

**Washington Township Municipal Authority  
Reorganization Meeting Agenda  
January 5, 2016**

- 1. Election of Officers**
    - Chairman**
    - Vice-Chairman**
    - Secretary/Treasurer**
    - Asst. Secretary/Treasurer**
  - 2. Resolution 16-1**
  - 3. Resolution 16-2**
  - 4. Appointment of Solicitor**
  - 5. Appointment of Engineer**
  - 6. Business from the Floor**
  - 7. Agenda**
  - 8. Minutes of December 15, 2015**
  - 9. Proposals for Bar Screen**
  - 10. Engineer's Report**
  - 11. Discussion re: Biochemical Oxygen Demand**
  - 12. WTMA Project Update Report**
  - 13. Draft Capital Budget for 2015**
  - 14. Subdivisions**
  - 15. Miscellaneous**
  - 16. Adjourn to Workshop**
  - 17. Executive Session to discuss Legal Matters**
  - 18. Adjourn**
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Washington Township Municipal Authority  
Reorganization Meeting Minutes  
January 5, 2016

Solicitor S. Trinh opened the Reorganizational Meeting at 7:20 PM. Others present were F. Eisenhart, S. McCleaf, D. McCarney, A. Geesaman, G. Price, K. Shannon and J. Musselman of GHD, and S. McFarland.

**Election of Officers**

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

**Chairman:** F. Eisenhart was elected to be the Chairman on an S. McCleaf, D. McCarney motion (4-0). F. Eisenhart abstained.

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

**Vice-Chairman:** S. McCleaf was elected to be the Vice-Chairman on a D. McCarney, A. Geesaman motion (4-0). S. McCleaf abstained.

**Secretary/Treasurer:** D. McCarney was elected to be the Secretary/Treasurer on an S. McCleaf, G. Price motion (4-0). D. McCarney abstained.

**Assistant Secretary/Treasurer:** A. Geesaman was elected to be the Assistant Secretary/Treasurer on an S. McCleaf, D. McCarney motion (4-0). A. Geesaman abstained.

**Resolution 16-1**

Resolution 16-1 (Authorized Signatures for the Authority) was approved as presented on an S. McCleaf, A. Geesaman motion (5-0).

**Resolution 16-2**

Resolution 16-2 (Designated Meeting Dates for the Year 2016 and the Reorganizational Meeting in 2017) was approved as presented on an S. McCleaf, D. McCarney motion (5-0).

**Appointment of Solicitor**

F. Eisenhart explained that although the Board has not traditionally appointed or reappointed its Solicitor and Engineer, it would be a good idea to do so that there is an official record of who represents the Authority. On an S. McCleaf, D. McCarney motion, the Board voted to retain Suzanne Trinh of Zullinger, Davis and Trinh as the WTMA's Solicitor for another year. (5-0)

**Appointment of the Engineer**

On an S. McCleaf, D. McCarney motion, the Board voted to retain K. Shannon of GHD as the Authority's Consulting Engineer (5-0).

### **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 December 16, 2014**

The Manager reviewed two minor changes to the Minutes that had been brought to his attention by the Chairman. The Minutes of December 15, 2015 were approved as amended, on an S. McCleaf, A. Geesaman motion (5-0).

### **Proposals for Bar Screen**

The Manager explained that the Authority had only received one response to its invitation to submit proposals for a new bar screen at the Waste Water Treatment Plant. He reviewed the proposal from Huber Technology for a Rotomat R09 Microstrainer. The Manager noted that the bar screen met all of the specifications and that the Wastewater Superintendent has reviewed the proposal, and both he and the Superintendent recommended that the Authority purchase this unit. He also pointed out that the cost of the bar screen in the proposal was \$58,980.00, which is below the original estimate. The Board voted to purchase the Rotomat R09 Microstrainer for \$58,980.00 on an S. McCleaf, A. Geesaman motion (5-0).

The Manager pointed out that this proposal does not include the conveyor that had been discussed previously, but came with a bagging system. He explained the conveyor would have been a separate purchase from a different vendor anyway and that the Plant personnel were going to use the bagger to see how much material will be generated.

The Solicitor questioned where the request for proposals had been advertised and whether the Authority had received interest from any other vendors. The Manager replied that it had been advertised in the Record Herald and that he had received calls from several construction journals that track bidding, but no other manufacturer had contacted him or submitted a proposal.

### **Engineer's Report**

K. Shannon presented the December Engineer's Report. The Engineer's Report was accepted as presented on an S. McCleaf, A. Geesaman motion (5-0). The following items were discussed:

## **Water**

- No activity

## **Sewer**

- Blue Ridge Summit Pumping Station Force Main Replacement
- Blue Ridge Summit Pumping Station Replacement

K. Shannon discussed the status of the design of the Blue Ridge Summit Pump Station and the revised schedule for the project. GHD has most of the design finalized and the schedule listed the end of the week to get the project out for bid. The Schedule listed a preconstruction meeting January 26th and bid opening on February 9<sup>th</sup>. He discussed cost estimates for the project with the Board and the contractors that might bid on the project. After further discussion, the Board authorized the project to be put out for bid on PennBid on an S. McCleaf, G. Price motion (5-0).

- Wastewater Conveyance System Upgrades
- Miscellaneous Professional Services

## **Discussion re: Biochemical Oxygen Demand**

J. Musselman and K. Shannon, from GHD, were present to have a question and answer session with the Board of Directors regarding Biochemical Oxygen Demand (BOD). The Manager had previously presented GHD with several questions, which J. Musselman has responded to in a memorandum, and has been provided to the Board as a starting point for the discussion.

Topics discussed included the sites being sampled, the sampling methodologies and the samplers themselves, sources of BOD and various methods of BOD reduction. The Board viewed the composite samplers and some of the devices that have been created in order to obtain samples in low flow situation. The Board discussed having an outside lab obtain the samples using proper equipment and collection methods.

There was a lot of discussion with J. Musselman about measuring BOD in pounds per day as opposed to a concentration of mg/l. She explained that GHD has other clients that have regional wastewater treatment plants with smaller collection systems that give those systems allocation in the form of pounds per day and suggested that the Authority and the Borough may want to discuss a similar arrangement if the Transportation Agreement is revisited. GHD asked the Manager to obtain a copy of the WBA's Chapter 94 Report for their review.

The Board discussed the steps that have been taken to reduce BOD to date as well as the steps that will be taken next to identify other sources of higher than acceptable BOD. There was also discussion about various options to treat BOD on specific sites or if it would be possible to treat BOD at the Pump Station. J. Musselman discussed the need to adopt an Industrial Pretreatment Ordinance and to actually issue permits to industrial users. The Manager discussed expanding GHD's scope to include some additional assistance to include inspection and testing analysis, and asking them to provide a revised proposal.

After further discussion, the Board decided to temporarily suspend sampling to resolve issues with the samplers and sample methods. The Manager explained that he will gather some additional information and pricing to have a third party gather and analyze samples using proper equipment and more accurate sample methods.

### **WTMA Project Update Report**

The Manager reviewed the activities on various WTMA projects for the Month of December. They include:

**Old Forge Road** – Three homes were connected by gravity to the new line on Calimer Drive. The Township has obtained the necessary easements to extend a line that would receive the flow from up to three grinder pumps that will be installed on the North side of Deer Lick Creek.

**BRS Pumping Station Upgrades** – The final payment was made to RLS for the work done on the force main and the project was closed out. The Authority reviewed drawings for the new pump station and provided comments.

**Wastewater Conveyance System Upgrades** – The final additional trees were planted in the wetland off of Route 997 and GHD submitted the PASPGP-4 Permit Compliance, Self-Certification Form and Monitoring Report to the Army Corps of Engineers.

**Miscellaneous Sewer Projects** – Work is progressing on the Mentzer Gap Road Segment that is being replaced by DL George and Sons.

### **Draft Capital Budget for 2016**

The Manager reviewed a Draft of the Capital Budget from 2016, discussing the projects that were having additional funding allocated to them, as well as talking about the projects that are going to be done this upcoming year. The Board had discussion about several specific projects, and the Manager indicated that he will make some minor revisions and present a final version at the next meeting.

### **Subdivisions**

There were no subdivisions to discuss.

**Miscellaneous**

The Manager indicated that he had placed the latest Authority Magazine as well as the annual Ethics Forms that need to be completed at each Board member's place at the table.

A. Geesaman told the Board that he will not be able to attend the next meeting.

**Adjourn to Executive Session**

The Board adjourned to Executive Session to discuss Legal Matters at 9:13 PM on an S. McCleaf, A. Geesaman motion (5-0).

**Reconvene to Regular Meeting**

The Board reconvened to Regular meeting at 9:47 PM.

**Adjourn**

The Board adjourned at 9:48 PM on an S. McCleaf, A Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 19th day of January, 2016.

  
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D. McCarney, Secretary/Treasurer