

**Washington Township Municipal Authority
Business Meeting Agenda
May 18, 2021**

1. Business from the Floor
2. Agenda
3. Minutes of May 4, 2021
4. April 2021 Water Report
5. April 2021 Wastewater Report
6. Purchase Request – WW Camera System
7. GHD Engineer's Report
 - 7A. – GHD Proposed Survey Scope and Map – Pine Hill Tank Project
8. April 2021 Business Report
9. 2021 Capital Budget
10. Ratification of the Bills - April 2021
11. Resolution 21-03
12. Miscellaneous
13. Adjourn To Executive Session – Personnel
14. Reconvene
15. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
May 18, 2021

Chairman D. McCarney called the meeting to order at 7:15 PM. The meeting was held in the Public Meeting Room. In the WTMA Public Meeting Room were Board members D. McCarney, D. Parks, A. Geesaman, S. McCleaf and D. McLaughlin. Also in attendance were Manager S. McFarland, J. Garvin Director of Business and Finance, J. Schorn, Director of Utilities, P. Boggs of GHD Engineers and S. Trinh, Solicitor.

The Manager explained that he had established a Zoom Meeting as well, but no one was logged in to use it at the moment.

Business from the Floor

Noting there was no Business from the Floor, the Chairman moved on to the Agenda.

Agenda

The Agenda was approved as presented on an A. Geesaman, McLaughlin motion (5-0).

Minutes of May 4, 2021

The Board reviewed and approved the Minutes of the May 4, 2021 meeting as presented on an A. Geesaman, S. McCleaf motion (5-0).

April 2021 Water Report

J. Schorn, Director of Utilities presented the April 2021 Water Report. He reported that:

- Water produced for the month was 23,719,000 gallons for the month and a total of 67,248,000 gallons for the quarter. The recorded water sold was 28,080,000 gallons.
- Estimated water loss from known leaks discovered during the month was 11,521,500 gallons and an estimated total for the quarter of 17,668,500 gallons. He explained that a very large leak had been repaired on Buchanan Trail East /SR 0016 that accounted for a large amount of the monthly estimated loss. The estimate for loss from flushing, fire protection and blow-offs for the quarter was 985,000 gallons for the month and 3,208,000 gallons for the quarter.
- He reported that based on recorded production and billing numbers, and the estimates for losses due to other known events, the unaccounted for number had decreased from 32% to 27% for the quarter.
- He noted there were 12 new water connections for the month. He noted that there have been 30 to date for the year and a total of 33 last year.

- J. Schorn noted that 5 leaks that were discovered and repaired by WTMA and WTS staff during the month of April, also commenting that the staff were doing more leak detection and were finding more leaks. He also commented that Aquatech had performed their leak detection and pinpointed some areas we had not been able to detect.

J. Schorn explained that there are areas that are difficult to listen to because of Traffic and electric noise. The Manager explained that has authorized some overtime because some of the staff would like to come in to listen at night or very early in the morning in those areas. He noted that the large leak on BTE never surfaced but had worn the large stone that caused it to be worn completely smooth on one side. He also noted that there are several other suspected leaks along the same State Road.

D. Parks inquired about the use of the loggers to detect leaks overnight, and J. Schorn explained that the electric noise from transformers that they detect at certain locations is close to, but louder than, the leak and the loggers keep identifying the electric source. He explained the staff will need to listen in those areas with the geophones while there is minimal traffic to identify water leaks.

J. Schorn also commented on the replacement of meters. He explained that the WTMA has been replacing meters as they reach approximately 1,000,000 gallons and have been slowly working on moving meters to the edge of the right of way when they were not already there. He and the Manager commented on the fact that some of the remaining homes with meters located inside either did not have curb valves or the WTMA cannot locate them but are not recording usage any longer. The Manager explained that he and J. Schorn had agreed to contact those customers and replace those in the basement and when the new pits and shut-off were installed at the property line, the meter would be moved and a 'jumper' be installed in the basements..

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

April 2021 Wastewater Report

J. Schorn presented, and the Board reviewed, the April 2021 Wastewater report. He reported that:

- Minimum flow for the month was 790,000 gallons per day.
- Average flow for the month was 994,000 gallons per day.
- Maximum flow for the month was 1,430,000 gallons per day.
- Rainfall for the month at the plant was 2.16 inches. He noted that there had not been any overflows at the Blue Ridge Summit Pump Station and the staff are actively in the system looking for sources of Inflow and Infiltration (I&I).
- There were 9 new connections for the month.

- Total Hydraulic EDU's connected to the system to date are 6,101 and available hydraulic EDUs remaining for planning purposes are 1,996.
- For planning purposes, the Wastewater Treatment Plant is at 75% of its maximum capacity.
- He noted that the Biosolids inventory is at 0% because everything had just been hauled and applied in advance of the spring planting. He noted there would be another large application in the fall.

J. Schorn explained that the staff have been diligently working in the collection system and inspecting manholes. He also noted that A. Zeigler has been spending a lot of his time with the GIS system. The Manager explained that the WTMA had GHD work with us in person for a morning. J. Schorn explained that with the new staff rotation system, lots of paper inspection reports are being generated. He explained that there is an option GHD uses that would allow the staff to complete the inspection of a manhole in the field and load it directly to the GIS. He also explained that they could be color coded by priority of the need to repair them, whether they are buried, and allow the staff to see all of the information about any specific one.

The Manager noted that the WTMA would use that information to better identify areas to focus on for repairs, in order to economize effort. He also explained to the Board that he was considering the purchase of several tablets to be used by staff in the field with the migration of the GIS technology and the WTMA's use of it, noting that many of the staff utilize the available information on their own personal phones.

The Board asked several questions and J. Schorn noted that with the expansion of our use of the technology, the scanning of all of the as-builts, and the GIS online platform. The staff have much more information at the fingertips in real time instead of having to go get it, and can see what has been completed. The Board questioned the issue of hacking and J. Schorn explained that the Authority uses ESRI, and there are no 'control' links to our water or wastewater systems and everything is backed up to previous version. .

J. Schorn shared several photos from a Sewer main repair on Thames Lane, showing that the line had been broken on the top by the installation of other utilities above it, poorly patched and concreted. He explained that because the repair was not done correctly, roots had been able to enter. He shared pictures of an approximately 6 foot long root ball that was removed and explained that the WTMA replaced the entire segment of line. He explained that it had resulted in a back-up into a customer's basement and the Authority was able to locate a manhole buried in the customer's driveway. Once it was uncovered, the line was inspected and the repair was made. He noted that due to the electric and other lines, the Jet-Vac was used to hydro-excavate and noted the amount of I&I that has been reduced.

The April 2021 Wastewater Report was approved on an S. McCleaf, D. Parks motion (5-0).

Purchase Request – WW Camera System

The Manager and J. Scorn presented a Purchase Request for a Wastewater camera system. The Manager explained that the current 'push' camera has limitations and they discussed the proposed system's additional capabilities, noting that the crawler for the camera will have 1,000 foot distance ability, pan and tilt cameras, a sounder to locate the unit with a remote from above the ground as it tracks, and remote viewing and control from the trailer. J. Schorn explained that the current camera has the ability to 80-90 feet from either manhole if it hits anything. He explained the proposed camera is 42 pounds and completely motorized. He discussed his plans for the staff who are assigned to the Collection System Rotation each month and his plans to camera the system to identify additional sources of I&I.

He explained that he had a plan to break the system into multiple quadrants and achieve a total visual system inspection in within the next four years, integrating the data into the GIS. He noted there are several areas of the system that the WTMA does not have drawing for and cannot mark for PA One Calls.

The Manager noted that the purchase request included 3 prices from comparable camera manufacturers, and recommended the purchase of a Rausch camera from Tri State Environmental for \$69,943.00. He noted it would be purchased through a COSTARS contract and that if it was purchased prior to May 31st, it had a COSTARS discount that reduced its price just below the other two and it can be serviced in Chambersburg.

J. Schorn commented on the cost the WTMA incurred to have a third party camera 2,000 feet of line and noted that there are 75 miles of Wastewater mains in the WTMA's system. J. Schorn noted some other capabilities of the unit including the option to repair mains by slip-line repairing breaks in them from the inside using the unit and available additional equipment that may want to be considered in the future depending on what is found, as opposed to excavating the sewer main lines.

The Board approved the purchase on an S. McCleaf, A. Geesaman motion (5-0).

Engineer's Report

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

He started by discussing the I&I work and Wastewater data collection and analysis that is being done by GHD and WTMA Staff and expressed his support for the purchase of the camera and the plan to view the system moving forward. J. Schorn explained that they were working with GHD to define the 'basins' and prioritize them.

P. Boggs inquired about the piece of pipe for the emergency interconnection between the WTMA and the Borough and J. Schorn reported the spool piece and necessary connectors were in place to close the air gap and install of needed. He also noted that the Authority was still owed as built drawings for the Wastewater Treatment Plant Valve Project and he would follow up on that.

He discussed some of the subdivision reviews GHD is doing, including Greenview LLC which will contribute flow to the Blue Ridge Summit Pumping Station. He also discussed the correlation between I&I, additional connections, and the station's capacity. P. Boggs and the Manager held a conversation with the Board addressing the limitations of the recently upgraded station to handle flows given the existing limitations of the up-flow, and especially down-flow, limitations of the Wastewater System mains and potential developer's responsibility to make upgrades to accommodate their additional flows.

P. Boggs also explained that, following previous conversations with the Board and Manager, he had been tasked by the Manager to begin a proposal from GHD to review that Water Tapping Fee. The Manager also discussed with the Board that while the staff were gathering the necessary data, the Sewer Tapping Fee had not been reviewed since 2008, and the Water tapping fee had not been evaluated since prior to when he started in 2007. He has asked GHD to assess whether an evaluation would be beneficial. There was also extensive discussion with the Engineer and Solicitor about the potential establishment of a Special Purpose Tapping Fee for the Blue Ridge Summit Area and which costs incurred by the Authority and its current users could be included for new customers connecting to the system into a revised Tapping Fee.

GHD, the Manager, Solicitor and the Board agreed to investigate it further and GHD will present a proposal to do a Tapping Fee review and scope and a meeting the following month.

There was also some discussion about prior Agreements with developers for the installation of the Washington Township Boulevard main and the potential impacts increases in Tapping Fees may have. The Manager will review the agreements.

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

GHD Proposed Survey Scope and Map – Pine Hill Tank Project

P. Boggs presented GHD's work-to-date on the Brookdale to Pine Hill water transmission project, giving the Board a presentation to do the required survey work to develop the path and plan. The Manager explained that because of the initial miscommunication for using lines that exist and have planned connections from them as opposed a desired direct feed line, the scope had essentially doubled. P. Boggs explained that they were requesting an expansion of the costs for that portion of the project. There was discussion about the 'final' proposed water line.

The Manager then suggested an alternative using some of the existing infrastructure, citing the fact that much of the water line may be relocated in future development plans.

There was extensive conversation between the Board and the Solicitor about the WTMA re-evaluating approved Subdivision Plans that have been stagnant for more than 5 years under the existing Municipal Planning Code (MPC) provisions and the fact that some of the affected subdivisions are 15 years old or more and do not meet current WTMA specifications or may be completely redesigned for a different use.

He noted that he has been in touch with the Township and would like to eventually adopt review processes that mirror theirs. He cited several large single family home subdivisions that are now

re-designed for duplexes, doubling the original number of connections, and several large properties that are being submitted for subdivision for a purpose that was not originally anticipated or proposed.

The Manager asked that the proposal for an increase for costs by GHD for surveying be tabled, and that GHD evaluate the use of some of the existing supply line as proposed, and that the Authority adopt a policy that will allow it to further investigate the re-evaluation of submitted subdivision plans periodically. There was discussion about ownership of the existing dedicated line to Pine Hill Tank and responsibilities owed by the Authority for that line.

P. Boggs agreed to investigate the option further and respond to the Manager and the Board. There was also extensive conversation about where connections and disconnections would be made to maintain the flow of water, which additional lines would need to be installed, and how provide alternatives supply throughout the water system once the proposed modifications are made.

The Board agreed to table the Proposal pending further investigation of the related issues at the Manager's request, on an A. Geesaman, S. McCleaf motion (5-0).

April 2021 Business Report

J. Garvin, Director of Business and Finance, presented the April 2021 Business Report. The following items were reviewed:

- Statement of Revenues and Expenses
- Bank Balances / Capital Expenditures
- Actual vs Budget: Quarter 2
- Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

J. Garvin noted several specific items in her report, including comparative number from this year and last year on the Statement and Revenues and Expenses, as well as noting several

J. Garvin reported there is only one unreconciled Tap Fee increase from last year's annual commercial review, and that the Solicitor had sent a letter.

She also noted that:

- There are 704 customers signed up for e-billing (13%)
- There are 375 customers using Auto-Pay (7%)

- 2,361 customers have signed up to use their portal to monitor their account and view or pay their bill (45%)
- The cost savings to the Authority in the shifting changes increases, citing postage and stock costs for the Authority, as well as convenience to the customers who choose to use the alternatives.

She gave a ‘shout-out’ to the staff for the continued explanations between the staff and customers to explain the options they have to see their usage and make payments and encouraging customers to use them.

The Manager briefly discussed the steps he has authorized to re-open the lobby to customer traffic, including the installation of glass and mask guidelines, timetables, and related costs.

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

2021 Capital Budget

The Manager briefly presented and described his draft of the Capital Budget for 2021 but asked the Board to table approval of it until the next meeting. He showed the Board what his intentions were, but explained that, given the large projects facing the WTMA, he wished to essentially operate under the previous years’ Capital Budget, reallocate that available funds and explained that he would have a more comprehensive plan/proposal at the next meeting.

He reviewed the adjustments that will need to be made to compensate for the costs of the completed Valve project and several large upcoming costs.

The Board reviewed the Manager’s proposals and agreed to table to discussion on an A. Geesaman, D. Parks motion (5-0).

Ratification of the Bills

The Board reviewed the Ratification for April 2021 and had no questions about any specific expenses. The Board approved the Ratification of the Bills for the months of April 2021 as presented, on an A. Geesaman, S. McCleaf motion (5-0).

Resolution 21-03

The Manager explained that Resolution 21-03 is being introduced in order for the WTMA to incorporate the extension of its 12” water line with the work required by PennDOT to install a roundabout at the intersection of the Washington Township Boulevard and SR 0997. He explained that by incorporating the work, the State’s Engineers will design, and the contractors will install the necessary piping to extend the WTMA’s water line to the far side of the right of way, and the Authority will reimburse the State for 25% of the costs for design and installation.

The Manager reviewed the draft Resolution, noting that it authorizes him and the Director of Business and Finance to sign future documents need by PennDOT for this specific project.

The Board approved Resolution 21-03 on and S. McCleaf. A. Geesaman motion (5-0)

Miscellaneous

The Manager presented the Waynesboro Borough Authority Minutes for review, and copies of the Authority annual conference from PMAA to the Board.

Adjourn to Executive Session – Personnel Matters

The Board adjourned at 9:01 PM on an S. McCleaf, A Geesaman motion (5-0).

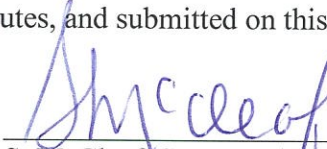
Reconvene to Regular Session

The Board reconvened to Regular Session at 10:01 PM

Adjourn

The Board adjourned at 10:02 on and S. McCleaf, A. Geesaman motion.

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 1st day of June, 2021.



S. McCleaf, Secretary/Treasurer