

Washington Township Municipal Authority  
Business Meeting Agenda  
December 14, 2010

1. Business from the Floor
2. Agenda
3. Minutes of December 7, 2010
4. Tapping Fees
5. Engineers Report
  - A. CBNR Act 537 Special Study Update
6. Susquehanna Bank
7. Wastewater Department Report
8. Water Department Report
9. Ratification of the Bills
10. Subdivisions
11. Miscellaneous
12. Adjourn to Executive Session to Discuss Personnel Issues
13. Adjourn

Washington Township Municipal Authority  
Business Meeting Minutes  
December 14, 2010

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were S. McCleaf, J. Blair, D. McCarney, S. McFarland, K. Shannon, and S. Trinh. E. Gladhill 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 December 7, 2010**

The Minutes of December 7, 2010 were approved as presented on a S. McCleaf, J. Blair motion (4-0).

**Tapping Fees**

The Manager reported WTMA has received payment from Bellarmine Retreat Center and Advanced Auto Parts for their additional EDUs.

The Manager reviewed the status of the remaining outstanding invoices, and reported that he mailed a revised invoice to Mr. Spinelli, owner of Franks Pizza, for an additional 0.5 sewer EDU.

The Manager also reported he has had no contact with the Blue Ridge Food Mart. Bills were mailed on November 1, 2010 and December 1, 2010 to the Food Mart stating that additional tapping fees for 2 EDUs of water and sewer were due. The Manager and Solicitor reviewed the difficulty the Authority had collecting the additional tap fees that were owed last year. After further discussion the Board directed the Solicitor to mail a letter to the Blue Ridge Food Mart explaining that the billed amount is due, and if the invoice is not paid by January 1, 2011 the account will be 60 days past due and the Authority will initiate shut-off and lien proceedings.

The Manager informed the Board that payment has not been received from JP Nails for the additional tap fee for .5 EDUs for water and sewer. He will mail a letter to the owner of the Nail Salon, since he has had discussions with him and will copy M. Timmons, of Timber Development Corporation, who owns the shopping center.

The Manager explained the only other outstanding customer was the Pen Mar Youth League, whose waiver request was tabled until the first meeting in January 2011 in order to give them more time to gather information about the increased water usage that resulted in the additionally assessed tapping fees.

## **Engineers Report**

K. Shannon of CET Engineering Inc. presented the November, 2010 Engineer's Report. The Engineer's Report was accepted as presented on a J. Blair, D. McCarney motion (3-0). S. McCleaf had excused himself from the meeting momentarily. A copy of the Report is attached and hereby made a part of these minutes. The following items were discussed:

### **Water**

- Green Ridge Booster Pumping Station/WaterCAD Model

### **Sewer**

- Blue Ridge Summit Pumping Station Upgrade Study
- WWTP Additions and Alterations

K. Shannon briefly discussed the preliminary plans that CET is working on for the upgrades at the Wastewater Treatment Plant that will be made in accordance with the approved Act 537 Special Study for Nutrient Removal Alternatives.

- Interceptor Trunk Line Replacement Project

## **Susquehanna Bank**

S. Trinh, presented several documents to the Board for their review and approval that will be needed at the loan closing. J. Zmitrovich, of Susquehanna Bank, was present for the discussion and to answer questions. The Authority is borrowing \$11,380,380.00 from Susquehanna Bank at a fixed rate of 3.840% for 20 years. The funds will be used to pay off the existing Water and Sewer bonds held by M&T Bank, the addition of Alum storage and feed systems and the digester modifications described in the Act 537 Special Study of Nutrient Removal Alternatives, as well as the construction of the sewer replacement project described in the approved Act 537 Special Study of the Wastewater Conveyance System Capacity Analysis. The Manager and the Solicitor reviewed the final language changes that had been made with the Board. The largest substantive change was the repayment terms, which will now be principal and interest payments monthly instead of the originally proposed interest only payment on June 1<sup>st</sup>, and principal and interest on December 1<sup>st</sup>. The closing date for the Loan and Bond repayment will be December 28<sup>th</sup>, and the first monthly payment will be on February 1, 2011.

The Board reviewed and approved the following documents:

On a S. McCleaf, D. McCarney motion (4-0) the Board authorized the Chairman and the Assistant Secretary/Treasurer to sign the Promissory Note on behalf of the Authority with the identified changes, with the Note to be held in escrow by the Solicitor until the loan closing conditional upon satisfactory completion of all the loan documents.

On a S. McCleaf, D. McCarney motion (4-0) the Board authorized the Chairman and the Assistant Secretary/Treasurer to sign the Loan and Security Agreement on behalf of the

Authority with the Agreement to be held in escrow by the Solicitor until the loan closing conditional upon satisfactory completion of all the loan documents.

On a D. McCarney, S. McCleaf motion (4-0) the Board authorized the Chairman to sign the Tax Certificate on behalf of the Authority, with the Certificate to be held in escrow by the Solicitor until the loan closing conditional upon satisfactory completion of all the loan documents.

The Board authorized the Chairman to sign various other documents, including the Instructions to M&T and the Certificates of Discharge for the Water and Sewer Bonds on behalf of the Authority on a S. McCleaf, J. Blair motion (4-0). These documents will also be held in escrow with the others until the closing date.

The Board authorized Chairman F. Eisenhart to sign the IRS 8038-G Form on behalf of the Authority on a S. McCleaf, D. McCarney motion (4-0).

The Manager reported that representatives of Valley Forge Asset Management (VFAM) will be attending the January 4, 2011 meeting to discuss the services that VFAM will offer to the Authority as part of the move to Susquehanna, as well as to answer any questions and address any concerns about authorizing them to make independent investment transactions for the Authority.

S. McCleaf expressed his desire to hold an informal gathering between the Board and Susquehanna Bank representatives at the completion of this process. The Board and J. Zmitrovich agreed it would be good to do so, and discussed holding it at the Authority's office or the Rouzerville branch after the Holidays.

The Board expressed gratitude to S. Trinh, Solicitor and S. McFarland, WTMA Manager for all of their dedication and hard work throughout the Susquehanna Bank loan process.

### **Wastewater Department Report**

The Manager presented the November, 2010 Wastewater Report. The November, 2010 Wastewater Report was accepted as presented on a S. McCleaf, J. Blair motion (4-0).

- Minimum flow for the month was 410,000 gallons per day
- Average flow for the month was 541,000 gallons per day
- Maximum flow for the month was 650,000 gallons per day
- There were no new connections for the month
- Total Hydraulic EDU's connected to the system to date are 5655.5
- For planning purposes, the Wastewater Treatment Plant is currently at 66.6% of its capacity

The Manager reported the Wastewater Treatment Plant installed a totalizer on the effluent meter and also installed an influent meter and it has been determined that the Plant's actual flows have

been approximately 100,000 - 150,000 gallons a day higher than have been reported in the past. WTMA staff has discussed the issue with DEP and have been told that this is not a violation of their approved permit, which specifies that effluent monitoring be reported. A note will be added to the annual Chapter 94 Report at the end of this year.

Chairman F. Eisenhart asked if letters were mailed to the homeowners for the three grinder pumps that were replaced during the month of November 2010. The Manager reported that Wastewater Department personnel replaced entire grinder pump systems for two of the homeowners and those two were notified that WTMA is no longer responsible for maintaining the grinder pumps. The third homeowner received a used replacement pump only, and WTMA is still responsible for their grinder pump. The Manager reported that WTMA still remains responsible for seven of the eleven grinder pumps per Resolution 10-3 at this time.

### **Water Department Report**

The Manager presented the November 2010 Water Department Report. The November, 2010 Water department Report was accepted as presented on a S. McCleaf, D. McCarney motion (4-0). The following items were discussed:

- The water system was operating at 42% of its capacity during the month
- Water produced for the month was 14,650,000 gallons
- There were no new connections for the month
- There were two leaks discovered for the month of November

### **Ratification of the Bills**

The Board ratified the bills that were presented on an S. McCleaf, J. Blair motion (4-0).

### **Subdivisions**

**Klein-** A letter was mailed to Mr. and Mrs. Klein stating the Board granted Final Approval to the Klein subdivision.

### **Miscellaneous**

**2011 WTMA Board Meeting Dates-** The Board reviewed the scheduled meeting dates for the 2011 calendar year. Chairman F. Eisenhart announced he will not be attending the meetings during the month of February 2011 and will be absent the first meeting in August 2011. No other Board members indicated any conflicts with the proposed dates.

**Fats, Oils, and Grease-** J. Blair asked the status of Mountain Shadows Restaurant installing the grease interceptor for the restaurant. The Manager replied they are proceeding and installing the grease interceptor behind the restaurant.

J. Blair asked the status of The Fraternal Order of Eagles' installation of a grease interceptor for the club. The Manager explained that a certified letter had been sent notifying them of the requirement to install an interceptor, but he had not heard anything from the club.

J. Blair asked the status of the FOG inspections for the two restaurants and grocery store located within the Wayne Heights Mall. The Manager reported Martins Food and Gracie's either have grease interceptors, or are using best management practices. The WTMA inspector had a language barrier with the representative of The Taste of China Restaurant, who was unsure if he even had a grease interceptor. The Manager will contact the owners of the Wayne Heights Mall and discuss the issue.

**WTMA Blue Ridge Summit Property** - The Board asked if the Manager or the Solicitor had heard anything from Dave George regarding the Blue Ridge Summit Property. S. Trinh reported she has heard nothing at this time from D. George or his attorney, and the Manager had supplied Mr. George with the information he had requested, but has not heard anything since their meeting.

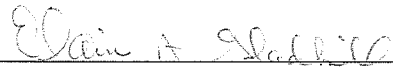
#### **Adjourn to Executive Session**

The Board adjourned at 9:10 PM on a S. McCleaf, J. Blair motion (4-0) to discuss personnel issues.

#### **Adjourn**

The Board adjourned at 10:05 PM on a S. McCleaf, J. Blair motion (4-0).

These Minutes were prepared by S. Eck, Administrative Assistant respectively submitted on this 4th day of January, 2011.

  
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Secretary/Treasurer