

**Washington Township Municipal Authority
Business Meeting Agenda
October 18, 2016**

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2. Agenda
3. Minutes of October 4, 2016
4. September 2016 Water Report
5. September 2016 Wastewater Report
6. Engineer's Report
7. September 2016 Business Report
8. Ratification of the Bills
9. Resolution 16-7
10. PA Municipal Health Insurance Cooperative Agreement
11. Adjourn to Executive Session – Legal / Personnel Matters
12. Reconvene to Regular Session
13. 2016-2017 Operating Budget
14. Miscellaneous
15. Adjourn

**Washington Township Municipal Authority
Business Meeting Minutes
October 18, 2016**

Chairman F. Eisenhart opened the meeting at 7:20 PM. Others present were S. McCleaf, D. McCarney, G. Price, and S. McFarland. A. Geesaman was not present at the beginning of the meeting.

Business from the Floor

There was no Business from the Floor.

Agenda

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

Minutes of October 4, 2016

The Manager discussed one small revision to the draft of the minutes that had previously been circulated. The Minutes of October 4, 2016 were approved, as amended, on an S. McCleaf, G. Price motion (4-0).

September 2016 Water Report

The Manager presented the September 2016 Water Report. He reviewed the monthly 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 18,848,000 gallons
- There were three new connections for the month of September
- One leak were discovered in the system. It was located in the Bellarmine Camp area and was reported by the camp's caretaker.

The Manager discussed some of the additional maintenance and repair work, including the replacement of VFD's at the Villa View Pump Station, some work that was done at the Hess Well to fill in the sediment pond, and a repair at the Greenridge tank to fix a leaking valve. He also discussed DEP's most recent inspection of the water system and shared the findings of that inspection with the Board. He explained that all of DEP's findings were minor, and J. Schorn has already begun to fix the items identified on the report. S. McCleaf questioned a notation about permitting the interconnections in the system. The Manager explained that it referred to the interconnection with the WBA's system, and the interconnections we have with Washington County, and explained that we are getting clarification on that proposed regulation.

The Water Report for September, 2016 was accepted as presented on an S. McCleaf, G. Price motion (4-0).

September 2016 Wastewater Report

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

- Minimum flow for the month was 530,000 gallons per day
- Average flow for the month was 665,000 gallons per day
- Maximum flow for the month was 1,060,000 gallons per day
- There was one new connection for the month
- Total Hydraulic EDU's connected to the system to date are 5837.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Manager briefly reviewed some of the comments and maintenance items on the report, including the restoration of the area around the Monterey Pump Station, the installation of the air release valves on the force main in Monterey Lane, and there was some discussion about maintenance on a line that historically has grease build-up on Country Club Road.

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

Engineer's Report

Water

- No activity

Sewer

- Blue Ridge Summit Pumping Station Replacement

GHD continued with construction phase services, and construction began September 12th.

- Miscellaneous Professional Services

There is still no action by DEP on the WTMA's NPDES permit renewal. The Manager explained that due to the backlog at DEP, GHD does not expect any comments for several months.

The Engineer's Report was adopted on an S. McCleaf, G. Price motion (4-0).

September 2016 Business Report

The Manager presented the August 2016 Business Report. The following items were reviewed:

- Statement of Revenues and Expenses
- Bank Balances / Capital Expenditures
- Capital Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

The Manager covered some of the items on the Business Manager's Business Updates, including a demo that was held with a utility billing company and another one that is scheduled for November. He also informed the Board that the annual financial audit has been scheduled for the week of December 5th.

The Manager also reviewed the list of customers who will be assessed additional tapping fees and reviewed the conversations he has had with the ones who have contacted him to date.

The September 2016 Business Report was accepted on an S. McCleaf, G. Price motion (4-0).

Ratification of the Bills

The Board reviewed and approved the Ratification of the Bills for the month of September as presented on a G. Price, D. McCarney motion (3-0).

Resolution 16-7

The Manager presented a draft of Resolution 16-7 that would authorize the Authority to become a member of the Pennsylvania Municipal Health Insurance Cooperative for the purpose of purchasing group health insurance. The Manager explained that he had received an email late in the afternoon from the solicitor that has raised a question about when the term of the Authority's membership would begin and asked the Board to defer action on adoption of the Resolution until he could resolve the issue. The Board agreed to table action on the Resolution on an S. McCleaf, G. Price motion (4-0). They also decided to table action on the PA Municipal Health Insurance Cooperative Agreement.

PA Municipal Health Insurance Cooperative Agreement

No action. See the previous item.

A. Geesaman arrived to the meeting

Adjourn to Executive Session

The Board adjourned to Executive Session to discuss Legal and Personnel matters at 7:55 PM on an S. McCleaf, D. McCarney motion (5-0).

Reconvene to Regular Session

The Board reconvened to regular session at 8:15 PM.

2016-2017 Operating Budget

Chairman Eisenhart explained that the Board had thoroughly reviewed a draft of the budget at the last meeting and the Manager had incorporated all of the changes that had been discussed. Chairman Eisenhart pointed out that neither the Water or Wastewater operating budgets called for a rate increase this year, and he asked the Manager if he had anything else to call to the Board's attention. The Manager explained that he did not and recommended approval of the budget as presented.

The 2016-2017 Water Operating Budget was approved on an S. McCleaf, G. Price motion (5-0).

The 2016-2017 Wastewater Operating Budget was approved on an A. Geesaman, D. McCarney motion (5-0).

Miscellaneous

The Manager asked the Board if they had made a decision about the meeting dates for next year, specifically the dates in July since the first Tuesday falls on July 4th. The Board decided to hold the first meeting in July on Wednesday, July 5th, and the second meeting on Tuesday, the 18th. The Manager explained he will make the appropriate changes and will bring Resolution 17-2 for adoption at the first meeting in January 2017. He also reminded the Board that the first meeting in 2017 will be held on January 10th.

The Manager also informed the Board that he had written a letter to the Supervisors regarding a conditional use application that they were reviewing to install a geothermal well. He explained that it was in Zone 3 of a wellhead protection area, but that it was an allowable use in that zone and that he had made certain requirements of the applicant, including specifying that only food grade glycol could be used as fluid, and that the WTMA receive advance notice of the actual drilling and installation so that they could inspect the process. S. McCleaf confirmed that it had been approved by the Supervisors with all of WTMA's requirements.

Chairman Eisenhart asked the Manager to discuss an email that he had received from L. Pryor. The Manager explained that he was informed that the WBA would likely be increasing their water rates in the coming year and was given a range of potential increases. He discussed with the Board the potential impact that could have on the WTMA's rates due to the way water is purchased and sold for Zullinger, but that he would have more information once the actual increase was determined by the WBA.

Chairman Eisenhart informed the Board that he would not be able to attend the November meetings.

Adjourn

The Board adjourned at 8:37 PM on an S. McCleaf, D. McCarney motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 1st day of November, 2016.


D. McCarney, Secretary/Treasurer