

Washington Township Municipal Authority  
Business Meeting Agenda  
April 20, 2021

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2. Agenda
3. Minutes of April 6, 2021
4. March 2021 Water Report
5. March 2021 Wastewater Report
6. GHD Engineer's Report
7. March 2021 Business Report
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9. Miscellaneous
10. Adjourn

**Washington Township Municipal Authority  
Business Meeting Minutes  
April 20, 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 and Patrick Boggs, GHD Engineering.

Present remotely by Zoom were Board Members A. Geesaman and D. Parks.

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

**Business from the Floor**

Seeing no Business from the Floor, the Board moved on to the Agenda.

**Agenda**

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

**Minutes of April 6, 2021**

The Board reviewed and approved the Minutes of the April 6, 2021 meeting as presented on a D. McLaughlin, S. McCleaf motion (5-0).

**March 2021 Water Report**

The Manager presented the March 2021 Water Report. He reported that:

- Water produced for the month was 23,302,000 gallons.
- Estimated water loss from known leaks discovered during the month was 5,002,000 gallons. The estimate for loss from flushing, fire protection and blow-offs for the month was 898,000 gallons.
- He noted there were 8 new water connections for the month.
- The Manager noted that four (4) leaks were discovered and repaired by WTMA and WTS staff during the month of March and noted that several other have been identified and noted that another was repaired that morning.

The Manager reported that all of the winter blow-offs have been closed and all of the staff's SCBA equipment for both departments had been calibrated for the year. He also reported that the new tap from Old Route 16 had been made for the Township's new park and that the Wastewater Department hydro-excavated along Route 16 to confirm the water pipe diameter to

the future WTS property. He reported that only one property is between their future facility and the point where the 6 inch water line drops to a 2 inch, and they would need to extend that in order to place a fire hydrant, but could still handle a building sprinkler.

The March 2021 Water Report was accepted on an S. McCleaf, A Geesaman motion (5-0).

### **March 2021 Wastewater Report**

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

- Minimum flow for the month was 870,000 gallons per day.
- Average flow for the month was 1,196,000 gallons per day.
- Maximum flow for the month was 2,990,000 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.
- He reported that the WTMA had recorded 36 new connections to the Wastewater system. He noted that they were primarily from Martin's Ridge Phase III, which had been previously paid for but was awaiting approvals.
- He noted the biosolids inventory at 47% of capacity but also noted that the contractor was hauling that day and would reduce it to almost nothing heading into the spring.
- 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 explained a new staff rotation schedule that had been started at the Wastewater Department, explaining that specific areas and responsibilities have been identified and all staff are starting to rotate through those 'zones' over the next five months to gain a better understanding of the entire system and its needs. He explained that staff will still be pulled on a case by case basis for specific tasks, but many staff had expressed an interest in learning more outside of their specific routine duty areas. He reported that there were a few initial bumps but it seemed to be going well.

There was some brief discussion about any impact the shuffling may have to the Union Contract but the Manager addressed those concerns. He explained that no staff are making more or less money than they were, they are just being re-tasked to different areas for a cycle to gain additional experience, and everything they are being asked to do falls within their current job responsibilities.

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

### **Engineer's Report**

P. Boggs, GHD, briefly presented the Engineer's Report, explaining that he had been meeting with WTMA Staff and would update the Board on the day's activities following the report from last month.

P. Boggs questioned the spool piece of pipe that was required to connect Waynesboro Borough Authority to the WTMA's system through the interconnection that was recently permitted and was missing. The Manager reported that an air gap will remain, but the missing piece has been ordered and will be replaced and available for installation in accordance with the Permit.

He also reported that GHD still owes the WTMA as-built drawings for the recently completed project at the Wastewater Treatment Plant and that he will follow up on that.

P. Boggs reported on a plan submission they had received for Greenveiw, LLC in Blue Ridge Summit from the WTMA. He explained that they were beginning to look at the impact the additional flow could have on the newly upgraded pump station. He explained that they were beginning to look at capacity at the station as well as the existing line size's capacity into the station to handle the proposed flow.

The Manager explained that the developer had requested that the WTMA draft an inter-municipal agreement between the WTMA and Liberty Township / Adams County to serve the lots that would be outside of Washington Township. The Manager explained that he had requested an additional deposit from the developer, which has been received, and had authorized the Solicitor and GHD to begin work.

A. Geesaman suggested potentially placing a master meter at the Washington Township Line and noted that Liberty Township may require the establishment of an HOA, who could be billed, or Liberty could potentially be billed like the WTMA is by Washington County, MD for the few homes the provide water to in Blue Ridge Summit. The Manager noted that he would investigate further and report back. The Board all agreed that may be a good solution and the Manager will follow up with Solicitor as well.

P. Boggs reported that the PA DEP did not require a permit for the interconnection between Washington County and the WTMA because, although they provide water into the Township, the small segment they feed is not actually connected to the rest of WTMA's system. He explained that would need to be revisited in the future if conditions change.

P. Boggs and the Manager then reviewed the meetings that were held that afternoon concerning the proposed Water System Upgrades. The first was held with the Township and a developer to discuss the pathway of the proposed water line through his property. P. Boggs explained that after discussions, a better path was tentatively agreed to by all parties and when the path is surveyed, that will be the one focused on. The Manager explained that if the proposed path for the transmission line will be in a future roadway, and there may be infrastructure placed on top of it, and the Authority may have to place it deeper in the ground. There was discussion about

placement of other water and wastewater lines after the dedicated supply line was installed, and timing of the planned development.

The Manager explained that once the line crosses that subdivision, the next challenge would be to get a new line to the Pine Hill Tank, through the old orchard, but commented that there were existing water lines and planned future roads for which easements have been granted. He also explained that the Authority planned to construct a new pump station and bring a new line through Pine Hill Park. They explained that they had spent the afternoon riding the existing trails with the J. Geesaman and V. Ashway with the Township, discussing potential routes. P. Boggs reported that after visually seeing the terrain, GHD has a much better idea of pathways to survey and consider. There was discussion regarding the impact that the proposed alternatives could have to the park facility.

P. Boggs also explained that a portion of the proposed line would be tentatively designed to be within the PA State right of way on Old Forge Road, informing the Board that appropriate Highway Occupancy Permits and traffic control may be necessary. He explained that a right of way exists behind the homes for a WBA transmission line, but the easement is full of impediments such as fences, sheds and pools.

There was also discussion of the benefits of having a dedicated water feed line from Brookdale to Pine Hill tank, such as the pressure differentials between the two elevations and pressure zones, and the fact that the need for additional tank capacity will be eliminated at Brookdale when it is upgraded to handle all three wells because of the additional chlorine contact time before treated water is delivered to customers. The Board agreed with the plan and asked GHD to continue their work.

P. Boggs also reviewed a conversation that was had regarding getting power to the new pump station. He explained that three phase power would be the most desirable and discussed some of the alternatives that had been discussed previously in the morning.

He reported that after the meetings that were held in the afternoon, GHD has enough to begin additional work with the needed land surveys, including potential environmental impacts for the project and alternative paths for the new lines. The Manager and P. Boggs reiterated that having all of the parties at the table and on site was tremendously helpful.

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

### **March 2021 Business Report**

The Manager presented the March 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 that 'pending' lien letters had been mailed and currently liened properties had been renewed. He also called the Board's attention to the fact that as part of scanning all of the WTMA's subdivision plans, he also had the company scan all of the Authority's hard copies of its Minutes. They have been added to the WTMA Server and will be backed up regularly. He reported on the electronic scanning of all of the paper address files by the staff is still ongoing.

He reported on the COVID Vaccines that have been given to the staff and explained that he would like to open the lobby again once internal modifications have been made and he has been in touch with the contractor who built the building to provide pricing on the requested upgrades. He explained that his goal was to open the lobby to the public by June 1<sup>st</sup>, with the modifications.

He also reported on the number of people who had service terminated for non-payment and the increasing numbers of people who continue to sign up for the web based portal to access their accounts and on-line payment options.

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 March 2021 and approved them on an S. McCleaf, A. Geesaman motion (5-0).

### **Miscellaneous**

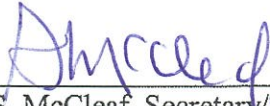
The Manager presented the Municipal Authorities Magazine to the Board.

A. Geesaman followed up on the conversation regarding billing a potential HOA in Adams County and several Board members inquired about specific ongoing buildings and projects in the Township.

### **Adjourn**

The Board adjourned at 8:13 PM on an S. McCleaf, D. Parks motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 4<sup>th</sup> day of May, 2021.

  
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S. McCleaf, Secretary/Treasurer