

**Washington Township Municipal Authority
Business Meeting Agenda
July 15, 2014**

1. **Business from the Floor**
2. **Agenda**
3. **Minutes of July 1, 2014**
4. **11963 Old Pen Mar Road**
5. **Business Reports for March and April**
6. **Ratification of the Bills**
7. **Water Report**
8. **Wastewater Report**
9. **Wastewater Conveyance System Project Update**
10. **Subdivisions**
11. **Miscellaneous**
12. **Adjourn**

Washington Township Municipal Authority
Business Meeting Minutes
July 15, 2014

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

Business from the Floor

There was no business from the floor.

Agenda

The Agenda was approved, as presented, on an S. McCleaf, A. Geesaman motion (5-0).

Minutes of July 1, 2014

The Minutes of July 1, 2014, were accepted as presented, on an S. McCleaf, D. McCarney motion (4-0). A. Geesaman abstained due to his absence on July 1, 2014.

11963 Old Pen Mar Road

C. Stewart McCleaf Jr. was at the meeting to discuss a property he recently purchased at 11963 Old Pen Mar Road at a sheriff's sale. Mr. McCleaf explained to the Board there was an outstanding balance on the property for the amount of \$2,166.68, of which \$1,636.32 was liened and paid by the Sheriff's Office, leaving an unpaid balance of \$530.36. He explained that he feels he should not owe the additional balance. He is asking the Board to waive the additional balance. The Manager explained to Mr. McCleaf that when a property is purchased at a sheriff's sale, the property is sold 'as is', and the owner is responsible for any outstanding bills. He explained that the Authority places a lien against a property initially when the bill remains unpaid after service is terminated, and then liens the additionally accrued balances annually, which is why the total amount was not liened. The Manager recommended the Board not grant the waiver.

Mr. McCleaf also discussed a conversation he had with someone at the Authority. He said he was told that the water meter had been pulled, but when he went out to the property, the home still had water. The Manager explained that he reviewed the account history, and there were no notes showing that the meter was ever pulled. There was a note that the service had been shut off for non-payment several years ago, but he explained to Mr. McCleaf that when a meter is pulled, there is a \$100.00 charge, the meter removal must be requested in writing by the owner,

and there is a charge for that service which was not showing on the account. He explained that as long as a meter remains in place, the minimum charges continue to accrue. The Manager also explained he sent staff from the Water Department out to the property approximately two weeks ago to check and see if the water was shut off and they discovered the water was still on. The Manager also explained he made the decision to leave the water on until the Board made their decision at the meeting.

Chairman F. Eisenhart discussed a conversation he had with S. Trinh, Solicitor. Her opinion echoed the Managers comments, based on the Municipal Claims and Tax Lien Act of 2004. She also recommended following the Authority's Policy requiring all outstanding balances be paid because that has always been the WTMA policy and she stressed the importance of consistency. The Chairman also cautioned against changing the Authority's Policy.

After further discussion, the Board concurred with the Manager's recommendation, and did not grant a waiver for the outstanding balance of \$530.36 for the property at 11963 Old Pen Mar Road on a D. McCarney, A. Geesaman motion (4-0). S. McCleaf abstained. The Manager also told Mr. McCleaf he will not turn the water off, since he plans on coming to the office to pay the bill.

Business Reports for March and April

Jennifer Garvin, Business Manager, presented the Business Reports for March and April 2014. The Business Reports were approved as presented on an S. McCleaf, E. Gladhill motion (5-0). The following items were discussed:

- Statement of Revenues and Expenses
- Cash Flow Summary
- Quarter 2: Actual vs. Budget
- Bank Balances/Capital Expenditures
- Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

Ratification of the Bills

The Board ratified the bills that were presented on an S. McCleaf, A. Geesaman motion (5-0).

Water Report

The Manager presented the Water Report for June. The Water Report was accepted as presented on an S. McCleaf, E. Gladhill motion (5-0). The following items were discussed:

- The water system was operating at 49% of its capacity during the month
- Water produced for the month was 17,472,000 gallons
- There were six new connections for the month
- There were four leaks discovered during the month

Wastewater Report

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

- Minimum flow for the month was 720,000 gallons per day
- Average flow for the month was 932,000 gallons per day
- Maximum flow for the month was 1,470,000 gallons per day
- There were nine new connections for the month

The Manager explained that the new connections shown on the report may not be accurate, and will review the information with A. Zeigler, Project Supervisor.

- Total Hydraulic EDU's connected to the system to date are 5740.5
- For planning purposes, the Wastewater Treatment Plant is currently at 71% of its capacity

Wastewater Conveyance System Project Update

The Manager reported that Mr. Gehr was on vacation for a period of time, and there has been minimal activity due to the continued wet weather.

The Chairman discussed a phone call he received from D. Royer, of Renfrew. Mr. Royer and the Renfrew Board have concerns about the restoration for Renfrew. They also had some questions about a check that they received from Sippel. The Manager explained that the lower portion of Renfrew had been restored, but all the work was destroyed by the heavy rain that we got in the spring that caused flooding throughout the Township. He has been working with A. Gehr to

come up with a cost to do the work over. The Manager also explained that the check from Sippel to Renfrew had nothing to do with the restoration work, but was intended to purchase trees to replace those that had to be removed in the Temporary easement. He explained that the Authority was still responsible to replace trees removed from certain wetland areas as part of the Encroachment Permit, and that he needs to meet with Renfrew to develop a planting plan for the Army Corp of Engineers to review and sign off on. The Chairman informed the Board he told Mr. Royer he would call him back after discussing the matter at this evening's Board meeting.

Subdivisions

There has been no activity for the month.

Miscellaneous

Authority Magazine - The Manager presented the Authority Magazine.

WTMA Luncheon - The Manager informed the Board he surveyed the staff about having a company picnic. The survey showed a lack of interest, so he decided to have a luncheon in place of the picnic on Friday, August 1, 2014.

WTMA Updated Address Book - The Manager presented the Updated WTMA Address Book.

WTMA Website - The Manager briefly discussed the WTMA Website for the Board members to access their packets during the Board meetings.

Coliform Bacteria Violation for In-direct Area Customers - The Manager informed the Board that the Waynesboro Borough Authority had a coliform bacteria violation which also affected the Authority's indirect and Zullinger customers. He spoke with L. Pryor and the Borough will be calling the affected customers along with their own to make them aware of the violation. The Manager explained the incident required a tier two notification to customers, but that the water was safe and there was not a boil water notice issued.

Blue Ridge Summit Pumping Station Upgrades/Application for Payment #1 - The Manager presented Application for Payment #1 from RLS Construction in the amount of \$6,750.00 for bonding and insurance, as required by the contract for the Blue Ridge Summit Pumping Station Upgrades. The Board approved Application for Payment #1, to pay RLS Construction \$6,750.00 for bonding and insurance on an S. McCleaf, E. Gladhill motion (5-0).

Garage on Old Route 16 - The Manager reported he spoke to the owner of a garage on Old Route 16 about the water and sewer services for his business, and discovered they connected those services to his house, but the work was never authorized or inspected. There were also never any tapping fees paid for the business. The Manager called C. Rock, and discovered a building permit was issued in 2010 for just construction of a 40 x 52 garage with no utilities indicated on the permit. C. Rock said that later on it was re-zoned as a commercial property. The Manager also explained the garage sits on a separate tract of property from the house.

The Manager also spoke with S. Trinh, and she suggested a few options to resolve the issue. The owner has the option to pay for any tapping fees due, and the water and sewer must be connected separately to the Authority's system. He also has the option to remove the bathroom out of the garage and disconnect the water lines that are connected to his home, but the Manager believes a bathroom is required by the Commonwealth Building Code for all commercial buildings. The owner can also combine all of the tracts into a single property which would require the owner to go back to the Township and go through the subdivision process. The Manager will follow up with the owner.

WTMA Property - The Manager presented a draft sales agreement between the WTMA and the Township for the purchase of land in Blue Ridge Summit, and asked them to contact him with comments back by the end of the week, so he can contact S. Trinh in a timely manner.

August 19, 2014 Board Meeting - Andy Geesaman announced he will be out of town and not able to attend the August 19, 2014 Board meeting.

August 5, 2014 Board Meeting - Chairman F. Eisenhart announced he will be out of town and not able to attend the August 4, 2014 Board meeting.

Adjourn

The Board adjourned at 8:52 PM on an S. McCleaf, E. Gladhill motion (5-0)

S. Eck, Administrative Assistant, respectfully prepared these Minutes, and submitted on this 5th day of August, 2014.


E. Gladhill, Secretary/Treasurer