

**Washington Township Municipal Authority
Business Meeting Agenda
February 16, 2016**

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Washington Township Municipal Authority
Business Meeting Minutes
February 16, 2016

Vice-Chairman S. McCleaf opened the meeting at 7:15 PM. Others present were A. Geesaman, D. McCarney, G. Price, S. McFarland and S. Trinh. Also present were R. Eberly, E. Wilson and J. Garvin. Chairman F. Eisenhart was absent.

Business from the Floor

There was no Business from the Floor.

Agenda

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

Minutes of February 2, 2016

The Minutes of February 2, 2016 were approved, as presented, on an A. Geesaman, G. Price motion (4-0).

Bid Opening – Blue Ridge Summit Pump Station Replacement

The Manager explained that bidding for the Blue Ridge Summit Pump Station replacement on PennBid had closed at 4 PM that afternoon. Melissa Smith, with GHD, had compiled a bid summary spreadsheet and forwarded it to the Manager. After reading the bids aloud in the meeting, he would contact M. Smith to authorize her to make the bid results visible to the public on PennBid. The Manager explained that this project was bid as a lump sum project, but did include one separate unit price component in the event the contractor has to remove soil deemed to be unsuitable and replace it, specifically to the east of the site where core samples had not been conducted.

The following bids were received to replace the pump station:

Contractor	Base LS Price	Removal and Replacement of Unsuitable Soil Below Planned Subgrade (200CY)	Total Bid
HRI, Inc. Utilities Group	\$414,500	\$9,600	\$424,100
PSI Pumping Solutions. Inc.	\$438,397	\$7,000	\$445,397
4M Construction Services, LLC	\$440,520	\$5,000	\$445,520
DOLI Construction Corporation	\$488,359	\$5,000	\$493,359
DL George and Sons	\$525,245	\$13,150	\$538,395
M2 Construction, LLC	\$543,986	\$5,000	\$548,986
Johnston Construction Corp.	\$576,426	\$9,000	\$585,426
Conewago Enterprises, Inc.	\$598,000	\$6,000	\$604,000

The Manager explained that K. Shannon, of GHD, had indicated that although he personally had not worked with the lowest bidder, HRI had listed some other GHD projects in their paperwork and he would reach out to some of the other project Managers with GHD to gauge their personal experience with them. The Board agreed to table the bids and refer the three lowest bids to the Manager, Engineer and Solicitor to review and present a recommendation at the next meeting on a D. McCarney, A. Geesaman motion (4-0).

Water Report

R. Eberly, the Water Superintendent, presented the January 2016 Water Report. He reviewed the water report with the Board and reported the following:

- The water system was operating at 46% of its capacity during the month
- Water produced for the month was 16,987,000 gallons and a total of 49,651,000 for the quarter
- There were no connections for the month of January.
- There were no leaks discovered or repaired during the month.

R. Eberly pointed out the unaccounted for water number for the quarter was much higher than we liked, primarily attributable to the snowfall that we had received and being unable to do leak detection. Some other conversation was held about other security upgrades that can be added to the water system. The Superintendent also discussed the importance of the winter blow offs with the Board. The Water Report for December, 2015 was accepted as presented on an A. Geesaman, G. Price motion (4-0).

Wastewater Report

E. Wilson, the Wastewater Superintendent, presented the January 2016 Wastewater Report. The following items were discussed:

- Minimum flow for the month was 830,000 gallons per day
- Average flow for the month was 950,000 gallons per day
- Maximum flow for the month was 1,780,000 gallons per day
- The Manager pointed out that although the report listed no connections, there were actually four connections on Calimer Drive and the report would be corrected.
- Total Hydraulic EDU's connected to the system to date are 5821.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Superintendent also discussed the upgrades to the Mission units that had been made to increase the communications at the plant, and some maintenance being done at the plant to include some new paint and flooring. He also discussed some of the problems experienced at the plant due to the recent rain.

The Manager brought to the attention of the Board that during a routine search of the neighboring properties to the former Neibert farm in order to permit it for land application of biosolids, it was discovered that Jack Martin has a purchase agreement for the lands, but he does not actually own them. He explained that he will be halting any further permitting activities with Material Matters until the situation is resolved.

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

Business Report

J. Garvin, the Business Manager, presented the January Business Report. The following items were discussed:

- Statement of Revenues and Expenses
- Cash Flow Summary
- Bank Balances / Capital Expenditures
- Tap Fee Detail Report
- An analysis of the Authority's actual revenue and expenses versus budgeted
- Business Updates

The Manager and Business Manager explained that they had held a meeting earlier that morning with Smith, Elliott and Kearns to discuss a draft of the Annual Financial Audit, and the audit would be presented at the next Board meeting. J. Garvin also discussed the conversion from accrual to modified cash accounting and the switch from FundWare to QuickBooks for the Authority's accounting.

The January Business Report was accepted on a D. McCarney, A. Geesaman motion (4-0).

Capital Disbursement Authorization

The Manager presented a Capital Disbursement Authorization, WW-160, in the amount of \$58,218.96 to DL George and Sons. He noted that it was for work done on Mentzer Gap Road to replace wastewater lines. The Manager also discussed a small change order for \$677.00 and the amounts being held for retainage and for unfinished work. Disbursement WW-160 was approved on an A Geesaman, G. Price motion (4-0).

Ratification of the Bills

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

Adjourn to Executive Session

The Board adjourned to Executive Session to discuss Legal Matters at 8:05 PM on an A. Geesaman, D. McCarney motion (4-0).

Reconvene to Regular Session

The Board reconvened to regular session at 8:50 PM.

Miscellaneous

The Manager informed the Board that he would be meeting with the Washington Township Supervisors on Friday morning at their annual all day meeting to discuss any issues they may want more information regarding, as well as to meet the two newest Supervisors.

The Manager reminded the Board members to bring in their completed Ethics Forms if they have not already done so.

G. Price informed the Board that he would not be able to attend the first meeting in March.

Adjourn

The Board adjourned at 8:52 PM on an A. Geesaman, G. Price motion (4-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 16th day of February, 2016.


D. McCarney, Secretary/Treasurer