

Washington Township Municipal Authority  
Business Meeting Agenda  
June 15, 2021

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6. GHD Engineer's Report
7. GHD Proposal for Professional Fees – Tapping Fee Update
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10. Draft COVID Memo to WTMA Staff
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12. Adjourn

**Washington Township Municipal Authority  
Business Meeting Minutes  
June 15, 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, and S. McCleaf. Also in attendance was Manager S. McFarland. D. McLaughlin and A. Geesaman were not present. He explained that A. Geesaman may join, but he would be late due to a previous commitment.

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

**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 S. McCleaf, D. Parks motion (3-0).

**Minutes of June 1, 2021**

The Board reviewed and approved the Minutes of the June 1, 2021 meeting as presented on a D. Parks, S. McCleaf motion (3-0).

**May 2021 Water Report**

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

- Water produced for the month was 24,317,000 gallons for the month.
- He noted there were 3 leaks discovered and repaired during the month. Estimated water loss from known leaks discovered during the month was 3,544,500 gallons. He noted that the defined amount of water lost for each individual leak had been deleted from the report, but he had asked that it be added back to the monthly report in the future. S. McCleaf inquired about the locations of some of the individual leaks.
- He reported that estimated loss from flushing, fire service and the Authority's blow-off was approximately 1,300,250 gallons.
- He noted there were 3 new water connections for the month. He noted that there have been 33 to date for the year, compared to a total of 33 all of last year.
- The Manager noted the Staff have spent a lot of time listening to the system for leaks and cleaning up the properties from the storms and winter.

The May 2021 Water Report was accepted on an S. McCleaf, D. Parks motion (3-0).

### May 2021 Wastewater Report

He Manager presented, and the Board reviewed, the May 2021 Wastewater report. He reported that:

- Minimum flow for the month was 690,000 gallons per day.
- Average flow for the month was 771,000 gallons per day.
- Maximum flow for the month was 920,000 gallons per day.
- Rainfall recorded for the month at the plant was 3.47 inches. He noted that the staff have been identifying and fixing leaks into the system and added that the rainfall events were short and heavy and since the water table has not risen, most of the rainfall flowed off quickly and did not have time to enter the wastewater system.
- There were 7 new connections for the month, bringing the total to 59 so far for 2021, compared to 61 for all of 2020.
- Total Hydraulic EDU's connected to the system to date are 6,108 and available hydraulic EDUs remaining for planning purposes are 1,989.
- For planning purposes, the Wastewater Treatment Plant is at 76% of its maximum capacity. He noted that he had broached the topic of beginning a study on upgrading the Wastewater plant after the Water project is completed with the Engineer and the Director of Utilities, adding he had no timetable yet but wanted to start initial investigations in the next year or so.
- He noted that the Biosolids inventory is at only 12% because everything had just been hauled and applied in advance of the spring planting. He noted there would be another application in the fall.

The Manager called out several items on the Report, including the work the staff did with PennDOT to accommodate the tar and chipping of Old Route 16.

The Manager noted that the newly purchased sewer camera was delivered and did not work. The Manufacturer took it back to troubleshoot the unit and he requested and received an extra 6 months of warrantee. He explained the unit had been re-delivered and worked well for the first day, but had some problems earlier in the morning. He explained that the Staff feel they may need a different style of size of wheel for our applications and they are investigating further.

He explained the staff will continue to use it for 2-3 weeks and then we will receive the second day of training and can address any issues or questions that arise. He described how the camera works and several of the features including the pan and tilt camera head and the sounder, or location detector. He explained that the Staff started on Woodlea in Woodcrest because the WTMA has no as-builts for that portion of the sewer system. He explained the staff was sending the camera to inspect the lines but to also record the locations and conditions of the lateral lines connecting to the main and inputting the data into the GIS as we go and it has been working very well.

The May 2021 Wastewater Report was approved on an S. McCleaf, D. Parks motion (3-0).

### **Engineer's Report**

The Manager presented the Engineer's Report. He explained that P. Boggs, GHD, had been planning on attending the meeting in person, but following a meeting he had with P. Boggs, and staff and representatives from GHD and WTMA the prior day, he had asked P. Boggs to delay his visit until the first meeting in July. The Manager explained that he had asked GHD to provide information to him and the Board with additional information and that they would not have had fair time to gather it by the night's meeting.

#### ***Water System***

The Manager explained that the most optimal line from Brookdale Treatment Facility to Pine Hill Tank was still being determined and was the topic of discussion at the previous day's meeting. He explained that the final paths were close to being determined, but needed a few 'tweaks' before they were presented along with their associated costs and a summary of pros and cons for the alternatives.

#### ***Wastewater System***

The Manager reported that the staff continue to provide the meter data being collected to GHD for analysis and modelling.

#### ***Miscellaneous Professional Services***

The Manager reported that work continues by WTMA Staff on gathering additional information and data points for its ArcGIS mapping. He noted that the migration to the on-line system has going well and the staff use it more and more in the field as they get used to it to locate services.

The Engineer's Report was approved and accepted on an S. McCleaf, D. Parks motion (3-0).

### **GHD Proposal for Professional Fees – Tapping Fee Update (Water)**

The Manager presented a proposal and related estimated costs from GHD Engineering to evaluate the Water System Tapping Fees for a cost of approximately \$20,000.

The Manager explained that while the Wastewater Tapping fees were re-evaluated over 10 years ago, the Water connection fees was not looked at during the same period. He noted that after coming out of the installation of the 12 inch water line for the Boulevard and the agreements in place for its construction, it would not have been worthwhile for the Authority to spend the Engineering cost at that time. He cited that the WTMA and its existing customers have been paying off the associated additional debt for that project for 15 years and new customers should have to pay their fair share of the cost for which the other users have been paying for.

He added that since he had asked P. Boggs to postpone his attendance, he asked the Board to table any discussion or decision on GHD's Proposal until P. Boggs would be present to address questions in person.

The Manager briefly reviewed some of the associated costs for the recent influx of new homes that are not being captured. He explained the reasoning for a potential increase would be to create a more even level of 'parity' between brand new customers and people who have been connected to the system for years.

Several members of the Board questioned whether the increase might slow building, and the Manager explained that once GHD had done their work and certified the final product, the WTMA could increase the Tapping fees at any level, but not higher than the Engineer approved number. He also added that a nominal increase in the Tapping fees would not prevent the building and buying of home using \$1,000 as a discussion point, but noted no Engineering study has been done to date and the significantly needed Water upgrades currently being planned, designed and their associated cost.

S. McCleaf questioned the status of prior agreements between the WTMA and various developers for the installation of the 12" line and Agreements for the proposed extension of the line and the Manger reviewed their Status'.

The Board agreed to table the Proposal until the next meeting on an S. McCleaf, D. Parks motion (3-0).

### **May 2021 Business Report**

The Manager presented the May 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

He Manager called out several items on the last page of the Report, including that the Capital budget that was approved has been incorporated. He also reviewed that plans to re-open the lobby once glass is installed and move business transactions from the foyer back inside the building.

He noted that J. Garvin had completed the Wastewater EDU review and explained that this review is different from the Tapping Fee Review, in that this adjustment only changes commercial customer's quarterly billing based on the prior annual water use for the next year. He explained that he will review the data to see if there were reported anomalies.

He also noted that letters about upcoming 'smoke' testing will be taking place in the Wastewater system and that approximately 3,000 notifications had been mailed. The Board inquired about some details of the testing process, the material used, and how the results are handled.

The Business Report for May 2021 was accepted on a D. Parks, S. McCleaf motion (3-0).

### **Ratification of the Bills**

The Board reviewed the Ratification for May 2021 and had no questions about any specific expenses. The Board approved the Ratification of the Bills for the months of May 2021 as presented, on a D. Parks, S. McCleaf motion (3-0).

### **Draft COVID Memo to WTMA Staff**

The Manager presented a draft of a Memorandum he would like to present to the Staff regarding procedure(s) for re-opening the Administration office to the Public once the installation of glass panels is completed.

He explained that the temporary COVID steps remain in place, but that he would like to re-open the lobby and has authorized the installation of permanent glass panels with access panels described the installation plans to the Board. The policy outlines procedures for mask wearing by WTMA staff when needed, the public, and modifying staff foot traffic through the building when open to the public once again. He explained that he wanted to be ready for a re-opening, but wanted to be prepared for a shut-down if another one occurred in the future.

Following conversation and questions, the Board gave their consensus to the steps and the procedure the Manager had proposed and outlined. No motion was needed.

### **Miscellaneous**

S. McCleaf noted the condition of several of the WTMA vehicles and asked that the staff periodically spray the bed lines of the tucks, noting he knows tools and equipment are in them when id use, but asked the staff to keep the vehicles looking nice.

D. Parks inquired about several of the proposed subdivisions on the west side of the proposed roundabout on SR and their intended purpose.

**Adjourn**

Having no other business, the Board adjourned at 8:03 on and S. McCleaf, D. Parks motion.

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 6<sup>th</sup> Day of July, 2021.

  
S. McCleaf, Secretary/Treasurer