

Washington Township Municipal Authority
Business Meeting Minutes
August 17, 2021

1. Business from the Floor
2. Agenda
3. Minutes of August 3, 2021
4. July 2021 Water Report
5. July 2021 Wastewater Report
6. Purchase Request – Risers / Frames and Covers
7. July 2021 Business Report
8. Ratification of Bills – July 2021
9. Miscellaneous
10. Adjourn

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Business Meeting Minutes
August 17, 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. Manager S. McFarland and J. Garvin, Director of Business and Finance, were also present.

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, D. McLaughlin motion (5-0).

Minutes of August 3, 2021

The Board reviewed and approved the Minutes of the August 3, 2021 meeting as presented on an A. Geesaman, S. McCleaf motion (5-0).

July 2021 Water Report

The Manager presented the July 2021 Water Report. He explained that J. Schorn would have presented the report but was out due to a recent medical procedure. He reported that:

- Water produced for the month was 24,386,000 gallons for the month.
- He noted there were 5 leaks discovered and repaired during the month, and briefly reviewed where they were and some of the specific circumstances surrounding them. He re-emphasized the steps the Water Department was taking in an effort to track down and repair the leaks. He also noted that several of them were along State Route 16 and will be noted if there is future work in the area by the WTMA or PennDOT. He also noted that the line being monitored is in a low area of the Township and has a higher pressure, so a small leak may have a different impact than a leak in another section of the system.
- Estimated water loss from known leaks discovered during the month was 10,762,000.
- He reported that estimated loss from flushing, fire service and the Authority's blow-off was approximately 825,000 gallons.
- He noted there were no 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 Manger highlighted several of the items under Additional Maintenance, starting with the WTMA staff assisting the Township to try and locate a suspected leak at the Transfer Station. He also noted that there have been several leaks at that location over the years, and they have all been promptly repaired, but that frequent leaks continue to occur. He added that lack of knowledge of the specific locations and materials of the service lines have hindered finding the location of various leaks. .

He reported that the staff had read the system meters, performed high and low reading rechecks, posted shut-off notices for non-payment and performed the resulting service terminations.

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

July 2021 Wastewater Report

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

- Minimum flow for the month was 600,000 gallons per day.
- Average flow for the month was 683,000 gallons per day.
- Maximum flow for the month was 830,000 gallons per day.
- The Manager noted that rainfall at the WWTP plant for the month was 3.22 inches, and added that the decreasing differences between the average flow and the maximum flows may be a result of the work the staff is doing to reduce inflow. A. Ziegler and the Wastewater staff continue to monitor and record it.
- There were 3 new connections for the month, bringing the total to 65 so far for 2021, compared to 61 connections for all of 2020.
- Total Hydraulic EDU's connected to the system to date are 6,114 and available hydraulic EDUs remaining for planning purposes are 1,983.
- 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 26%. He added that he had received a request from Quincy Township to receive and store some of their sludge. He explained that he and J. Shorn had discussed it and agreed that there was sufficient storage capacity at the Wastewater Treatment Plant and that it would not interfere with WTMA operations. The Manager explained that the WTMA would accept the requested quantity from Quincy under the same terms as the previous transfers for this transaction. He had

requested testing information prior to the transfer that included the percent solids (thickness of the material, as well as Ph and BOD results so there is not an interruption of the plant's normal biological processes, which Quincy provided, and were acceptable.

The Manager called the board's attention to an item under Maintenance, explaining that the Water and Wastewater Departments are working together more on a routine basis than they have historically in the past, noting that J. Schorn is utilizing assets from both Departments, such as the Wastewater's Jet-Vac and its hydro-excavation capabilities for the Water Department's job. He added that the regular interactions between Departments is beneficial to the WTM as whole and noted the staff's effort to benefit the entire system.

He noted that the WW camera is being used to inspect the WW lines, obtain GPS locations using the sonde which transmits its location to the surface, and locate and view the locations of the sewer laterals. He described some of the findings to date, noting that the staff had finished the as-built work on Woodlea, Pine Hill and Bayer Drive(s).

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

Purchase Request - Riser / Frames and Covers July

The Manager presented a Purchase request from J. Schorn, and concurred with the request, recommending approval. The request is the purchase of an assortment of manhole risers, concrete donuts and manhole frames and covers from East Jordan Iron Works for a price of \$9,373.14.

He explained that PennDOT had been doing some work on Mentzer Gap Road recently, and the WTMA wanted to raise some low laying manholes on short notice while PennDOT had the road closed, which PennDOT was happy to accommodate, but the lack of available inventory parts on hand and lead times to get the materials prohibited the job from being completed as optimally desired. The Manager explained that this purchase will bring the WTMA's inventory back to where we keep it in the event of similar short-notice project opportunities. The Board had a few questions about the quote and a seeming discrepancy between the unit pricing and the seeming quantities, but the Manager addressed their concern, explaining the handwritten notations made in handwriting. And everything was resolved

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

July 2021 Business Report

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

- Statement of Revenues and Expenses
- Bank Balances / Capital Expenditures
- Actual Vs. Budget Quarter 3

- Disbursement Summaries
- Tap Fee Detail Report
- Business Updates

J. Garvin reviewed the Report, highlighting several items on the Actual vs. Budget analysis, explaining the differences in several projected values and where they stand after 9 months. They explained there was little to call out on the Statements of Revenue and Expenses or the bank balances. J. Garvin briefly reviewed the Capital expenditures for the month which was a single one to GHD for engineering work on the water line project.

On the Business Updates, J. Garvin pointed out that the EDU letters, adjusting commercial customer's upcoming bills based on last year's usage have been prepared and mailed.

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.

J. Garvin explained that Schorn remains out following his surgery, and filled the Board in on the installation of the glass and the re-opening of the lobby following COVID 19. She also noted that the newly hired staff member has started and is doing well. She briefly touched on the status of the self-insured health insurance plan. Adding that the WTMA is awaiting final numbers for the insurance year. J. Garvin added that the glass has been installed in the lobby, and the Manger explained that he would be requiring masking for all member of the public entering the building.

He added the multiple other ways a customer can interact if they choose not to mask, including the foyer drobox, the WTMW's online portal, phone an others. He added that for staff, masks are made available but are not currently required. He explained he is encouraging masking by staff in the building, explaining that he knows the vaccination status of most of the staff, but wants to create as safe an environment as possible. He will also be enforcing social distancing and continues to monitor the CDC recommendations as they apply to the WTM workspace(s),

The Business Report for July 2021 was accepted on an S. McCleaf, D. McLaughlin motion (5-0).

Ratification of the Bills

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

Miscellaneous

The Manager presented a request the Board with the Authority magazine, and called their attention to two articles for them to read when they had time.

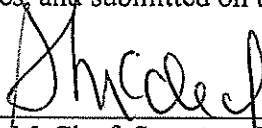
The Board adjourned to an Executive session to discuss personnel issues at 7:55 PM on an S. McCleaf.

The Board returned to Regular session at 7:55 and adjourned at 7:56 on an S. McCleaf, D. McLaughlin motion (5-0).

Adjourn

Having no other business, the Board adjourned at 7:56 on and S. McCleaf, D. McLaughlin motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 7th Day of September, 2021.



S. McCleaf, Secretary/Treasurer