

**Washington Township Municipal Authority
Business Meeting Agenda
March 16, 2021**

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3. Minutes of March 2, 2021
4. February 2021 Water Report
5. February 2021 Wastewater Report
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7. DEP Interconnection Permits
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9. Ratification of the Bills - February 2021
10. Preliminary Approval – R. Lee Royer Subdivision / Old Route 16
11. Miscellaneous
12. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
March 16, 2021

Chairman D. McCarney called the meeting to order at 7:15 PM. The meeting was held both in the Public Meeting Room and by Zoom. In the WTMA Public Meeting Room were Board members D. McCarney, S. McCleaf, D. McLaughlin, as well as Manager S. McFarland.

Present by Zoom were Board Members A. Geesaman and D. Parks, as well as P. Boggs, GHD.

The Manager confirmed all those in attendance and everyone confirmed that they could see and/or hear each other.

Business from the Floor

Present at the meeting were Abby Daniels and Ellyn Daniels of Postmasters Coffee and Bakery, and Joe Daniels, Specialized Contracting.

The Daniels' were present to request a waiver from the Authority's requirements to install an external grease interceptor and a monitoring manhole at the edge of the property line. They explained that they have been operating a food-truck business making and selling doughnuts but are expanding into a fixed location. They explained their food production process, using ovens, aluminum foil and parchment paper for their doughnuts and food products. The owners were present to seek an exception.

The Manager explained that all new facilities that requires Department of Agriculture licenses to operate are subject to the current Fats, Oils and Grease Resolution (FOG,) and that since the prior business had not been in service for quite some time and additional plumbing and exterior work was being done, the business was not eligible to take advantage of any 'grandfathering' provisions, but would be required to install all the new infrastructure to the WTMA's current specification.

The Manager cited several news articles that reported on the owner's future plans and explained that the Authority required that the necessary upgrades must be made with the re-purposing of the property now to meet current commercial requirements. He cited several other businesses that had been required to do the same thing in similar circumstances. He explained that when commercial properties change hands and are re-purposed, existing infrastructure is required to be brought up to current WTMA specifications. The Board discussed and cited several other properties that were required to do the same thing and noted many of those are now used for even different purposes.

S. McCleaf expressed his desire for their business to succeed, and also reminded them of the annual Tapping Fee Analysis. The Manager explained that he did not have the numbers in front of him, but the property would be granted the EDU's The Hut had and also mentioned a Trailer that had been on the property which would also give them credit. The Manager explained the Tapping Fee annual review process. S. McCleaf explained that he wanted the owners to be

aware of the annual process. The Board wished them well and commented that they were looking forward to eating their goods.

Agenda

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

Minutes of March 2, 2021

The Board reviewed and approved the Minutes of the March 2, 2021 meeting as presented on an S. McCleaf, D. McLaughlin motion (5-0).

February 2021 Water Report

The Manager presented the February 2021 Water Report. He explained that the Director of Utilities was expected to sign in through Zoom and he attempted to contact him.

The Manager reported that:

- Water produced for the month was 20,227,000 gallons.
- Estimated water loss from known leaks discovered during the month was 2,145,000. The estimate for loss from flushing, fire protection and blow-offs for the month was 1,325,000 gallons.
- He noted there were 3 new water connections for the month.
- The Manager noted that one leak was discovered and repaired by WTMA and WTS staff during the month of February and noted that several other have been identified and noted that another was repaired that morning.

The Manager explained that the Water Department has done an inventory of meters and MXU's and explained that he was still working on getting a Capital Budget finished, but did not expect to spend significant money pending the outcome of the Brookdale/Pine Hill engineering study. He also reviewed some significant repairs that were scheduled to be done in the next month or two.

The February 2021 Water Report was accepted on a D. McLaughlin, A Geesaman motion (5-0).

February 2021 Wastewater Report

The Manager presented, and the Board reviewed, the February 2021 Wastewater report.

- Minimum flow for the month was 710,000 gallons per day.
- Average flow for the month was 979,000 gallons per day.

- Maximum flow for the month was 2,900,000 gallons per day.
- He noted that rainfall for the month at the plant was 3.32 inches, contributing to the higher maximum flows throughout the month.
- There were 2 new connections for the month but noted that number would increase next month with the acceptance and approval of a new subdivision.
- Total Hydraulic EDU's connected to the system to date are 6,047 and available hydraulic EDUs remaining for planning purposes are 2,043.
- For planning purposes, the Wastewater Treatment Plant remains at 74% of its capacity.

The Manager noted that DEP had performed their annual inspection and attached a copy for the Board to review. He also noted that no deficiencies were found.

He briefly reviewed some general maintenance issues.

The Wastewater Report for the Month of February 2021 was accepted as presented on an S. McCleaf, D. McLaughlin motion (5-0).

The Manager contacted J. Schorn, Director of Utilities, who logged into the meeting.

Engineer's Report

P. Boggs, GHD, presented the Engineer's Report.

P. Boggs reviewed three items he wanted to expand on.

The first was the proposed transmission line from Brookdale to the Pine hill tank and discussed the conversations that have been held with potentially affected property owners. The Manager expanded on some of the on-going discussions, explaining some of the property owner's concerns for future development, but explained nothing has been proposed or agreed to at this point. The Board spent some time reviewing the properties in question. The Manager explained and pointed out several alternative routes and discussed pros and cons of potentially using existing easements for water and sewer or trying to get new ones.

P. Boggs also brought up the potential pathway of a line from the Pine Hill tank to Mentzer Gap Road, and there was discussion about using existing Township walkways through the Park or potentially creating new ones if the Township Supervisors would be agreeable.

P. Boggs moved on to the interconnection permits that were required, submitted and have been approved by DEP. He reviewed the permits, which were provided to the Board for review. He explained that as submitted and approved, no construction was required, but use of the emergency connection between the Borough of Waynesboro and the WTMA at the Brookdale Filtration Plant would require some reporting if it was ever used. P. Boggs reported that GHD was happy with the final outcome. The Manager reinforced that the connection has never been

used and there is a physical air gap between the systems. P. Boggs mentioned the fact that the spool piece that connects the two systems is missing and J. Schorn explained that it will be ordered and available in the event it is ever needed. He explained that it normally sits by the connection with the necessary nuts and bolts to make the connection if needed. P. Boggs was happy to report that GHD expected more back and forth with DEP, so they should be able to close out that task under expected budget.

P. Boggs also reviewed the metering that the WTMA is doing in the Blue Ridge Summit Area. He explained that A. Zeigler and J. Schorn met with GHD engineers to review the locations of the meters and the Manger explained that staff are happy with the new meters and will be looking at purchasing additional ones to expand the information being collected. P. Boggs explained that they may ask to have them relocated as data collection continues, but they will communicate with us. J. Schorn reinforced that the Wastewater staff are locating problem areas and getting ready to make the needed repairs and noted that he would like to meter other areas than Blue Ridge Summit.

The Engineer's Report was approved and accepted on an S. McCleaf, D. McLaughlin motion (5-0).

P. Boggs left the meeting.

February 2021 Business Report

The Manager presented the February 2021 Business Report. The following items were reviewed:

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

The Manager noted the number of people who have signed up for on-line payments due to the problems the Post Office has been having. He noted that many customers were contacting the office complaining of receiving their late bills and regular bills on the same day or never receiving their original bills. The Manager explained some existing internal processes that have been used to accommodate those complaints.

He also noted that three WTMA staff members have passed their certification exams with DEP to be Water or Wastewater Operators and the final un-certified staff member has been studying and will begin testing in the fall.

The Business Report was accepted on an S. McCleaf, D. McLaughlin motion (5-0).

Ratification of the Bills

The Board reviewed the Ratification of the Bills for February 2021 and approved them on an S. McCleaf, D. McLaughlin motion (5-0).

Preliminary Approval – R. Lee Royer Subdivision (Old Route 16)

The Manager explained that R. Lee Royer had obtained a waiver from the Township to extend water to the residue of the property and the Manager was recommending preliminary approval of the subdivision as presented.

The Board granted Preliminary Approval on an S. McCleaf, A. Geesaman motion (5-0).

Miscellaneous

The Manager presented the Borough Authority Minutes to the Board. There were no items for Miscellaneous.

Adjourn

The Board adjourned at 8:24 PM on a D. McLaughlin, S. McCleaf motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 6th day of April, 2021.



S. McCleaf, Secretary/Treasurer