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Washington Township Municipal Authority  
Business Meeting Agenda  
February 18, 2014

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Washington Township Municipal Authority  
Business Meeting Minutes  
February 18, 2014

Vice-Chairman S. McCleaf opened the meeting at 7:15 PM. Others present were E. Gladhill, D. McCarney, A. Geesaman, S. McFarland, R. Eberly, O. Benchoff, B. Carrigan, and A. Zeigler. F. Eisenhart was absent.

**Business from the Floor**

There was no business from the floor.

**Agenda**

The Agenda was approved, as presented, on an E. Gladhill, A. Geesaman motion (4-0).

**Minutes of February 4, 2014**

The Minutes of February 4, 2014, were accepted as presented, on an E. Gladhill, D. McCarney motion (4-0).

**Open Bids for the Blue Ridge Summit Pumping Station Force Main Replacement**

The Manager explained that the bidding had been closed at 4:00 PM this afternoon on PennBid for the Blue Ridge Summit Pumping Station Force Main Replacement, and GHD had prepared a bid tabulation for this evening's meeting. The Manager presented copies of the bid tabulation to the Board for their review.

The Manager read the bids aloud. The bids were from the following companies:

RLS Construction Group	\$ 507,856.35
Sippel Development, Inc.	\$ 544,740.90
DL George & Sons Construction Co. Inc.	\$ 665,193.50
J.A. Myers Building Development, Inc.	\$ 669,437.50
David H. Martin	\$ 706,908.18
Rogele, Inc.	\$ 741,574.75
E.K. Service, Inc.	\$ 757,177.00
Springfield Contractors, Inc.	\$ 760,000.00
C. William Hetzer, Inc.	\$ 873,137.50
Mid-Atlantic Utilities, Inc.	\$ 1,240,016.25

The Manager recommended that the Board have GHD review the bids, and submit a bid review letter to the Authority. Any further action on the bids was tabled on an E. Gladhill, D. McCarney motion (4-0) pending a review by GHD, and the receipt of a bid review letter from GHD.

### **Project Supervisors Report**

A. Zeigler, Project Supervisor, presented a report for the year 2013, along with some information about the planning WTMA is doing. His year-end report contained a summary of the connections for the past year, totaling 70 wastewater and 71 water connections. He explained that while this is significantly more than the previous year, many of them were a result of New Forge Crossing. He explained in the past year the WTMA's filing system of as-builts and other drawings was completely inventoried and organized, the GIS is constantly being updated with new information, manhole inspections were performed in Blue Ridge Summit as part of DEP's Corrective Action Plan, and he has started compiling the Yearly Chapter 94 Report to submit to the Pennsylvania Department of Environmental Protection.

A. Zeigler moved on to the next section in his report showing future plans expected to occur in 2014. He explained the Blue Ridge Summit Pumping Station Force Main Replacement Project will start in early spring and the Wastewater Conveyance System Project should be completed this year. Construction for Spring Run Phase III, Sheffield Manor London Bridge, Sheffield Manor PRD, Antietam Commons, The Cobblestone Inn, and an Industrial Site should be progressing during this next year. He also reported construction seems to be gaining, with no sight of slowing down during the year 2014.

A. Zeigler discussed addressing the Corrective Action Plan (CAP) issue in Blue Ridge Summit, which involves flushing the mains, and televising them could reveal numerous leaks or breaks in the lines. He explained that lateral service cleanouts should be uncovered, identified, and inspected, and manholes should be visually inspected for leaks. He also discussed the possibility of conducting smoke testing.

His report also contained a sample of some screenshots of the GIS system of newer subdivisions in progress, and he explained how the GIS system records various types of information, and stores data such as manhole inspection sheets, water meter information, hydrant flushing data, and leak locations. He also provided a sampling of some of the data he tracks for the Chapter 94.

The Project Supervisors Report was accepted as presented on a D. McCarney, E. Gladhill motion (4-0).

### **Wastewater Report**

O. Benchhoff, Wastewater Superintendent, presented the January 2014 Wastewater Department Report. The Wastewater Report was accepted as presented on an E. Gladhill, D. McCarney motion (4-0). The following items were discussed:

- Minimum flow for the month was 730,000 gallons per day

- Average flow for the month was 922,000 gallons per day
- Maximum flow for the month was 1,180,000 gallons per day
- There were no new connections for the month
- Total Hydraulic EDU's connected to the system to date are 5750.5
- For planning purposes, the Wastewater Treatment Plant is currently at 71% of its capacity

### **Water Report**

R. Eberly, Water Superintendent, presented the January 2014 Water Report. The Water Report was accepted as presented on an E. Gladhill, D. McCarney motion (4-0). The following items were discussed:

- The water system was operating at 43% of its capacity during the month
- Water produced for the month was 15,870,000 gallons
- Water produced for the quarter was 45,029,000 gallons
- Water sold for the quarter was 33,373,000 gallons
- Unaccounted water for the quarter was approximately 4%
- There were no new connections for the month
- There were three leaks discovered during the month

### **Business Report**

B. Carrigan, Director of Business and Finance presented the January 2014 Business Report. The Business Report was approved as presented on a D. McCarney, E. Gladhill motion (4-0). The following items were discussed:

- Water Revenue Report
- Wastewater Revenue Report
- Cash Flow Summary
- 1st Quarter Actual vs. Budget Analysis
- Disbursement Summaries

- Tap Fee Detail Report
- Business Updates

### **Ratification of the Bills**

The Board ratified the bills that were presented on an E. Gladhill, A. Geesaman motion (4-0).

### **Capital Disbursement**

The Board approved the following Capital Disbursement as presented on an E. Gladhill, A. Geesaman motion (4-0).

WW99 (Wastewater) - Payment of \$10,456.25 to GHD for the Blue Ridge Summit Pumping Station.

### **Wastewater Conveyance System Project Update**

Sippel acquired the permits to blast the rock, and completed construction in the Spring Run area. The Manager reported that Sippel is now working in the Gehr Road and Stottlemeyer Road area, and the intersection is now closed. The Manager also discussed a complaint he received from a customer. He reported she drove around the road closed barriers and entered the construction area. She evidently got stuck in a pile of ice that had been placed there to deter people from driving around the barriers, and reported she was approached by a construction worker who used profanity. The Manager reported he has discussed the incident with Sippel and felt no further action was necessary. The Board concurred.

### **Subdivisions**

The Manager presented a Deed of Dedication of Utility Facilities Agreement for Spring Run 2C, asking the Board to grant Final Acceptance for this subdivision since they met the Authority's requirements. The Board granted Final Acceptance to Spring Run 2C on an E. Gladhill, A. Geesaman motion (4-0).

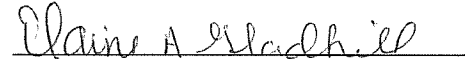
### **Miscellaneous**

**WTMA Website** - E. Gladhill asked the Manager the status of having a link created on the WTMA Website for the Board members to access their packets during the Board meeting. The Manager replied he has been in contact with Doug Boozer, of Depth Visual Media, who will be creating the site.

**Adjourn**

The Board adjourned at 8:27 PM on a D. McCarney, E. Gladhill motion (4-0).

S. Eck, Administrative Assistant, respectfully prepared these Minutes, and submitted on this 11<sup>th</sup> day of March 2014.

  
E. Gladhill, Secretary/Treasurer