

**WAYNESBORO BOROUGH AUTHORITY**

**MAY 17, 2016**

**MINUTES**

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 6:00 p.m. with the following in attendance:

Borough Authority Members – Christopher Snively, Jon Fleagle, Lee Layman, S. Allen Stine and William Pflager (via videoconference)

Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
D. Lloyd Reichard, II, Authority Solicitor

Others – Rachel Govelovich and Amanda Hess (Gannett Fleming, Inc.)

**APPROVE MINUTES:** Christopher Snively made a motion to approve the minutes of the April 19, 2016 meeting, with the correction of a minor typographical error. Lee Layman seconded; the motion passed unanimously.

**DEP CORRESPONDENCE RE: ANTIETAM DAM INSPECTION:** Correspondence received from DEP after their review of the 2015 Annual Inspection Report for Antietam Dam requests that the Borough schedule an inspection of the entire outlet/drawdown system during 2016 and submit a detailed report of this inspection (including color photos or videotape). In addition, PA's Dam Safety Program is in the midst of a High Hazard Dam Phase I Reassessment Initiative. As part of this initiative, Dam Safety engineers reassessed the current structural condition of the dam and the dam's spillway capacity and finds that the Antietam Dam spillway is capable of passing 58% of the required spillway design flood, which they consider to be seriously inadequate. With such information now at hand, the Borough should develop alternatives to address the inadequate spillway capacity and submit a schedule outlining anticipated remedial measures for the project intended to be pursued.

Ms. Hess (Gannett Fleming, Inc.) explained that dam safety standards have changed since the Antietam Dam was originally designed, and DEP's findings are not a reflection of poor design or maintenance. The dam is classified as a high-hazard dam because of structures that could be flooded, with the potential for loss of life to occur in the downstream inundation area, if the dam should fail. She recommended that the WBA proceed by authorizing a complete assessment of the structure to ensure there is nothing more that needs to be fixed, and gave examples of ways spillway capacity could be expanded. Ms. Hess provided a copy of a similar study conducted recently for Hanover, PA, for example; and reviewed the process followed to complete this study.

Chairman Fleagle requested that Gannett Fleming provide a detailed proposal for the required study, including a breakdown of the costs involved in each step of the process. The study should include calculations of the capacity of the spillway, a model of the effects that a 34" storm would have on the dam, an independent analysis to ensure that DEP's calculations are accurate, and periodic reports to DEP of progress that is being made. A proposal will be presented at the next meeting.

**UPDATE – INDUSTRIAL WASTE STUDY:** Ms. Govelovich (Gannett Fleming, Inc.) reported on their progress for the industrial waste study and explained various components of the project. They will also be adding a mandatory connection component based on the 500' rule, and anticipate having draft information to the WBA for their next meeting.

**UPDATE – ANTIETAM DAM EAP:** Leiter Pryor reported that minor revisions were required (mostly in the contact information) for the Antietam Dam Emergency Action Plan. Signature pages have been forwarded to (and returned by) Franklin County and Adams County, and they were recently forwarded to Washington County, MD. Once they are completely executed, they will be sent to PEMA and on to DEP.

**UPDATE – MEMORIAL BRIDGE WATER LINE PROJECT:** Chairman Fleagle advised that correspondence was received from PENNDOT authorizing a 75% reimbursement for the costs of relocating and/or adjusting utilities required to accommodate their construction of the Memorial Bridge Project (less any betterment) if the milestone dates listed in the cost sharing request letter are satisfied. A draft agreement was also received. Allen Stine made a motion to approve the final agreement, as presented. Christopher Snively seconded; the motion passed unanimously.

**ROOF & SOFFIT REPLACEMENT (MT. AIRY PUMP STATION):** Three (3) quotes for replacing the roof and soffit at the Mt. Airy Pump Station building were received, the lowest of which was \$3,653.11 from Tom Forrest. After review and comparison, Chairman Fleagle recommended that the contract be awarded to Mr. Forrest, providing that he utilizes 30 lb. felt. William Pflager made a motion to authorize Gordon Cruickshanks to proceed with repairs on Mt. Airy Pump Station based on the quote from Tom Forrest (and the use of 30 lb. felt). Lee Layman seconded; the motion passed unanimously.

**UPDATE – FIFTH STREET PUMP STATION UPGRADE:** Mr. Pryor reported that he is still waiting to receive a ship date for pumps at the Fifth Street Pump Station upgrade project, but was assured they would be here by mid-June. He is hopeful that they will be installed by the end of June.

**UPDATE – GEN-SET REPLACEMENT (THIRD STREET PUMP STATION):** Leiter Pryor noted that the old gen-set at the Third Street Pump Station will be re-routed onto a temporary pad tomorrow, and a new pad will be formed and poured next week. The new gen-set should arrive in approximately one (1) week and should be completed by mid-June.

**PURSUING BANKING OPTIONS:** Leiter Pryor reported that he and Borough Manager Stains met recently with representatives from F & M Bank. The Borough will be moving some of their accounts to F & M, as BB&T will begin charging non-negotiable fees later this year. He will be reviewing the matter to ensure they will be able to accommodate the WBA's needs, and he may have recommendations for changing banks also.

**PARKING AT WELL SITE FOR PUBLIC SALE:** Chairman Fleagle noted that discussion was held at a previous meeting regarding parking/access at the well site for a public sale at the adjacent bus property. Interested parties met and agreed to a location for parking behind the well, and Craig McCleaf agreed to take care of any necessary restoration work. No further information regarding a sale date has been provided.

**I & I STUDY:** Pryor noted that Gordon Cruickshanks has been reviewing applications received for summer maintenance, which is mostly what is needed at the Water and Wastewater Treatment Plants. The possibility of utilizing interns to assist with an I & I study was also mentioned, but seems to be unrealistic because the engineering staff will not be available to supervise them during the work. Discussion followed regarding subcontracting the work out, but the Engineering Department will still need to identify areas to be checked and their workload during the summer will not allow it. Mr. Fleagle and Mr. Pryor will discuss this matter further and report back.

**LEAK DETECTION:** Mr. Pryor noted that leak detection is done in-house on a systematic basis and Aqua Tech is in every other year.

**SHUT-OFF PROCEDURES:** Discussion was held again regarding shut-off procedures. Lloyd Reichard noted that he received information from Bryan Salzmann regarding Neville's policy. Tenanted properties are not shut-off for non-payment, but a lien is filed against the property (which goes against the property owner) when the unpaid balance reaches a certain amount. He added that their delinquencies decreased greatly after imposing this policy. Mr. Pryor reported on the number of 20-day and 10-day notices sent, as well as the number of actual service terminations. Members were asked to consider if any changes to the current policy/procedure are warranted.

**FACILITIES TOUR:** WBA members were invited to attend a private tour of the Wastewater Treatment Plant, the Well Site and the Water Treatment Plant with Borough Council members on 06/01 at 6:00 p.m.

**PAY BILLS:** Allen Stine made a motion to approve the payment of the following requisitions --

**Sewer Revenue Fund Requisition #SA-173** – Gannett Fleming Companies -  
\$1,001.46 – Engineering Services related to Sewer Use Ordinance and  
Sewage Transportation Agreement Updates per GF's April 30, 2015  
Proposal and as authorized under the Annual Services Agreement

Miscellaneous Engineering Services. Includes the following tasks: Industrial Users Pollutant Limits Evaluation, a High Strength Wastewater Surcharge Study, a Sewer Use Ordinance Update and Revision, a Sewage Transportation Agreement Update and Revision, and Implementation of an Industrial Pretreatment Program for the period of March 5, 2016 through April 1, 2016

**Sewer Revenue Fund Requisition #SA-174** – D. L. Reichard, II – \$1,013.00 - Base Retainer for Legal Services (07/01/2016 to 09/30/2016)

**Water Revenue Fund Requisition #16-08** – Gannett Fleming Companies - \$6,034.92 – Engineering services related to Antietam Dam Emergency Action Plan completion for re-submission to PADEP (02/11/2016 Proposal) for the period of March 5, 2016 through April 1, 2016

**Water Revenue Fund Requisition #16-09** – Gannett Fleming Companies - \$131.46 – 2016 Annual Services (03/05/2016 thru 04/01/2016)

**Water Revenue Fund Requisition #16-10** – D. L. Reichard, II - \$1,013.00 – Base Retainer for Legal Services (07/01/2016 to 09/30/2016)

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:38 p.m. on a Layman/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor