

Washington Township Municipal Authority
Business Meeting Minutes
January 18, 2022

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Business Meeting Minutes
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Chairman D. McCarney called the meeting to order at 7:15 PM. The meeting was held in the Public Meeting Room. Also in attendance were Board members D. Parks, A. Geesaman, S. McCleaf and D. McLaughlin, and Manager S. McFarland.

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. McLaughlin motion (5-0).

Minutes of January 4, 2022

The Board reviewed and approved the Minutes of the January 4, 2022 meeting as presented on an S. McCleaf, A. Geesaman motion (5-0).

December 2021 Water Report

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

- Water produced for the month was 20,315,000 gallons for the month.
- He reported that estimated loss from flushing for the month was 1,278,500 gallons and loss from fire service and the Authority's blow-off was approximately 800,950 gallons.
- He noted there were no new water connections for the month, adding that the total connections for the year were 55, compared to 20 during 2020. He added that he expects connections to remain high through next year based on some of the developments that are moving. He also added that due to the shortage of water meters, new customers are being connected by a 'jumper' until meters can be obtained and they will be billed in accordance with the Board's prior determination.
- He noted that two leaks had been discovered and repaired during the month, including a very large one on Monterey Circle on the former property of the Blue Ridge Water Company. The Manager explained there have been several leaks on that line, but it crosses private property and runs very close to the house. He will look at solutions in the spring.

The Manager called out a few items on the monthly report under additional maintenance and repair.

He explained that the staff exercised the Brookdale Well. He explained the well is not being used, but the staff run it once a month to waste for approximately 45 minutes in order to exercise the pumps. He explained that it is also being done to facilitate eventually 're-activating' the permit for that source and integrating it after the Water line and Pine Hill tank projects are completed.

He also reported that the staff inspected the fire hydrants and PRV's following a large fire on Pennersville Road. He reported that all the valves returned to their normal operating parameters after opening to supply water for the fire suppression. He also reported that the staff had completed marking the location of curb valves and meter pits on the edge of the road to facilitate locating them when it snows.

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

December 2021 Wastewater Report

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

- Minimum flow for the month was 550,000 gallons per day.
- Average flow for the month was 712,000 gallons per day.
- Maximum flow for the month was 780,000 gallons per day.
- He noted that rainfall at the WWTP plant for the month was only .97 inches
- There were no new connections for the month, leaving the total at 92 for 2021, compared to 61 during 2020.
- Total Hydraulic EDU's connected to the system to date are 6,141 and available hydraulic EDUs remaining for planning purposes are 1,954.
- For planning purposes, the Wastewater Treatment Plant remains at 76% of its maximum capacity.
- He noted that the Biosolids inventory is at 0% of capacity because all of the biosolids were hauled during the month and applied to the permitted fields on Sheely Road.

The Manager highlighted a few items under 'Maintenance' on the report. He noted the staff are working on locating and eventually uncovering some manholes on roads that are scheduled to be paved by the Township in the spring. He noted that several of them have been buried for many years and may have to be raised with donuts, hopefully before paving.

He added that the staff exercised the redundant SBR valves in the basement of the SBRs, and that they continue to inspect manholes through the winter as the weather allows.

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

Engineer's Report

The Manager presented the Engineer's Report.

He reported that work continues on the Pine Hill Tank Booster Pump Station and Transmission Mains project. He is hoping to have a meeting by the end of the month to start looking at the initial plans and pathway of the new line. He also noted that P. Boggs, GHD, was planning on coming to one of the Board meeting in February to present their work to date.

The Manager explained that GHD has been working on the Water Tapping Fee study, and a meeting was held recently with GHD and the WTMA Chairman, Manager and the Solicitor to discuss the evaluation process and some of the information collected to date as well as remaining items that will be needed.

On the Wastewater side, the Manager explained that GHD has begun work on the Authority's renewal of its National Pollutant Discharge Elimination System (NPDES) permit. He explained the permit must be renewed every 5 years. He reminded the Board that the last time the Wastewater Treatment Plant's permit was renewed, due to regulatory changes, the capacity of the plant was reduced from 1.94 MGD to 1.85 MGD, and GHD assisted in mitigating the final number from the one DEP initially imposed by making cycling changes at the plant.

Finally, the Manager explained that Sprint / T-Mobile wants to upgrade some of their antennae on the Tall Tank, and they had submitted design plans for engineering review. The Manager reported that GHD has finished their evaluation and they have no concerns. The Manager explained that the Authority is waiting for the Engineering and review deposits and once they are received, approvals will be issued.

The Engineer's Report was accepted on an S. McCleaf, A. Geesaman motion (5-0)

December 2021 Business Report

The Manager presented the December 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 highlighted several business related items. He explained the annual financial audit has been completed and SEK is working on putting the final product together. He reported that there were no issues and the Audit went very smoothly again this year.

He reported that J. Garvin was gather year-end numbers for the preparation of the 2022 Capital budget, and has been working hard to complete the preparation and distribution of the year-end tax filings, such as W2s and 1099s.

The Business Report for December 2021 was accepted on an A. Geesaman, D. Parks motion (5-0).

Ratification of the Bills

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

EDU Calculation Review

The Manager explained that the Municipal Authorities Act requires that the number of gallons that comprise a water and sewer EDU be recalculated every 10 years using the most recent census data. The Manager explained that the average household size in Washington Township Decreased from 2.52 people in 2010 to 2.45 people in 2020. Using the number of gallons per person mandated by the state, the Manager explained that one EDU of water decreases from 164 gallons per (gpd) day to 159 gpd, and a sewer EDU decreases from 226 gpd to 221 gpd.

The Manager explained this could affect several processes the Authority performs, such as the annual commercial tapping fee review. He also explained that it necessitates the adoption of 2 Resolutions, which follow.

No action was needed by the Board so they moved on.

Resolution 22-03

The Manager presented Resolution 22-03. He explained that it establishes the cost to connect to the Authority's water system, or its Tapping Fee. He explained one thing this Resolution does is establish the definition of a Water EDU, and he has revised the prior Resolution (10-8) to reflect the new EDU value. The Board reviewed the changes and approved Resolution 22-03 on an A. Geesaman, S. McCleaf motion (5-0).

Resolution 22-04

The Manager presented Resolution 22-04. He explained that like the prior Resolution, this one establishes the cost to connect to the Authority's wastewater system, or its Tapping Fee. He explained that he revised the prior Resolution (10-9) to reflect the new EDU value for wastewater. The Board reviewed the changes and approved Resolution 22-04 on an A. Geesaman, S. McCleaf motion (5-0).

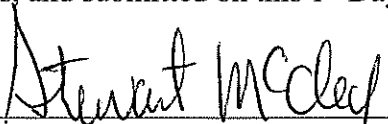
Miscellaneous

There were no miscellaneous items to be discussed at the meeting.

Adjourn

Having no other business, the Board adjourned at 7:36 PM on an S. McCleaf, D. McLaughlin motion (5-0).

Sean McFarland, Manager, respectfully prepared these Minutes, and submitted on this 1st Day of February, 2022.



S. McCleaf, Secretary/Treasurer