

Washington Township Municipal Authority
Business Meeting Agenda
July 20, 2021

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10. Drought Contingency / Water Shortage Response Plan
11. Engineer’s Report
12. Miscellaneous
13. Adjourn

Washington Township Municipal Authority
Business Meeting Minutes
July 20, 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 were D. Parks, A. Geesaman, S. McCleaf and D. McLaughlin. Manager S. McFarland was also present.

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The Manager explained that he had established a Zoom Meeting as well to use for recording the meeting, and no one had contacted him about the possibility of observing or attending the meeting that way, but 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 Manager noted that two items had been added, but they would be Agenda items Miscellaneous 12A and 12B. The Agenda was approved as presented on an S. McCleaf, D. McLaughlin motion (5-0).

Minutes of July 6, 2021

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

June 2021 Water Report

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

- Water produced for the month was 23,318,000 gallons for the month.
- He noted there were 2 leaks discovered and repaired during the month, noting both of them were discovered in PRV pits. He also noted that the staff have been using the correlation and listening equipment and have found some sizeable leaks in recent weeks. He also commented on the success of the night time leak listening, especially along high traffic roads such as Route 16. S. McCleaf inquired about a recent repair in front of the Keystone Restaurant, and the Manager confirmed it was located during night time listening and added it was only a short distance away from a repair that was made recently.

- Estimated water loss from known leaks discovered during the month was 895,000 gallons.
- He reported that estimated loss from flushing, fire service and the Authority's blow-off was approximately 1,958,000 gallons.
- He noted there were 2 new water connections for the month. He noted that there have been 35 to date for the year, compared to a total of 20 for all of last year.

The Manager highlighted several of the items under Additional Maintenance, starting with the exercising of Brookdale Well. He explained that this is the first step in beginning to bring Brookdale back on line. First everything will be exercised to make sure it works properly, and then it will be run for a period of time to waste, after which a testing protocol will begin in compliance with DEP's requirements.

He highlighted that the staff serviced the auto-flusher in Blue Ridge Summit and briefly reviewed with the Board members what the device was and the history of its placement at the end of a dead end line.

He finally noted some of the damage that was done at the Brookdale Filtration Plant during a wind storm that brought down a tree, damaging a carport and some fencing. The staff have cleaned up the debris and are working to repair what can be salvaged.

The June 2021 Water Report was accepted on an S. McCleaf, D. McLaughlin motion (5-0).

June 2021 Wastewater Report

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

- Minimum flow for the month was 650,000 gallons per day.
- Average flow for the month was 744,000 gallons per day.
- Maximum flow for the month was 1,000,000 gallons per day.
- The Manager noted that rainfall at the plant for the month was 4.07 inches, but noted that most of that rains that had come down during the month were in storms that had very heavy downpours in short amounts of time. As such he explained, most of the water ran off into the storm water system before it had a chance to impact the Authority's wastewater system.
- There were 3 new connections for the month, bringing the total to 62 so far for 2021, exceeding the 61 connections for all of 2020.
- Total Hydraulic EDU's connected to the system to date are 6,111 and available hydraulic EDUs remaining for planning purposes are 1,986.

- For planning purposes, the Wastewater Treatment Plant is at 76% of its maximum capacity. He again stressed that was for planning only, because DEP compares the average monthly flow against the plant's permitted hydraulic capacity, which is 1.85 M gallons per day.
- He noted that the Biosolids inventory is only at 19%.

The Manager called out one specific item under Maintenance. He noted that the Wastewater department has been working closely with J. Schorn, A. Zeigler, and J. Morris to camera sewer lines with the newly purchased main line camera system. He explained that staff have started in areas that the WTMA does not have as-builts for, or if we do, they have proven to be unreliable. The camera is being used to inspect the lines, obtain GPS locations using the sonde which transmits its location to the surface, and locate and view the locations of the laterals. He described some of the findings to date.

The June 2021 Wastewater Report was approved on an S. McCleaf, A. Zeigler motion (5-0).

June 2021 Business Report

The Manager presented the June 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 explained there was little to call out on the Statements of Revenue and Expenses or the bank balances. He briefly reviewed the Capital expenditures for the month which was a single one to GHD for engineering work on the water line project. He noted the second meeting in August will be the one that we get comparative actual data to the budget, and the Director of Business and Finances will be at that one.

He noted that the late billings had gone out in June and added that postings for shut-off had gone out earlier this month. He noted that the numbers of delinquent bills and shut-offs seemingly continue to decline slowly. He wondered whether it was the number of alternatives that Authority makes available to pay, but also noted that many customers continue to express frustration with the Post Office, noting they never receive their bills.

The Manager explained that the open position in the Water department has been posted. He added that he tried Indeed this time and the results have been encouraging and plentiful.

Under 'Future Projects' he noted each of the items on the report, reviewing the changes to the lobby on the upper level to re-open, the upcoming Tap Fee review, staff vacations, and the resignation an last day of a staff member, adding that everyone wishes him well.

The Business Report for June 2021 was accepted on an S. McCleaf, A. Geesaman motion (5-0).

Ratification of the Bills

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

Tapping Fee Waiver – Pulmonary Associates

The Manager presented a request for a waiver from the additionally assessed tapping fees due to excessive usage from Ronnie Martin as the owner of the building that houses Pulmonary Consultants. His letter stated he was not aware a previous email had not been received. He provided copies of receipts for the repair of one hot water heater and the replacement of another.

The Manager explained that this was the final outstanding assessment from the 2019-2020 review period and, although significant time has passed since the assessments were made and many bills have been subsequently sent out, he noted that all of the requirements have been met, including the return of the site's usage returning to allowable amounts, and recommended the granting of a waiver.

The Board agreed and granted a waiver on an S. McCleaf, A. Geesaman motion (5-0). The Board asked that the Manager request R. Martin to re-send his original email since the Authority never received it.

Revocation of Plan Approval – Roman Catholic Diocese

The Manager presented a 'Revocation of Plan Approval by Consent'. He reviewed the desire by the Diocese of Harrisburg to no longer continue bonding which secures water and sewer extensions to a property that was subdivided. He explained that since the plans had been recorded, this document would be recorded along with it and would notify all parties that certain provisions of the recorded plan are no longer in effect. He explained that the document was drafted by the Authority's Solicitor and the Diocese had signed it. Once signed, the Manager will have it recorded.

The Board reviewed it and approved it, authorizing its signature and recording on an A. Geesaman, S. McCleaf motion (5-0).

Drought Contingency / Water Shortage Response Plan

The Manager presented the Drought Contingency / Water Shortage Response Plan. He explained that the Authority has not had to implement the plan during his tenure but it has been updated. He explained he removed some references to connections with Washington County, and updated a large spreadsheet at the end with Water production and use values for the 2020-2021 year, as requested by DEP. He explained that plan is good for three years once approved, and the current one expires November 29th, but he tries to submit them at least three months in advance for review and approval by DEP.

The Board reviewed the Plan and authorized its signature and submission on an A. Geesaman, S. McCleaf motion (5-0).

Engineer's Report

The Manager presented the Engineer's Report. He explained there was not much to discuss since there had been such a robust and thorough conversation with P. Boggs at the last meeting. The Manager reviewed the status of the Water line upgrades, explaining that P. Boggs was beginning on work resulting from that meeting. He noted that A. Zeigler continues to gather flow data from the wastewater system and is preparing it for GHD's use in modelling the Blue Ridge Summit area.

The Board approved the Engineer's Report on an A. Geesaman, S. McCleaf motion (5-0).

Miscellaneous

The Manager presented two Proposals from GHD for signature. He explained he was adding them under Miscellaneous, because they had been approved at the last Board meeting and he was just presenting them for signature.


The first was a Proposal for additional costs related to surveying the proposed water line for upgrades resulting from a misunderstanding of the scope. The Proposal would add \$23,415 for a total survey cost of \$43,315. The Board authorized the signature of the Proposal, noting their prior approval of the additional costs.

The second was the Proposal for an Act 57 Tapping Fees Study of the Water system for \$20,000. Citing all of the reasons discussed at the last meeting regarding the need to conduct the Study and the fact that it was previously approved, the Board authorized the signing of the Proposal on an A. McCleaf, D. Parks motion.

Adjourn

Having no other business, the Board adjourned at 7:49 on and S. McCleaf, A. Geesaman motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 3rd Day of August, 2021.



S. McCleaf, Secretary/Treasurer