

Washington Township Municipal Authority
Reorganization Meeting Agenda
January 7, 2014

1. Election of Officers
 - Chairman
 - Vice-Chairman
 - Secretary/Treasurer
 - Asst. Secretary/Treasurer
2. Resolution 14-1
3. Resolution 14-2
4. Business from the Floor
5. Agenda
6. Minutes of December 17, 2013
7. Engineers Report
8. WTMA Projects Update Report
9. Capital Disbursement
10. Resolution 14-3 (CSX Railroad)
11. Wastewater Hauling Permits
12. Wastewater Conveyance System Project Update
13. Subdivisions
14. Miscellaneous
15. Adjourn to Workshop
16. Complaint Report
17. Adjourn

Washington Township Municipal Authority
Reorganization Meeting Minutes
January 7, 2014

Solicitor S. Trinh opened the Reorganizational Meeting at 7:15 PM. Others present were F. Eisenhart, S. McCleaf, E. Gladhill, D. McCarney, A. Geesaman, and S. McFarland.

Election of Officers

S. Trinh, Solicitor, called the meeting to order and opened the election for Chairman.

Chairman: F. Eisenhart was nominated to be the Chairman on an E. Gladhill, S. McCleaf motion (5-0).

F. Eisenhart assumed Chairmanship of the Board and conduct of the meeting.

Vice-Chairman: S. McCleaf was nominated to be the Vice-Chairman on a D. McCarney, E. Gladhill motion (5-0).

Secretary/Treasurer: E. Gladhill was nominated to be the Secretary/Treasurer on an S. McCleaf, D. McCarney motion (5-0).

Assistant Secretary/Treasurer: D. McCarney was nominated to be the Assistant Secretary/Treasurer on an S. McCleaf, E. Gladhill motion (5-0).

Introduce New Board Member

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

Resolution 14-1

Resolution 14-1 (Authorized Signatures for the Authority) was approved as presented on an S. McCleaf, E. Gladhill motion (5-0).

Resolution 14-2

Resolution 14-2 (Designated Meeting Dates for the Year 2014 and the Reorganizational meeting in 2015) was approved as presented on an S. McCleaf, D. McCarney motion (5-0).

Business from the Floor

There was no business from the floor.

Agenda

The Manager requested the addition of Tapping Fees after Miscellaneous as item #13A and an Executive Session to discuss Personnel Issues after the Complaint Report as item# 17 on the Agenda. The Agenda was approved as amended on an E. Gladhill, S. McCleaf motion (5-0).

Minutes of December 17, 2013

The Minutes of December 17, 2013 were approved as presented on an S. McCleaf, E. Gladhill motion (4-0). A. Geesaman abstained, as he was not present at the December 17, 2013 meeting.

Engineers Report

The Manager presented the December 2013 Engineer's Report. The Engineer's Report was accepted as presented on an S. McCleaf, E. Gladhill motion (5-0). The following items were discussed:

Water

- No activity

Sewer

- Blue Ridge Summit Pumping Station
- Wastewater Conveyance System Upgrades
- Old Forge Road Sewer Extension

WTMA Projects Update Report

Old Forge Road- The Manager reported that he has asked GHD Engineering to prepare the necessary DEP permits to cross the stream at the small bridge over Deer Lick Run to be ready for the next phase of construction, possibly during the summer of 2014.

BRS Pumping Station Upgrades- The Board had agreed to have GHD place this project out for bids at a previous Board meeting. GHD has started preparing the bid documents, and also spoke to DEP about an extension on the deadline for the installation of the force main due to the bidding process. DEP has indicated that should not present a problem as long as good faith efforts were being made to comply with the dates in the Corrective Action Plan.

The Manager reported that the Authority discovered a section of the pumping station was built on the Benchoff property. The Manager has discussed some options for a land swap with Rex Benchoff. He has discussed it with the Benchoff family and have decided on one of the options. L. Royer will redraw the plans with the selected option and start the subdivision process. The

Manager has also been in contact with CSX Transportation Inc. to enter into an agreement to bore under the railroad tracks.

Wastewater Conveyance System Upgrades- Installation of the sewer has been completed through Antietam Park, under Scott Drive, and parallel to Country Club Road. Application for Payment #7 was approved by the Board on December 3, 2013 in the amount of \$611,773.20.

Capital Disbursement

The Board approved the following Capital Disbursement as presented on an S. McCleaf, E. Gladhill motion (5-0).

WW94 (Wastewater)- Payment of \$4,750.00 to CSX Transportation Inc. for License Fees for the bore under the railroad tracks for the Blue Ridge Pumping Station Upgrades.

Resolution 14-3

Resolution 14-3 (authorizing the Encroachment Agreement with CSX Transportation Inc.) was approved as presented, on an S. McCleaf, E. Gladhill motion (5-0), the Board authorized Chairman F. Eisenhart to sign the agreement.

Wastewater Hauling Permits

The Manager presented two applications for the renewal of a Wastewater-Hauling Permit for Chamberlin and Wingert Sanitary Services, and Rosenberry's Septic Services. The Manager recommended approving the permits since their paperwork was in order. The Board approved the permit renewals for Chamberlin and Wingert Sanitary Services, and Rosenberry's Septic Services, on an S. McCleaf, D. McCarney motion (5-0).

Wastewater Conveyance System Project Update

The Manager reported that Country Club Road is now closed. The bypass pumping has been set up, and Sippel started construction on Country Club Road. The Borough of Waynesboro's water line is exposed but protected. The copper water line is located very close to where the box for the manhole needs to be set. Sippel may have to temporarily cut a section of the line out to set the manhole and the WTMA Water Department is prepared to make the repair if necessary.

The Manager also reported that A. Stottlemeyer, from Franklin County Conservation District was on site approximately one week ago for an inspection, and noted some non-compliance issues. Mr. Stottlemeyer came back on site the next work day and all of the issues had been satisfactorily remedied. The Manager made the Board aware that the Authority may receive a Notice of Violation from Franklin County Conservation District due to the incident. The Manager scheduled a monthly construction meeting for tomorrow morning at the Administration office with Sippel and GHD.

Subdivisions

There were no subdivisions to discuss.

Tapping Fees

KWV Rentals/Pictures Plus-The Manager presented a letter from Randy Kuhn, owner of KWV Rentals/Pictures Plus. Mr. Kuhn's letter explained they discovered and repaired 2 toilets that were leaking, and had to replace a third toilet that is not utilized on a daily basis in their chemical room. The Manager recommended granting the waiver for KWV Rentals since they made the repairs in a timely manner. The Board agreed with the Manager's recommendation and granted a waiver to KWV Rentals/Pictures Plus on an S. McCleaf, E. Gladhill motion (5-0).

Rancher's Pride Meats- The Manager reported that Rancher's Pride Meats has not abided by their payment plan. The first payment that was due by the end of December has not yet been received. He will contact them to follow up before referring the matter to S. Trinh.

Wayne Heights Mall- The Manager reported The Wayne Heights Mall paid their assessed tapping fees in the amount of \$2,626.00.

Embarq- The Manager reported that Embarq paid their assessed tapping fees in the amount of \$4,664.00.

The Manager also reported that Rolling Hills Realty, and R. Fry and Associates have not yet paid their assessed tapping fees. He has had communication with a representative of R, Fry and Associates and will follow up. He reported there has been no communication from G. Taylor regarding Rolling Hills.

Miscellaneous

WBA November 19, 2013 Minutes- The Manager presented the WBA November 19, 2013 Minutes.

Authority Magazine- The Manager presented the Authority Magazine.

Water Leak Credits- The Manager presented a spreadsheet showing the accounts that were granted credits based on the Leak Credit Policy for the past quarter.

State Ethics Forms- Chairman F. Eisenhart reminded the Board members to fill out their State Ethic Forms and return them to S. Eck, Administrative Assistant.

Andrew Geesaman- The Board, and S. Trinh, welcomed Andrew Geesaman as the newest member of the Board of Directors for the Washington Township Municipal Authority.

Christmas Pot Luck Party- E. Gladhill and other members of the Board expressed their gratitude for the nice Christmas Pot Luck Party that was held on December 19, 2013.

Capital Budget- The Manager made the Board aware he will try to have a draft copy of the Capital Budget for the next Board meeting.

Adjourn to Workshop

The Board adjourned to Workshop at 7:58 PM on an S. McCleaf, E. Gladhill motion (5-0).

Complaint Report

There were no complaints for the month of December, 2013.

Adjourn to Executive Session

The Board adjourned to Executive Session at 8:18 PM to discuss personnel issues on an S. McCleaf, E. Gladhill motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 8:34 PM.

Adjourn

The Board adjourned at 8:35 PM on an S. McCleaf, E. Gladhill motion (5-0).

S. Eck, Administrative Assistant, respectfully prepared these Minutes, and submitted on this 21st day of January 2014.



Secretary/Treasurer