

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

1. Business from the Floor
2. Agenda
3. Minutes of April 5, 2016
4. March 2016 Water Report
5. March 2016 Wastewater Report
 - 5A. Capital Disbursement Authorization WW-165
6. Purchase Request – Wastewater Camera
7. March 2016 Business Report
8. Ratification of the Bills
9. Draft Total Compensation Letter
10. Adjourn to Executive Session – Legal Matters
11. Reconvene to Regular Session
12. Amendment to Water Purchase Agreement
13. Miscellaneous
14. Adjourn to Executive Session – Personnel Matters
15. Reconvene to Regular Session
16. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
April 19, 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

Rodger Smith, of 13943 Anthony Highway, was present to discuss an issue regarding his well with the Board. He reminded the Board that the original artesian well for his house had gone dry when the WTMA was going through his property to replace the sewer line in 2013. The WTMA provided him with a new well at that time and everyone had assumed that the problem had been remedied. Since then, the Smiths have discovered that the well is part of the area of contamination by TCE that the Pennsylvania DEP had identified and is working to address.

The plan by DEP involves extending Waynesboro's water line down Route 997 and along Welty Road. Rodger distributed a Memorandum to the Board outlining the history of events and requesting that a public water line be extended to their property as part of the project. He explained that their property was to originally be included, but DEP had determined their levels of contamination were within the acceptable levels, had cut back the scope of the project, and was going to provide them with a filtration system as well as attaching a notation to the deed for the property, which the Smith's do not find acceptable. Rodger explained that he was concerned about the potential devaluation of his property.

The Board explained that the water line extension is being done through a grant from DEP to extend a water line belonging to the Borough of Waynesboro. Although Washington Township is to perform the work, the Municipal Authority was not directly involved in the project. The Board also explained that since this was the first time they were hearing about this situation, they were not ready to take a position or any action but would take the matter under consideration and discuss it at a future time. The Board also explained that the process may take some time given the fact that DEP is involved and the water is not currently located close to the property yet, and asked R. Smith to be patient.

Agenda

The Manager explained that he had added a Capital Disbursement Request as Item 5A and also added a second Executive session to discuss personnel matters at the end of the meeting. The Agenda was approved, as amended, on an S. McCleaf, D. McCarney motion (5-0).

Minutes of April 5, 2016

The Minutes of April 5, 2016 were approved as presented on an S. McCleaf, A. Geesaman motion (5-0).

March 2016 Water Report

The Manager, presented the March 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 18,023,000 gallons
- There were 2 connections for the month of March
- There was one leak discovered and repaired during the month

The Water Report for March, 2016 was accepted as presented on a S. McCleaf, D. McCarney motion (5-0).

March 2016 Wastewater Report

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

- Minimum flow for the month was 890,000 gallons per day
- Average flow for the month was 1,075,000 gallons per day
- Maximum flow for the month was 1,420,000 gallons per day
- The Manager pointed out that there were four new connections, bringing the total for the year to 10.
- Total Hydraulic EDU's connected to the system to date are 5829.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Wastewater Report for the Month of March was accepted as presented on an S. McCleaf, D. McCarney motion (5-0).

Purchase Request

The Manager presented a purchase request for a Pearpoint dual camera sewer camera system. He explained that the Wastewater Department personnel had reviewed several different makes of cameras and had compiled a spreadsheet with various pros and cons for each specific one. He explained that the Wastewater Superintendent was recommending the purchase of a camera made by Pearpoint. The Manager explained that the camera was available for purchase through the CoStars program from LB Water in Chambersburg, and that he supported E. Wilson's recommendation, adding that he had asked E. Wilson to include the purchase of a locator. The

Board approved the request to purchase a Pearpoint Dual Camera System and a locator from LB Water for the price of \$16,131.75 on an S. McCleaf, A. Geesaman motion (5-0)

Capital Disbursement Authorization

The Manager presented Capital Disbursement authorization WW-165 in the amount of \$25,386.42, payable to DL George for work done replacing sewer lines for the Wastewater Department. The Manager noted that it was a final payment for the remainder of the work and the retainage. After reviewing the support documentation and noting some numbers did not seem to add up, the Manager asked the Board to not approve the Authorization, and he would review it and bring it back before the Board at the next meeting. The Board tabled the Capital Disbursement Authorization on an S. McCleaf, A. Geesaman motion. (5-0)

March 2016 Business Report

The Manager presented the March 2016 Business Report. He pointed out that there were some new copies of the reports at the Board member's places and covered some of the changes. The following items were reviewed:

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

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

Ratification of the Bills

The Board reviewed and approved the Ratification of the bills for the month of March as presented on an S. McCleaf, D. McCarney motion (5-0).

Draft Total Compensation Letter

The Manager presented a draft of a Total Compensation letter that will be individualized and distributed to all members of the WTMA staff. It lays out all the components and associated costs that make up the total compensation package for each employee. The Board suggested the removal of one line in the letter and concurred with distributing the letter.

Adjourn to Executive Session

The Board adjourned to Executive Session to discuss Legal Matters at 7:58 PM on an S. McCleaf, A. Geesaman motion (5-0).

Reconvene to Regular Session

The Board reconvened to regular session at 8:25 PM.

Amendment to Water Purchase Agreement

Following the discussion in Executive Session, the Board voted to approve an amendment to the Water Purchase Agreement between the WTMA, Washington Township, the Borough of Waynesboro, and the Waynesboro Borough Authority. The Amendment increases the size of the WBA's Direct Service Area in order for them to serve the future line along Route 997 and Welty Road to be installed by DEP and the Township to serve the area of TCE contamination. The Amendment was approved and the Board authorized F. Eisenhart and D. McCarney to sign the Amendment on an S. McCleaf, G. Price motion (5-0) and 4 originals were signed. The originals will be circulated to the other parties for their signatures.

Miscellaneous

The Manager explained that he and the Water Superintendent would be attending the conference that had been discussed at the prior meeting, and inquired whether the Board would like to move the second meeting in May from the 17th to the 24th. He explained that there were five Tuesdays and it would simply move the three week gap between meetings. The Board agreed.

The Manager also discussed disposing of the Chevy Impala that the WTMA owns. He explained that it simply sits for long periods of time and is not used. He explained that it would be taken to auction by a local individual for a small percentage. The Board agreed to dispose of the vehicle.

Adjourn to Executive Session

The Board adjourned to Executive Session to discuss personnel matters at 8:36 PM on an S. McCleaf, A. Geesaman motion (5-0).

Reconvene to Regular Session

The Board reconvened to regular session at 9:08 PM.

Adjourn

The Board adjourned at 9:09 PM on an S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 3rd day of May, 2016.


D. McCarney, Secretary/Treasurer