252.00 in November 2011, or to raise it to \$5,252.00 all at once on November 1, 2010, and that the Board could not agree on a decision at that time.

Chairman F. Eisenhart opened the floor to discussion for Resolution 10-9 (Sewer Tapping Fees) and asked Mr. Martin and Mr. Royer if they had any further questions. Mr. Martin asked if the water tapping fees were being increased as well. The Manager reported the water tapping fees are not being increased at this time. The Board discussed the pros and cons of incrementally increasing the tapping fee to \$3,939.00 in November 2010 and then to \$5,252.00 in November 2011.

S. McCleaf made a motion to increase the sewer tapping fee to \$3,939.00 as of November 1, 2010 and then increase the sewer tapping fee to \$5,252.00 in 2011. The motion died due to lack of a second. The Board asked the Manager for his thoughts about increasing the sewer tapping fee. The Manager explained that, due to the cost of the sewer projects the WTMA was facing to accommodate future growth, increasing them to \$5,252.00 on November 1, 2010 would be the best business decision and in the best interest of the WTMA.

E. Gladhill asked the developers if the tapping fees were to only be increased to \$3,939.00 in November 2010, whether there was any indication that development would increase within the next year. R. Martin explained that interest rates are low and construction has been changing to build better products for less money. He feels the largest impact on the real estate industry and new home construction at this time is bank foreclosures of existing homes. Mr. Martin expressed concern that if the tapping fees were increased to the maximum, fewer homes would be built.

E. Gladhill expressed her thoughts, explaining that WTMA had engaged their engineer to perform a Tap Fee study, and the results of that study showed that the appropriate cost to connect to the WTMA's sewer system was \$5,252.00, and she believed we should listen to the advice of our Engineer.

After more Board discussion, J. Blair made a motion to increase the Sewer Tapping Fees to \$5,252.00, effective November 1, 2010. D. McCarney seconded the motion, which passed (3-2) with Chairman F. Eisenhart and S. McCleaf dissenting. R. Martin expressed his dissatisfaction with the Board's decision, stating the tapping fee increase will have a negative impact on development in the area.

The Manager explained to the Board that the grant application for Community Development Block Grant (CDBG) funds that was approved for Old Forge Road assumed a tap fee of \$2,626.00 per affected connection and asked the Board to clarify that those homes would be 'grandfathered'. On a S. McCleaf, D. McCarney motion (5-0), the Board agreed that existing homes on Old Forge Road and Calimer Drive that are required to connect and are part of the current CDBG funded project will be grandfathered at a cost of \$2,626.00.

Resolution 10-8 (Water Tapping Fees)

Resolution 10-8 (Water Tapping Fees) was presented to the Board with some minor language changes from the previous version, and redefining an EDU of Water from 165.1 gallons of water per day(gpd) to 164 gpd. Resolution 10-8 was approved as presented on an E. Gladhill, J. Blair motion (5-0)

Adjourn to Workshop and Executive Session

The Board adjourned to Workshop at 7:50 PM on a S. McCleaf, J. Blair motion (5-0) to discuss the proposed 2010/2011 Budget. The Board then immediately adjourned to Executive Session at 8:35 PM from Workshop to discuss Legal and Personnel Issues with their Solicitor and Labor Attorney on a S. McCleaf, J. Blair motion (5-0). The Board then adjourned from Executive Session at 10:00 PM and went back into Workshop for the 2010/2011 Budget discussions to continue.

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 10:50 PM.

Water Department Report

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

- The water system was operating at 47% of its capacity during the month
- Water produced for the month was 17,466,000 gallons
- There were four new connections for the month
- There were three leaks discovered and repaired for the month
- 116 hydrants were flushed for the month

The Manager briefly reported he read an article in the Herald Mail newspaper that Franklin and Fulton Counties were declared natural disaster areas by the US Department of Agriculture, but DEP's website was still showing the entire State's drought status is still normal.

Wastewater Department Report

The Manager presented the August 2010 Wastewater Department Report. The Wastewater Department Report was accepted as presented on a S. McCleaf, D. McCarney motion (5-0). The following items were discussed:

- Minimum flow at the Treatment Plant for the month was 320,000 gallons per day
- Average flow for the month was 375,000 gallons per day
- Maximum flow for the month was 480,000 gallons per day
- There were eight new connections for the month
- Total Hydraulic EDU's connected to the system to date are 5561.5
- For planning purposes, the Wastewater Treatment Plant is currently at 65.5% of its capacity

Business Report

B. Carrigan, Business Manager presented the August 2010 Business Report. The August 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
- Credit Card Payment Options

B. Carrigan explained that WTMA uses MuniPay at the front desk, but they only accept MasterCard and Discover at this time. Several customers have asked to use Visa, and WTMA customers can only pay their bills online thru Pay Pal. Ms. Carrigan suggested that WTMA look at accepting credit cards through Susquehanna Bank and First Data, which would allow the acceptance of MasterCard, Visa, and Discover credit cards to make it more convenient for customers. WTMA would have to pay rental fees for the equipment, each transaction, and a percentage of each transaction, just like any retailer, but there are now municipal rates available, which are much lower. B. Carrigan presented some estimates of net costs to the Authority based on the number of transactions last year.

Chairman F. Eisenhart asked what other options the customer would have to pay their bills other than cash. B. Carrigan reported customers can still pay by check and cash, and ACH withdrawals will begin with the November 1, 2010 billing, and will have no fees. After further discussion the Board gave consensus to B.

Carrigan, Business Manager to take the necessary steps for WTMA to accept MasterCard, Visa, and Discover credit cards.

Ratification of the Bills

The Board ratified the bills presented on a S. McCleaf, E. Gladhill motion (5-0).

Tuition Reimbursement

The Manager presented a tuition reimbursement to the Board for their approval. K. Kreps, Customer Service Representative, submitted a tuition reimbursement request for two courses, Federal Tax and Payroll Accounting, at Kaplan University. The Board rejected the tuition reimbursement request based on the fact that Resolution 06-3 states only one course can be purchased at a time. The Board tabled the request; explaining that the tuition needs to be adjusted to request reimbursement for only one course, and should be resubmitted at the next Board meeting.

Subdivisions

Levi Plaza- An email was received from the Washington Township Supervisors to WTMA stating the Levi Plaza plans are being withdrawn at this time.

Fraternal Order of Eagles- A certified letter was mailed to the Fraternal Order of Eagles Club Inc. requiring the installation of a grease interceptor per Resolution 08-4 due to grease blockages in the line. An inspection of the facility was performed by WTMA personnel and the determination was that there was no grease interceptor currently installed.

Waynesboro Plaza- A letter was mailed to E. Horst, Developer of Waynesboro Plaza, stating the current bond expired on September 7, 2010. A renewed bond must be mailed to WTMA within the 90 day grace period.

There was no Board action required for these subdivisions.

Miscellaneous

Drought Contingency Plan- The Manager reported that he received comments from DEP concerning the Drought Contingency Plan (DCP) that was submitted in July. He has made some revisions and resubmitted it to the Department of Environmental Protection. The Manager also mentioned that flow data requested by DEP shows that the Brookdale Well has not run at all within the last year and Wells 5&6 have only operated 13 days in the same time. A copy was made available at the meeting for the Board's review.

Washington Township Quarterly Report- The Manager reported he will be attending the Washington Township Supervisors Meeting on September 15, 2010 to present the WTMA's Quarterly Report.

Administration Office Hours- J. Blair asked if the administration office hours are now 8:00 to 4:30 PM, with no closing for lunch. The Manager replied that the change has been implemented and although the WTMA sign by the road has not been changed yet, the signs on the doors to the Administration Building have been changed to reflect the hours of operation as 8:00 to 4:30 PM.

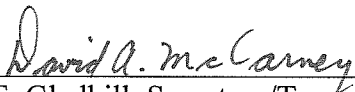
Administration Building Cracks- J. Blair asked the Manager if he has heard anything from GRC General Contractors regarding the repair of the cracks in the Administration Building or if we have received the soil testing results as requested. The Manager reported he has not heard anything at this time with respect to the soil tests, but has been in touch with J. Rock of GRC by email and phone concerning the cracks, and they are still trying to determine the cause before proposing a remedy.

October 5, 2010 Board Meeting- Chairman F. Eisenhart announced he will be absent for the October 5, 2010 meeting.

Adjourn

The Board adjourned at 11:25 PM on a S. McCleaf, J. Blair motion (5-0).

These Minutes were prepared by S. Eck, Administrative Assistant respectively submitted on this 5th day of October, 2010.


~~E. Gladhill, Secretary/Treasurer~~
David A. McCarney, Asst. Secretary/Treasurer