

**Washington Township Municipal Authority
Business Meeting Agenda
December 6, 2016**

1. Business from the Floor
2. Agenda
3. Minutes of November 15, 2016
4. Minutes of November 15, 2016 – Executive Session
5. Annual Tapping Fee Evaluation Update
6. WTMA Project Update Report – November 2016
7. Adjourn to Executive Session for Legal and Personnel Matters
8. Reconvene to Regular Session
9. Miscellaneous
10. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
December 6, 2016

Chairman F. Eisenhart opened the meeting at 7:17 PM. Others present were S. McCleaf, A. Geesaman, D. McCarney, G. Price, and S. McFarland. S. Trinh, Solicitor, 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 a S. McCleaf, A. Geesaman motion (5-0).

Minutes of November 15, 2016

The Minutes of November 15, 2016 were approved as presented on D. McCarney, A. Geesaman motion (4-0). S. McCleaf abstained due to his absence from that meeting.

Minutes of November 15, 2016 – Executive Session

The Minutes of the November 15, 2016 Executive Session that was held prior to the regularly scheduled meeting were approved as presented on D. McCarney, A. Geesaman motion (4-0). S. McCleaf abstained due to his absence from the meeting.

Annual Tapping Fee Review Update

The Manager presented a spreadsheet of the commercial businesses in the WTMA's service area who had originally been assessed additional tapping fees and updated the Board on the status of those businesses, reviewing the ones who had been granted waivers for due cause, those that had paid, and the ones he has not heard from yet. He discussed four customers who had contacted him since the last review with the Board and discussed his recommendations.

The Board reviewed the summary and the Manager's recommendations, and asked a few questions. After discussion, the Board agreed to grant waivers to the additionally assessed tapping fees for R. Martin's property at 2025 Market Square Boulevard, a property at 1622 East Main Street owned by L. McIntyre, a property at 11855 North Landis owned by M. Rarrick and the Waynesboro Youth Soccer Association's property on Country Club Road.

The Board approved the Manager's recommendations and granted waivers to the additionally tapping fees for the specified properties for the 2015-2016 review period on an S. McCleaf, G. Price motion (5-0).

The Manager reviewed what he had heard about a few of the remaining outstanding customers, but explained that he had not been formally contacted or received any documentation on any others to date. He explained that he had directed the Business Manager to delay sending out late notices pending the discussion this evening with the Board but she would be sending notices in the morning to the customers that had not already paid or been granted waivers.

WTMA Project Update Report

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

Old Forge Road – A grant application was completed and submitted to the DCED in October. The Manager confirmed with DCED that it has been received and it is currently under review.

BRS Pumping Station Upgrades – Construction continues on the pump station, with the slab being poured, wiring for the control panels, and the piping and installation of the pump skid. Installation of the bypass pumping and start-up of the station has been scheduled to begin on December 12th. He reviewed the steps that will take place after start-up.

Inflow and Infiltration Reduction - The Manager provided the Board with an updated report from A. Zeigler, Project Supervisor. The Manager also explained that the Wastewater Department was running the camera in the line in Charmian at the request of GHD prior to the activation of the pump station.

The Manager discussed some possible problems with the gravity sewer line on Charmian Lane and explained that the WTMA will monitor that line closely.

Chairman Eisenhart suggested moving the Miscellaneous section to this point in the meeting due to the expected length of the Executive Session, to which the Board agreed.

Miscellaneous

The Manager discussed an issue the Authority was having regarding language in two Resolutions stating when bills were due, when they are being received, and the large number of adjustments that are being done. He explained that the WTMA considers a bill paid on time if it is postmarked within the 30 day time period after bills are generated and mailed out, but the staff are receiving payments in the mail 4-6 days after they are postmarked. He explained this causes a lot of work for the staff to make the adjustments to the accounts after penalties have been added and the late notices have already been mailed out. The Board asked several questions and discussed alternatives. The Manager explained that he would bring the actual Resolution language and discuss it at a later

meeting, but that he just wanted to mention it because it was causing so many problems that morning.

S. McCleaf inquired about a report he had received regarding a cracked manhole lid. The Manager explained that the staff had investigated but nothing was found.

Adjourn to Executive Session

The Board adjourned to Executive Session to discuss Legal and Personnel 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 10:27 PM.

Adjourn

The Board adjourned at 10:28 PM on an S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 20th day of December, 2016.


D. McCarney, Secretary/Treasurer