

**Washington Township Municipal Authority  
Business Meeting Agenda  
December 20, 2016**

1. Business from the Floor
2. Agenda
3. Minutes of December 6, 2016
4. November 2016 Water Report
5. November 2016 Wastewater Report
6. November 2016 Business Report
7. Draft 2017 Capital Budget
8. CVAS EDU Payment Plan Request
9. Adjourn to Executive Session – Legal Matters
10. Reconvene to Regular Session
11. Engineer’s Report
12. Ratification of the Bills
13. Subdivision Update
14. Miscellaneous
15. Adjourn to Executive Session – Personnel Matter
16. Reconvene to Regular Session
17. Adjourn

**Washington Township Municipal Authority  
Business Meeting Minutes  
December 20, 2016**

Chairman F. Eisenhart opened the meeting at 7:15 PM. Others present were A. Geesaman, S. McCleaf, D. McCarney, G. Price, S. McFarland and S. Trinh, Solicitor.

**Business from the Floor**

There was no Business from the Floor.

**Agenda**

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

**Minutes of December 6, 2016**

The Manager presented the minutes for the December 6, 2016 meeting that had previously been circulated. The Minutes of December 6, 2016 were approved on an S. McCleaf, G. Price motion (5-0).

**November 2016 Water Report**

The Manager presented the November 2016 Water Report. He reviewed the monthly water report with the Board and reported the following:

- Unaccounted water has decreased to an estimated 7.04% for this month. He reported that the Authority has repaired 10 leaks during the month.
- The water system was operating at 41% of its capacity during the month
- Water produced for the month was 16,775,000
- There were three new connections for the month of November

The Manager discussed some of the additional maintenance and repair work, including posting the posting of the amount due from Laurel Acres, Aqua Tech leak listening, and checking on the status of air releases in the system. The Board questioned the rental of a mini excavator to make a connection on Old Route 16, and the Manager explained that although the Township assisted with the repair of 10 leaks during the month, that particular connection was on a very fragile type of pipe in a very high pressure zone, and the Superintendent felt more comfortable doing the work with a smaller piece of equipment.

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

A. Geesaman inquired if the WTMA has any kind of process in place if a hydrant is damaged to investigate for possible resulting leaks. The Manager explained that the hydrants are the responsibility of the Township but he will investigate and get back to him.

### **November 2016 Wastewater Report**

The Manager presented the November 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 650,000 gallons per day
- Maximum flow for the month was 720,000 gallons per day
- There were no 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 Manager reviewed some of the maintenance items on the report, including completing 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 the Wastewater Department's findings in the lines and the manholes during that work.

The Board inquired about two items on the report, the cleaning of the wet well at the Mar Pen pump station and unclogging a line at Tab Books. The Manager explained that the Mar Pen wet well and the line that feeds it is prone to grease build up although it's all residential, and explained that Tab Books had contacted us about sewer backing up in the building. Both were successfully cleaned.

The Wastewater Report for the Month of November was accepted as presented on an S. McCleaf, G. Price motion (5-0). The Chairman commented that he had been to the Wastewater Treatment Plant recently and shared with the Board that the Wastewater staff have done a very good job of painting and improving the appearance of the plant, and asked the Manager to pass along his thanks.

### **November 2016 Business Report**

The Manager, presented the November 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 called the Board's attention to a change in how interest is being reported and explained why the change was being made. He also reported that the audit was finished and went very well. He also discussed another demo by a utility billing software company and he talked with the Board about what types of features the Authority was looking for in a new program.

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

### **Draft 2017 Capital Budget**

The Manager presented a draft of the Capital Budget for 2017. He explained the source of the funds that are being allocated across the various line items for future projects, his reasoning on why they were being allocated that way, and discussed some of the expenses that he anticipated would be made in calendar year 2017. The Board had several questions, but after thorough discussion, voted to make no changes to the Manager's recommendations and adopt the 2017 Capital Budget as presented on and S. McCleaf, D. McCarney motion (5-0)

### **CVAS EDU Payment Plan Request**

The Manager presented a letter from Cumberland Valley Analytical Services acknowledging that they will have to purchase 6.5 additional EDUs for the facility they are planning to occupy in Zullinger, and asking if the WTMA would allow them to make 11 equal monthly payments beginning January 3, 2017. The request was also accompanied by a letter of support from Mike Ross, of the FCADC. The Board discussed this request, but had no precedent for such an arrangement for a business initially connecting to the system. After further discussion the Board agreed to allow CVAS to make 11 equal installments, but the Authority will charge a reasonable administrative fee, and will also charge interest at a rate of 4.5%. The Solicitor will draft an agreement between CVAS and the WTMA, and will prepare an amortization schedule. The Board approved the request with the discussed provisions on an S. McCleaf, D. McCarney motion (5-0).

### **Adjourn to Executive Session – Legal / Personnel Matters**

The Board adjourned to Executive Session to discuss Legal and Personnel matters at 8:30 PM on an S. McCleaf, G. Price motion (5-0).

### **Reconvene to Regular Session**

The Board reconvened to regular session at 9:15 PM.

## **Engineer's Report**

### **Water**

- No activity

### **Sewer**

- Blue Ridge Summit Pumping Station Replacement

GHD continued with construction phase services. Bob White, with GHD, attended the pump testing on December 13<sup>th</sup>. GHD also reviewed the videos of the sewer line on Charmian and has provided the Authority with a report.

- 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. There was no activity on the Industrial Pretreatment Program pending some information from the Borough of Waynesboro.

The Engineer's Report was adopted on an S. McCleaf, G. Price motion (5-0).

## **Ratification of the Bills**

The Board reviewed and approved the Ratification of the Bills for the month of November as presented on an S. McCleaf, A. Geesaman motion (5-0).

## **Subdivision Update**

The Manager explained that there was one subdivision / land development plan that required final approval from the WTMA Board for R. Lee Royer on behalf of WIDC – Lot 1. It is for a lot located in the Zullinger Industrial Park. He explained that all of the Authority's concerns have been addressed in the plan including separate monitoring manholes and curb valves for the subdivided property and the residue 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 (5-0).

## **Miscellaneous**

The Manager presented the Authority Magazine, and called the Board's attention to an article about the status of nutrient reduction in the state of Pennsylvania, and an article about the draught status throughout the state.

## **Adjourn to Executive Session – Personnel Matters**

The Board adjourned to Executive Session at 9.25 PM on an S. McCleaf, A. Geesaman motion (5-0).

**Reconvene to Regular Session**

The Board reconvened to regular session at 10:12 PM.

**Adjourn**

The Board adjourned at 10:13 PM on an S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 10<sup>th</sup> day of January, 2017.

  
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David A. McCarney Secretary/Treasurer