

Washington Township Municipal Authority  
Reorganization Meeting Agenda  
January 5, 2021

1. Meeting opening by Solicitor
2. Election of Officers
  - Chairman
  - Vice-Chairman
  - Secretary/Treasurer
  - Asst. Secretary/Treasurer
3. Resolution 21-01
4. Resolution 21-02
5. Appointment of Solicitor
6. Appointment of Engineer
7. Business from the Floor
8. Agenda
9. Minutes of December 15, 2020
10. Tapping Fee Waiver Request – Fine Line Trim Corp
  - Summary of remaining Tap Fee Assessments
11. Miscellaneous
12. Adjourn

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The 2021 Reorganizational meeting was held by Zoom. The Manager noted that in attendance were Dave McCarney, Stewart McCleaf, Andrew Geesaman, Dan McLaughlin, Doug Parks, Solicitor Suzanne Trinh, and himself. Everyone confirmed they could see and hear each other.

Solicitor Suzanne Trinh opened the 2021 Reorganizational Meeting at 7:15 PM.

**Election of Officers**

S. Trinh, Solicitor, called the 2021 Reorganizational meeting for the Washington Township Municipal Authority to order and opened the election for Chairman.

**Chairman:** D. McCarney was nominated to become the Chairman on an S. McCleaf, A. Geesaman motion. Hearing no other names offered, nominations were closed by an S. McCleaf, A. Geesaman motion (5-0) and D. McCarney was elected as Chairman on an S. McCleaf, A. Geesaman motion (4-0). D. McCarney abstained.

D. McCarney assumed Chairmanship of the Board and the conduct of the meeting.

**Vice-Chairman:** A. Geesaman was nominated to become the Vice-Chairman on a D. McLaughlin, S. McCleaf motion. Hearing no other names, nominations were closed on an S. McCleaf, D. McLaughlin motion (5-0). A. Geesaman was elected as the Vice Chairman on an S. McCleaf, D. McLaughlin motion (4-0). A. Geesaman abstained.

**Secretary/Treasurer:** S. McCleaf was nominated to become the Secretary/Treasurer on a D. McLaughlin, A. Geesaman motion. Hearing no other names, nominations were closed on a D. Parks, A. Geesaman motion (5-0) and S. McCleaf was elected to be the Secretary/Treasurer on a D. Parks, A. Geesaman motion (4-0). S. McCleaf abstained.

**Assistant Secretary/Treasurer:** D. Parks was nominated to become the Assistant Secretary/Treasurer on an S. McCleaf, A. Geesaman motion. Hearing no other names, Nominations were closed on an S. McCleaf, A. Geesaman motion (5-0) and D. Parks was elected to the Assistant Secretary/Treasurer on an S. McCleaf, A. Geesaman motion (4-0). D. Parks abstained.

**Resolution 21-01**

Resolution 21-01 (Authorized Signatures for the Authority for 2021) was approved as presented on an S. McCleaf, D. McLaughlin motion (5-0).

## **Resolution 21-02**

Resolution 21-02 (Designated Meeting Dates for the Year 2021 and the Reorganizational Meeting in 2022) was approved as presented on an S. McCleaf, D. Parks motion (5-0).

*(Both Resolutions will be placed on the WTMA website in their entirety at [www.wtma.us](http://www.wtma.us))*

## **Appointment of Solicitor**

The Manager noted that the Board had adopted the process of officially appointing its Solicitor and Engineer several years ago.

He presented a Letter of Engagement that had been provided by S. Trinh of Zullinger-Davis-Trinh, P.C. to the Board. In it, she offered the continued services of her firm and herself, outlining the fee structure for the coming year for her services, with the Manager noting that there was no increase from the previous year.

The Board approved the Appointment of S. Trinh of Zullinger-Davis-Trinh as the Authority's Solicitor for the coming year on an S. McCleaf, A. Geesaman motion (5-0) and thanked her for her fine, continued advice and service.

## **Appointment of the Engineer**

The Manager explained that this process was more of a ratification of a previous decision, noting that the Board had accepted GHD's Engineering Proposal at meeting on December 15, 2020, but wanted it also noted in the Reorganizational Meeting Minutes.

On a D. McLaughlin, S. McCleaf motion, the Board ratified the engagement of GHD to continue to provide Engineering Services as the WTMA's Consulting Engineer for the upcoming year. The Manager noted that the previous referenced approval is noted in the Minutes coming up on the Agenda for approval in a moment during this evening's meeting.

## **Business from the Floor**

No members of the public were present so there no Business from the Floor.

## **Agenda**

The Agenda was approved as presented by the Manager on an S. McCleaf, A. Geesaman motion (5-0).

## **Minutes of December 15, 2020**

The Minutes of December 15, 2020 were approved as presented on a D. McLaughlin, A. Geesaman motion (5-0).

### **Tapping Fee Waiver Request – Fine Line Trim Corporation**

The Manager presented a request for a waiver of the additionally assessed Tapping fees from Fine Line Trim. In their request, he noted that they explained they had located a toilet that was running which they believed was the cause of the excessive usage. They provided documentation of a repair made on June 24, 2020 by a local plumber. The Manager reviewed the usage for the property including readings outside of the review period and noted that the usage had declined to normal and allowable levels. He recommended the Board do as it had in a few recent cases and grant a temporary waiver, pending a fuller evaluation of the usage during the 2020-2021 review period to confirm if the issue has been resolved.

The Board agreed, and granted a temporary deferral of the assessed tapping fees from the 2019-2020 review period, with the Manager noting that he will inform them that they will be re-assessed when the current review period ends, on an A. Geesaman, D. McLaughlin motion (5-0).

### **Summary of Remaining Tap Fee Assessments**

The Manager took a moment to review the additionally assessed tapping fees from the 2019-2020 review period, noting which ones have been resolved through Board granted waivers, payments, or had payment plans that were approved and being followed. He briefly reviewed the several customers that were still outstanding, noting that there were only two that had not yet made any contact and one that he was currently corresponding with, but will keep the Board updated. He reiterated that this was for informational purposes and the normal process is continuing. No Board action was required at this time.

### **Miscellaneous**

The Manager reported two items for Miscellaneous. The first was to simply inform the Board of the new Municipal bidding requirements and reviewed the new limits for projects and items which must be bid, which ones only require telephone quotes, and which ones can simply be entered into under the new limits for 2021, noting the last time the law was modified, there was an automatic annual increase incorporated. He also briefly discussed the use of COSTARS, through which companies have already bid and been approved to the State, and the Authority is able to utilize that same pricing and avoid some of the additional internal costs associated with the process of bidding.

The second item he discussed with the Board was that the Authority staff have been in touch with PennDOT regarding the proposed changes to the intersections of the Washington Township Boulevard and Tomstown Road / State Route 0997. He explained that the 12 inch line that currently supplies the Boulevard ends where the roundabout is going to be placed, and that the Authority will need to extend the line outside of PennDOT's right of way before the work is done, but while they will still allow an open-cut installation. He explained that WTMA staff are reviewing the plans and the work necessary and reviewed the designs with the Board. He also reported that the project is probably a year away, and WTMA staff are coordinating with PennDOT.

He also explained that the Township may be considering re-zoning some of the affected properties on the other side of SR 0997, and that the Authority would need to meet with the Township and review whether the original plan to reduce the existing line from 12' to 10' for the new lines to supply residential housing should be re-evaluated. S. McCleaf shared that PennDOT is looking at a spring, 2022 construction time frame according to reports. The Manager also discussed the need for a blow-off to be placed on the end of the line until it is extended to serve future needs. He assured the Board that WTMA staff are communicating with the engineers involved on behalf of PennDOT to make sure the Authority's plans and concerns are incorporated.

*Other items:*

A. Geesaman noted that he may not be able to attend the next meeting but would let the Manager know closer to the time.


The Manager also inquired as to when the Board may want to continue with in-person meetings, but the general consensus was that the Zoom meetings were working for the time being given current conditions with COVID.

There were no other items for miscellaneous.

**Adjourn**

The Board adjourned at 7:45 on an A. Geesaman, S. McCleaf motion (5-0)

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 19<sup>th</sup> day of January, 2021.

  
S. McCleaf, Secretary/Treasurer