

WAYNESBORO BOROUGH AUTHORITY

JULY 19, 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 Willam Pflager (via videoconference)

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

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the June 21, 2016 meeting, as written. William Pflager seconded; the motion passed unanimously.

UPDATE – INDUSTRIAL WASTE STUDY: Mr. Fleagle stated that he, Lee Layman and Leiter Pryor met last week to review the draft proposal from Gannett Fleming. Several changes were suggested and sent to Gannett Fleming, and a revised draft will be forthcoming shortly for WBA approval. Mr. Pryor noted that the Mandatory Connection Ordinance (No. 356), should be updated, but will be referenced in the Sewer Use Ordinance. He will check with other municipalities to see what they charge for violation penalties.

PUBLIC IN ATTENDANCE

Craig McCleaf (Marsh Run Properties) – Mr. McCleaf noted that they are constructing a multi-family unit at 36 S. Church Street, and would like to discuss the proposed tap fees. He feels it should be considered a single-use commercial building with six (6) one-bathroom units. They will be installing a 2” water main for domestic use and another 2” line for fire protection.

Chairman Fleagle commented that it will be considered an apartment building. Mr. Pryor noted that the WBA’s Rules and Regulations are structured (based) on the line size or the number of units, whichever is greater ... so it would be six (6) units times \$5,000 (or \$30,000) or a 2” tap fee is \$15,300 for capacity and \$10,200 for distribution (or \$25,550) ... the greater of which is \$30,000; and the sewer tap fee would be \$24,000. As there was already a tap in place on the property, however, they would receive credit for one (1) EDU – making the total cost \$25,000 for water and \$20,000 for sewer. Meter placement was discussed and Mr. McCleaf was instructed to bring in a utility plan for review by Leiter Pryor and the engineering staff.

Richard Durham – Mr. Durham was in attendance to discuss his dispute regarding the billing for 205 W. Fourth Street. He feels he doesn't owe anything because the property has been vacant for approximately two (2) years, but a lien was placed against the property for unpaid fees. Mr. Pryor noted that even though the property was vacant, the meter was left in place and a minimum bill was charged. Chairman Fleagle agreed that this was billed correctly and confirmed that a tenant's usage is a landlord's responsibility. Mr. Durham left the meeting, stating that he will make no payments until the lien on his property is removed.

REVISED PROPOSAL – ANTIETAM DAM STUDY: Mr. Fleagle noted that he and Leiter Pryor had a discussion with Paul Schweiger of the Dams and Hydraulics Division at Gannett Fleming. They have reduced the scope of work and provided another proposal for the study. WBA members were asked to review the revised proposal for consideration at the next meeting. Following further discussion, it was suggested that an RFP be mailed out to several other engineering firms.

UPDATE – WELL #2: Mr. Pryor noted that the staff has reduced the amount of time the well is in operation to determine if that would improve recharge in the aquifer. It has come back approximately 30' in static level, which is still approximately 20' less than where it was two (2) years ago. They will continue running the well one (1) hour a day and review the historical data, and will report back with any positive results.

UPDATE – ROOF & SOFFIT REPLACEMENT (MT. AIRY PUMP STATION): Mr. Pryor provided photos of the completed work at the Mt. Airy Pump Station.

UPDATE – FIFTH STREET PUMP STATION: Mr. Pryor reported that the contractor mobilized yesterday and installed one of the pumps today. The control panel is also in. He anticipates the work will be totally completed in 1-2 weeks. He added that the building also needs some attention, which should be done after the pump work is finished. WBA members agreed that the building should be painted with the same paint scheme as the Enterprise Avenue Pump Station.

UPDATE – GEN-SET REPLACEMENT (THIRD STREET PUMP STATION): Mr. Pryor noted that the generator work is done and there were no issues with start-up. He would like to repair the fence and overhang, and remove/clean-up trees. He stated that the generator will be exercised twice a month.

SEWER TRANSPORTATION AGREEMENT: Information was provided by WTMA on sewage volume in accordance with the Sewer Transportation Agreement. According to the data supplied, WTMA needs to take 2 million gallons of the Borough's flow to equalize.

WATER QUALITY PROBLEMS – E. SIXTH STREET: Mr. Pryor reported on water quality problems at a property at the end of E. Sixth Street, which have been present for several years. The property is at the end of the line and is on the maintenance department's routine flushing schedule, but she continues to get barnacles and

sediment into her hot water heater, sinks and showers. She has kept a journal of bills paid to Martz Plumbing over the years, but is asking what can be done.

Mr. Pryor has asked Denny Benshoff to cut a piece of the main line to determine how bad it has deteriorated. The property owner has asked if the WBA would be willing to pay for a home water filter, which Mr. Pryor feels is a legitimate request for the short-term. WBA members concurred.

PENNVEST/AUDIT: Mr. Pryor reported that he met recently with Smith Elliott Kearns & Company to review the draft 2015 audit and management letter. One of their findings was that the WBA was not consistent with the rate covenant prescribed in the PENNVEST loan documents for sewer. In the past, PENNVEST allowed the WBA to draw on reserve funds to supplement revenues for operational expenses and debt service. The way the covenant is written in the sewer documents, however, net revenues must meet all expenses including debt service. The way the WBA structured the 2014 and 2015 budgets, they were going to run a slight deficit because they built up reserves in anticipation of construction at the sewer treatment plant.

He consulted Gannett Fleming regarding the matter, and they suggested requesting a letter from PENNVEST that would exonerate the WBA from the covenant. Gannett Fleming has also provided an engineering certification of the WBA funds, which he has forwarded to PENNVEST. He has had several conversations with personnel at PENNVEST, and they are optimistic that this can be resolved. Mr. Pryor noted, however, that the WBA will most likely need to impose an increase on sewer rates in 2017. Chairman Fleagle recommended that the increase be in place for all routes by January 1, 2017.

FISH & GAME ROAD WATER LINE: Mr. Pryor advised that the Borough's maintenance department is currently working to upgrade the Fish & Game Road water line.

PAY BILLS: Lee Layman made a motion to approve the payment of the following requisitions –

Sewer Construction Fund Requisition #1145 – Mid Atlantic Pump & Equipment Company - \$36,595.00 – Fifth Street Pump Station

Sewer Construction Fund Requisition #1146 – Tower Services Unlimited, Inc. - \$49,867.00 – Onan 230 KW Diesel Generator (Third Street Pumping Station)

Sewer Construction Fund Requisition #1147 – Pumping Solutions, Inc. - \$4,500.00 – Wire New Generator (Third Street Pumping Station)

Sewer Revenue Fund Requisition #SA-176 – Gannett Fleming Companies - \$876.72 – 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: Industrials 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 April 30, 2016 through May 27, 2016

Sewer Revenue Fund Requisition #SA-177 – Gannett Fleming Companies - \$2,354.60 – 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: Industrials 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 May 28, 2016 through June 24, 2016

Sewer Revenue Fund Requisition #SA-178 – Borough of Waynesboro (Clearing Account) - \$233,692.00 – 3rd Quarter, 2016 Sewer Allocation

Tank Maintenance Fund Requisition #TM-04 – Tom Forrest - \$3,653.11 – New Roof, Soffits, Fascias and Gutters (Mt. Airy Pump Station)

Water Revenue Fund Requisition #16-12 – Gannett Fleming Companies - \$796.44 – 2016 Annual Services (04/30/2016 thru 05/27/2016)

Water Revenue Fund Requisition #16-13 – Gannett Fleming Companies - \$285.18 – 2016 Annual Services (05/28/2016 thru 06/24/2016)

Water Revenue Fund Requisition #16-14 – Gannett Fleming Companies - \$65.72 – 2016 Annual Services (05/28/2016 thru 06/24/2016)

Water Revenue Fund Requisition #16-15 – Gannett Fleming Companies - \$253.46 – Engineering services related to Antietam Dam Emergency Action Plan completion for re-submission to PADEP (02/11/2016 Proposal) for the period of April 30, 2016 through May 27, 2016.

Water Revenue Fund Requisition #16-16 – Gannett Fleming Companies - \$138.28 – Engineering services related to Antietam Dam Emergency Action Plan completion for re-submission to PADEP (02/11/2016 Proposal) for the period of May 28, 2016 through June 24, 2016.

Water Revenue Fund Requisition #16-17 – Deborah J. Gift - \$1,745.28 – 2016
WASD Real Estate Taxes (Rattlesnake Run Road – Parcel #19-0L15.-
001A-000000)

Water Revenue Fund Requisition #16-18 – Borough of Waynesboro (Clearing
Account) - \$360,531.00 – 3rd Quarter, 2016 Water Allocation

Christopher Snively seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:29 p.m. on a
Pflager/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor