

**Washington Township Municipal Authority  
Business Meeting Agenda  
October 4, 2016**

1. Business from the Floor
2. Agenda
3. Minutes of September 20, 2016
4. Annual Tapping Fee Review
5. Draft 2016-2017 Budget
6. Capital Disbursement Authorization WW-173
7. WTMA Project Update Report – September 2016
8. Subdivision Updates
9. Adjourn to Executive Session for Legal and Personnel Matters
10. Reconvene to Regular Session
11. Miscellaneous
12. Adjourn

Washington Township Municipal Authority  
Business Meeting Minutes  
October 4, 2016

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were A. Geesaman, S. McCleaf, D. McCarney, G. Price, and S. McFarland. J. Garvin, Business Manager, was also present.

**Business from the Floor**

There were no members of the public attending so there was no Business from the Floor.

**Agenda**

The Agenda was approved on an S. McCleaf, G. Price motion (5-0).

**Minutes of September 20, 2016**

The Minutes of September 20, 2016 were approved, on S. McCleaf, G. Price motion (3-0). F. Eisenhart and A. Geesaman abstained due to their absence at the prior meeting.

**Annual Tapping Fee Review**

The Manager presented a summary of the commercial businesses in the WTMA's service area that had water usage in excess of their permitted amounts and are going to be assessed additional tapping fees as a result of the Authority's annual Tapping Fee Review.

The Manager had prepared a document that detailed any known reasons for excessive water use for each commercial customer on the summary, along with his recommendations about whether to proceed with the billing of additional tapping fees, or whether the Board should grant preliminary waivers to specific customers based on information the WTMA had about the causes for excessive use. He reviewed his recommendations for each customer with the Board and provided his reasoning for those recommendations.

After reviewing the individual customers and the Manager's recommendations, the Board agreed to grant waivers to Goodwill Industries, Monterey Country Club, Capital Camps, Frank's Pizza (in Zullinger), the Great Commission Deliverance Ministries, the Washington Township Supervisors and the Waynesboro Country Club. The Board granted a waiver to Synergy Therapeutic Massage contingent upon them providing some documentation about a leak causing the higher than allowable use.

The Board decided to proceed with the additional tapping fee process and issue letters notifying customers of the fees that would be billed in November to James Brown, Jay Knepper Auto Sales,

Flohr Lumber, Waynesboro Family Medical Practice, J. Robert Benchoff, Zullinger Community Center, Pro-Tube and Fil-Tec. In the WTMA's sewer only area, notices about the additional fees will be sent to the Waynesboro Soccer Association, Mark Rarrick, Advanced Auto Parts, Antietam Realty, Stephen Schoonover, Dennis McCullough, Hardee's, Leslie McIntyre, and two properties owned by Ronnie Martin Realty.

### **Draft 2016-2017 Budget**

The Manager and Business Manager presented a draft of the Operating Budget for the Authority's 2016-2017 fiscal year. They reviewed the draft with the Board, highlighting the various sources of revenue and the projections they had made for expenses in the upcoming year. Several specific line items were discussed, and the Board asked some questions about some of them. The Manager explained to the Board that they were not recommending any rate increases this year, and the budgeted surpluses of income over expenses were sufficient for the Water and Wastewater departments, which would be swept at the end of the year and be used for capital expenses in accordance with the Authority's financial policy. They also explained that those surpluses would vary slightly depending on what the Board decided to do regarding pay increases and final insurance decisions, but should be generally in those ranges.

The Board discussed the fees that the Authority absorbs for accepting credit card payments in the office and online and after talking about it, decided to continue the process as it is. The Manager and Business Manager also discussed the continuing problems that the WTMA is having with its utility billing software and the company that makes it, and informed the Board that they had a demo from a different company and would be looking at yet another in the next few weeks with an eye towards perhaps moving to a different software and provider in the upcoming year.

After further discussion, the Board authorized the Manager and Business Manager to finalize the budget contingent upon the outcome of the Executive Session to be held later in the meeting. The Manager and the Board thanked the Business Manager for her work preparing the budget.

### **Capital Disbursement Authorization WW-173**

The Manager presented Capital Disbursement Authorization WW-173 in the amount of \$135,110.72 to HRI, Inc. for work done under Application for Payment (AFP) #1 at the Blue Ridge Summit Pump Station. The Manager explained that the original AFP's have been approved by GHD and are in the mail, and asked the Board to approve the Capital Disbursement Authorization and authorize Chairman Eisenhart to sign them when they are received in the office. The Board voted to approve the Capital Disbursement and authorized F. Eisenhart to sign the originals on an S. McCleaf, G. Price motions (5-0).

## **WTMA Project Update Report**

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

**Old Forge Road** – The Manager indicated he had obtained a construction estimate in preparation for applying for a grant to complete this work.

**BRS Pumping Station Upgrades** – Construction has begun, the wet well and discharge piping have been installed and the work for the slab has been started. The Manager explained that he engaged a third party inspection firm to complete the testing on the formed in place concrete due to the subsurface conditions at the site.

**Inflow and Infiltration Reduction** - The Manager provided the Board with an updated report in the new format on the activities for the month from A. Zeigler, Project Supervisor. The Manager also described a demonstration he, A. Zeigler and E. Wilson had with a representative who distributes a product that seals leaks in manholes. He explained he was very interested and was going to try to find a manhole for them to perform a full scale demonstration.

## **Subdivision Updates**

There were no subdivision action that required Board action.

## **Adjourn to Executive Session**

The Board adjourned to Executive Session to discuss Legal and Personnel Matters at 8:48 PM on an S. McCleaf, G. Price motion (5-0).

## **Reconvene to Regular Session**

The Board reconvened to regular session at 10:30 PM.

## **Miscellaneous**

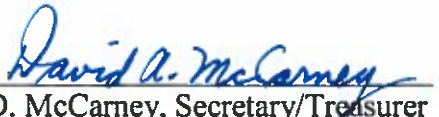
The Manager presented the Minutes from the Waynesboro Borough Authority's August 16<sup>th</sup> meeting. He also presented a draft of Resolution 17-2, establishing the WTMA's meeting dates for 2017. He pointed out the meeting dates for July were late because of the July 4<sup>th</sup> holiday and posed a one week gap between the last meeting of July and the first meeting in August. He asked the Board to think about what they would like to do. F. Eisenhart also asked the Board whether they would like to change the meeting start times, but after discussion the Board decided to keep it at 7:15 PM.

A. Geesaman explained that he may not be able to attend the next meeting.

**Adjourn**

The Board adjourned at 10:34 PM on an S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 18<sup>th</sup> day of October, 2016.

  
David A. McCarney  
D. McCarney, Secretary/Treasurer