

**Washington Township Municipal Authority  
Business Meeting Agenda  
January 19, 2016**

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2. Agenda
3. Minutes of January 5, 2016
4. Adjourn to Executive Session to Discuss Legal Matters
5. Reconvene to Regular Meeting
6. Letter of Engagement for Miles and Stockbridge, PC
7. Water Report – December 2015
8. Wastewater Report – December 2015
9. Purchase Request Authorization
10. Business Report – November 2015
11. Business Report – December 2015
12. Ratification of the Bills
13. Capital Disbursement Authorization
14. 2016 Capital Budget
15. Resolution 16-3
16. Resolution 16-4
17. Subdivisions
18. Miscellaneous
19. Adjourn

Washington Township Municipal Authority  
Business Meeting Minutes  
January 19, 2016

Chairman F. Eisenhart opened the meeting at 7:20 PM. Others present were S. McCleaf, D. McCarney, G. Price, S. McFarland and S. Trinh.

**Business from the Floor**

There was no Business from the Floor.

**Agenda**

The Agenda was approved, as presented, on an S. McCleaf, G. Price motion (4-0).

**Minutes of December 1, 2015**

The Manager explained that he had made two minor changes to the Minutes that had been previously circulated and reviewed those two changes. The Minutes were approved, as amended, on an S. McCleaf, D. McCarney motion (4-0).

**Adjourn to Executive Session to Discuss Legal Matters**

The Board adjourned to Executive Session to discuss legal matters at 7:21 PM on an S. McCleaf, G. Price motion (4-0).

**Reconvene to Regular Meeting**

The Board reconvened to regular session at 8:06 PM. Following the Executive Session, the Board agreed to engage Miles & Stockbridge, P.C. to represent the Authority in any bankruptcy proceedings by Rolling Hills Realty on an S. McCleaf, D. McCarney motion (4-0) and have the Chairman sign the engagement letter. The Board also agreed to have Miles & Stockbridge file a motion with the Bankruptcy court asking it to lift the stay of the litigation in Franklin County and allow the local case to move forward on an S. McCleaf, G. Price motion (4-0). Since the WTMA has not received the adequate assurance originally requested and it has been more than 30 days since the request was made, the Board authorized Miles & Stockbridge to file a motion with the Bankruptcy Court requesting adequate assurance from the debtor on an S. McCleaf, G. Price motion (4-0).

**Water Report**

The Manager presented the December 2015 Water Report. He reviewed the water report with the Board and reported the following:

- The water system was operating at 45% of its capacity during the month
- Water produced for the month was 17,055,000 gallons

- There were no new connections for the month, making the total 20 for the year.
- There were no leaks discovered or repaired during the month

The Water Report for December, 2015 was accepted as presented on an S. McCleaf, G. Price motion (4-0).

### **Wastewater Report**

The Manager presented the December 2015 Wastewater Report. The following items were discussed:

- Minimum flow for the month was 600,000 gallons per day
- Average flow for the month was 784,000 gallons per day
- Maximum flow for the month was 1,400,000 gallons per day
- There were no new connections for the month, making the total for the year 31 connections.
- Total Hydraulic EDU's connected to the system to date are 5817.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Board questioned a repair that was done to a manhole on Orchard Road. The Manager explained the repair the Wastewater Department made to eliminate an area that had backed up twice where the WTMA's system meets the Borough's system. The repair should eliminate future problems.

The Manager also discussed a lateral repair that had to be made in Sheffield Manor. A subcontractor for the power company was conducting directional drilling several years ago and hit several laterals. This latest one just came to light. An invoice for the Authority and Township's time and materials will be sent to Allegheny Power and likely forwarded to the subcontractor.

The Wastewater Report for the Month of December was accepted as presented on S. McCleaf, G. Price motion (4-0).

### **Business Report**

The Manager presented the November and December Business Reports. The following items were discussed:

- Statement of Revenues and Expenses

- Cash Flow Summary
- Bank Balances / Capital Expenditures
- Tap Fee Detail Report
- Business Updates

The Manager explained that these were the first Business Reports to be created on cash basis accounting as opposed to the formerly used accrual system, and pointed out some of the differences, particularly to the recorded receivables and the aged receivable information. He explained that he felt the cash basis accounting will give the Board a much better view of true financial position of the Authority moving forward.

The November and December Business Reports were accepted on an S. McCleaf, G. Price motion (4-0).

### **Ratification of the Bills**

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

### **Capital Disbursement Authorization**

The Manager presented a Capital Disbursement Authorization, WW-157, in the amount of \$7,077.94 to GHD. He noted that it was for work done on the Blue Ridge Summit Pump Station, including amending the Water Quality Management Permit and engineering and design work on the new station. Disbursement WW-157 was approved on an S. McCleaf, D. McCarney motion (4-0).

### **2016 Capital Budget**

The Manager presented the final version of the Capital Budget. He explained that there were only a few minor changes from the draft presented at the last meeting and reviewed what those changes were. The 2016 Capital Budget was approved on an S. McCleaf, G. Price motion (4-0)

### **Resolution 16-3**

The Manager presented Resolution 16-3 to the Board, authorizing the incorporation of the work on State Route 16, Section 037, into the PennDOT contract. He explained this is the repair and replacement of Memorial Bridge on the west end of Waynesboro. The Authority has four manholes that will be affected and need to be adjusted, and if the work is incorporated, the WTMA will only be responsible for 25% of the cost of those adjustments. The Resolution also authorizes the Manager to sign the Utility Reimbursement Agreement when it is received from the Department. Resolution 16-3 was approved on an S. McCleaf, D. McCarney motion (4-0).

### **Resolution 16-4**

The Manager also presented Resolution 16-4 to the Board, authorizing the incorporation of the work on State Route 16, Section 047, into the PennDOT contract. He explained this is the repaving of Route 16 from Red Run Park, over Blue Ridge Summit to the Adams County Line. There are approximately 30 manholes that will need to be raised and like the other project, if the work is incorporated, the WTMA will only be responsible for 25% of the cost of those adjustments including the cost of the riser rings to be used. As with the other Resolution, the Manager would be authorized to sign the Utility Reimbursement Agreement when it is received from the Department. Resolution 16-4 was approved on an S. McCleaf, D. McCarney motion (4-0).

### **Subdivisions**

There were no subdivisions to discuss.

### **Miscellaneous**

The Manager informed the Board that the list of bidders who had looked at the Blue Ridge Summit Pump Station was approximately two and a half pages long, but that many of them were suppliers or subcontractors. GHD noted several prime contractors they hoped would eventually bid on the work, but it was too early to tell.

S. McCleaf expressed his pleasure with the advice and work the S. Trinh does for the Authority through multiple legal matters. D. McCarney echoed S. McCleaf's comments, noting her willingness to offer opinions and recognize when the Authority may need supplemental counsel, as did the rest of the Board.

F. Eisenhart told the Board that he would not be able to attend either of February's meetings. He also asked the Manager to incorporate some reporting on the work being done to reduce inflow and infiltration into his monthly Projects Update Report.

### **Adjourn**

The Board adjourned at 9:16 PM on an S. McCleaf, G. Price motion (4-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 2<sup>nd</sup> day of February, 2016.

  
D. McCarney, Secretary/Treasurer