

**Washington Township Municipal Authority**  
**Business Meeting Agenda**  
**March 15, 2016**

1. Business from the Floor
2. Agenda
3. Minutes of March 1, 2016
4. February 2016 Water Report
5. February 2016 Wastewater Report
6. February 2016 Business Report
7. Ratification of the Bills
8. Blue Ridge Summit Pump Station
9. Adjourn to Executive Session – Legal Matter
- 10.Reconvene to Regular Session
- 11.Rolling Hills Realty
- 12.Miscellaneous
- 13.Adjourn

Washington Township Municipal Authority  
Business Meeting Minutes  
March 15, 2016

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were S. McCleaf, A. Geesaman, 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, A. Geesaman motion (5-0).

**Minutes of March 1, 2016**

The Minutes of March 1, 2016 were approved as presented on an S. McCleaf, A. Geesaman, motion (4-0). G. Price abstained due to his absence at the last meeting.

**February 2016 Water Report**

The Manager, presented the February 2016 Water Report. He reviewed the water report with the Board and reported the following:

- The water system was operating at 47% of its capacity during the month
- Water produced for the month was 16,575,000 gallons
- There were 2 connections for the month of February
- There were no leaks discovered or repaired during the month

The Water Report for February, 2016 was accepted as presented on a S. McCleaf, A. Geesaman motion (5-0).

**February 2016 Wastewater Report**

The Manager presented the February 2016 Wastewater Report. The following items were discussed:

- Minimum flow for the month was 920,000 gallons per day
- Average flow for the month was 1,790,000 gallons per day
- Maximum flow for the month was 4,260,000 gallons per day

- The Manager pointed out that there were two new connections, bringing the total for the year to six.
- Total Hydraulic EDU's connected to the system to date are 5825.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Manager informed the Board that during the recent rain and snowmelt, there were two non-compliance discharges from the manhole in front of the Blue Ridge Summit pump station. He explained that the reports filed with DEP did reference the steps currently underway to comply with the Corrective Action Plan approved by DEP. He explained that he was hopeful there would be no repercussions, but would keep the Board informed.

The Manager discussed the work being done to try and find sources of Inflow and Infiltration. He also told the Board that the Wastewater Department would be replacing the pumps in the Monterey pump station in the next week.

The Wastewater Report for the Month of February was accepted as presented on an S. McCleaf, A. Geesaman, and (5-0).

### **February 2016 Business Report**

J. Garvin, the Business Manager, presented the February 2016 Business Report. The following items were reviewed:

- Statement of Revenues and Expenses
- Cash Flow Summary
- Bank Balances / Capital Expenditures
- Tap Fee Detail Report
- Business Updates

Chairman Eisenhart, citing a notation in the Business Report about a meeting with the Authority's pension plan administrator, questioned how many of the WTMA's staff were taking advantage of the matching portion of the Plan. The Manager explained that he believed there were only three last year, but the topic was discussed with all of the staff during the meeting.

The February 2016 Business Report was accepted on an S. McCleaf, A. Geesaman motion (5-0).

### **Ratification of the Bills**

The Manager discussed the new format of the Ratification of the Bills and presented some alternatives. He asked the Board which version the Board would prefer to see now that the report is being generated out of QuickBooks. The Board determined which version they liked and ratified the bills that were presented on an A. Geesaman, S. McCleaf motion (5-0).

### **Blue Ridge Summit Pump Station**

The Manager reported on the status of the project to replace the Blue Ridge Summit pump station. He explained that HRI has appointed a Project Manager, and has submitted the bonds and insurance information. The Manager requested authorization to issue the Notice of Award, the Notice to Proceed, and to sign the contract once the appropriate documents are received due to the lead time on some of the equipment, and the gap until the next Board meeting. The Board agreed, and authorized the Manager to issue and sign those documents on an A. Geesaman, S. McCleaf motion (5-0).

### **Adjourn to Executive Session**

The Board adjourned to Executive Session to discuss Legal Matters at 7:38 PM on an A. Geesaman, S. McCleaf motion (5-0).

### **Reconvene to Regular Session**

The Board reconvened to regular session at 8:10 PM.

### **Rolling Hills Realty**

Following the discussion in Executive Session, the Board voted to issue the Utility Service Tenants Rights Act (USTRA) notices to the tenants of Rolling Hills Realty, and to proceed with the shut-off process in accordance with the USTRA provisions on an A. Geesaman, S. McCleaf motion (5-0).

### **Miscellaneous**

The Manager presented a request from one of the WTMA staff for some unpaid time off in the fall in order to go on a trip due to an unexpected opportunity that had presented itself. He is a new employee, and will not have sufficient time built up at that point. The Board agreed, but will require that he take all of his available time that will have accrued to that point prior to authorizing unpaid time off, in accordance with WTMA's past practices.

The Manager also presented a question from the staff about wearing shorts in the summer. Chairman Eisenhart asked if the WTMA has any existing policies, and the Manager explained that the WTMA has historically required pants. The Board discussed pros and cons to allowing shorts and agreed to allow shorts to be worn with certain provisions. The Board asked the Manager to make sure the provisions were very clear and to get specific exception request from the Union.

**Adjourn**

The Board adjourned at 8:24 PM on an S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 5<sup>th</sup> day of April, 2016.

  
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D. McCarney, Secretary/Treasurer