

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

1. Business from the Floor
2. Agenda
3. Minutes of November 1, 2016
4. October 2016 Water Report
5. October 2016 Wastewater Report
- 5A. October 2016 Business Report
- 5B. Adjourn to Executive Session – Legal / Personnel Matters
6. Engineer's Report
7. Contractor's Application for Payment #2 – BRS Pump Station
8. Capital Disbursement Authorization WW-176
9. Ratification of the Bills
10. SEK & Co. Letter of Engagement
11. Subdivision Update
12. Reconvene to Regular Session
13. Miscellaneous
14. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
November 15, 2016

Chairman F. Eisenhart opened the meeting at 7:20 PM. Others present were A. Geesaman, D. McCarney, G. Price, and S. McFarland. S. McCleaf was not present at the beginning of the meeting. Also present were Jen Garvin, Business Manager, E. Wilson, Wastewater Superintendent, and J. Schorn, Water Superintendent.

Business from the Floor

There was no Business from the Floor.

Agenda

Chairman Eisenhart recommended that the October Business Report be moved to Item 5A and that the Executive Session be moved to Item 5B. The Agenda was approved as amended on a D. McCarney, A. Geesaman motion (4-0).

Minutes of November 1, 2016

The Manager presented the draft of the minutes that had previously been circulated. The Minutes of November 1, 2016 were approved on a G. Price, D. McCarney motion (3-0). F. Eisenhart abstained due to his absence at the meeting.

October 2016 Water Report

J. Schorn, Water Superintendent, presented the October 2016 Water Report. He reviewed the monthly water report with the Board and reported the following:

- Unaccounted water has decreased from 24% last quarter to 13% this quarter. He reported that the authority discovered quite a few leaks during leak detection performed at the end of the month, and is coordinating with the Township to address those as soon as possible now that the Boulevard work has been completed.
- The water system was operating at 42% of its capacity during the month
- Water produced for the month was 17,565,000 and for the quarter was 56,288,000 gallons
- There was one new connection for the month of October
- Two leaks were discovered and repaired within the system during the month. They were located on Tower Road and at the intersection of Old Route 16 and Pen Mar Road.

The Water Superintendent discussed some of the additional maintenance and repair work, including posting for non-payment of water bills, the posting of the amount due from Laurel Acres and some on-going work on locating valve boxes to have the information input into the WTMA's GIS system. He described some difficulties the Department is having with the generator at the Villa View booster station and the steps they have taken to fix that to date.

J Shorn also discussed some of the changes they have made at the Bubbling Springs facility which include the installation of double doors to the caustic room and the placement of two 550 gallon bulk tanks and piping to replace the deliveries of 55 gallon drums that we have previously used, and reviewed the cost savings and increased safety the Authority will recognize with the Board.

D. McCarney questioned some of the information that has been published recently regarding low water supplies, and the Manager and Water Superintendent provided clarification to which well levels were being referenced.

The Water Report for October, 2016 was accepted as presented on an A. Geesaman, G. Price motion (4-0).

October 2016 Wastewater Report

The Wastewater Superintendent presented the October 2016 Wastewater Report. The following items were discussed:

- Minimum flow for the month was 560,000 gallons per day
- Average flow for the month was 614,000 gallons per day
- Maximum flow for the month was 730,000 gallons per day
- There were two new connections for the month
- Total Hydraulic EDU's connected to the system to date are 5839.5
- For planning purposes, the Wastewater Treatment Plant remains at 72% of its capacity

The Wastewater Superintendent reviewed some of the maintenance items on the report, including the rodding and videotaping the sewer line on Charmian Road in the expectation of tying in the new force main discharge to that run and their findings in the lines and the manholes during that work. He explained that several of the manholes many need some significant restoration based on the Department's finding.

He also discussed some other work including the installation of a replacement grinder pump that the Authority had been responsible for maintaining, the rebuilding of one of the WWTP's SBR blowers and fabrication of a replacement silencer for the unit. He reviewed some maintenance work done to some riser rings in the system, replacement of some doors at the plant and a tour that was held at the Wastewater Treatment Plant for a class of 8th grade students from the

Greencastle Antrim School district. The Manager and Superintendent shared some of the thank you notes that they had received from the class. He also reported that work on the manufacture and placement of derbies for the system continues.

The Wastewater Report for the Month of October was accepted as presented on an A. Geesaman, D. McCarney motion (4-0).

October 2016 Business Report

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

- Statement of Revenues and Expenses
- Bank Balances / Capital Expenditures
- Actual Expenses and Revenue vs Budgeted for Quarter 4
- Capital Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

The Business Manager covered some of the specific items in the report including some numbers that were off due to a billing issue with the health insurance company that has since been resolved and the numbers will be adjusted accordingly. She also spent some time reviewing line items on the budget to actual comparison explaining some of the reasons for the differences on both the revenue and expense sides. There was also some brief discussion with the Board regarding the results from the staff's preliminary reviews of replacement utility billing software. The Business Manager commented on her pleasure during the past year resulting from the conversion to cash accounting and utilizing QuickBooks for accounting. J. Garvin reminded the Board that the annual financial audit has been scheduled for the week of December 5th.

The October 2016 Business Report was accepted on a G. Price, A. Geesaman motion (4-0).

Adjourn to Executive Session – Legal / Personnel Matters

The Board adjourned to Executive Session to discuss Legal and Personnel matters at 8:04 PM on an A. Geesaman, D. McCarney motion (5-0).

Reconvene to Regular Session

The Board reconvened to regular session at 10:23 PM.

Engineer's Report

Water

- No activity

Sewer

- Blue Ridge Summit Pumping Station Replacement

GHD continued with construction phase services. Application for Payment (AFP) #2 was submitted by HRI and recommended for approval by GHD in the amount of \$177,580.78. The Manager reviewed what HRI's proposed plans for completing the station are and the timetable that they hope to follow in order to have the station fully operational by the end of December, prior to the deadline in DEP's approved Corrective Action Plan.

- Miscellaneous Professional Services

There is still no action by DEP on the WTMA's NPDES permit renewal. No additional action by GHD at this time.

The Engineer's Report was adopted on an A. Geesaman, D. McCarney (4-0).

Contractor's Application for Payment #2 – BRS Pump Station

The Manager presented three originals of the second Application for Payment from HRI in the amount of \$177,580.78, recommending that the Board approve the AFP and Authorize Chairman Eisenhart to sign them. The Board approved AFP #2 from HRI on an A. Geesaman, G. Price motion (4-0).

Capital Disbursement Authorization WW-176

The Manager presented Capital Disbursement Authorization WW-176, authorizing the payment of \$177,580.78 to HRI for work done as specified in AFP #2. The Board approved the payment on and A. Geesaman, G. Price motion (4-0).

Ratification of the Bills

The Board reviewed and approved the Ratification of the Bills for the month of October as presented on an A. Geesaman, G. Price motion (4-0). Chairman Eisenhart asked for a quick review of the appraisal of the Authority's facility's that was done on behalf of the liability insurance company, which the Manager provided.

SEK & Co. Letter of Engagement

The Manager presented a letter of engagement from SEK & Company to perform the Authority's annual financial Audit for a fee of \$8,000.00. The Manager explained that they are scheduled to

begin their audit during the first week of December, and noted that the amount this year is \$2,500 less than last year primarily due to the change from accrual to cash based accounting and the inability to provide comparative analysis to previous years' accrual figures in addition to the reduced number of correcting year end entries they anticipate making as a result of the Business Manager's ongoing work.

The Board approved the Letter of Engagement and authorized SEK to perform the Authority's annual financial audit for the amount of \$8,000.00 on a D. McCarney, A. Geesaman motion (4-0).

Subdivision Update

The Manager explained that there was one subdivision / land development plan that required final approval from the WTMA Board for Tier One properties. It is for a lot located on East Main Street across from Frank's pizza, and is proposed to contain a Dunkin Donuts and a stand-alone office building. He explained that all of the Authority's concerns have been addressed in the plan including an external grease interceptor and separate monitoring manholes for each building at the edge of the right of way and recommended approval of the plan. The WTMA granted final approval of the plan on an A. Geesaman, D. McCarney motion (4-0).

Miscellaneous

The Manager presented a memorandum that he had received from Mike Christopher, on behalf of the Township, explaining that the Township desires to continue to provide construction and repair services for the WTMA under the existing agreements. The memo was sent to clear up any confusion that may have come up in recent conversations. The WTMA Board agreed that it enjoys the relationship that it has with the Township and has no intention of making any changes at this time.

A. Geesaman expressed his thanks to the Wastewater Superintendent and the Manager for arranging and providing the tour of the Wastewater Treatment Plant to the class from Greencastle. He explained that he received many positive comments from the kids who participated and that it provided them with some new insights.

Adjourn

The Board adjourned at 10:40 PM on a G. Price, D. McCarney motion (4-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 6th day of December, 2016.


D. McCarney, Secretary/Treasurer