

# WAYNESBORO BOROUGH AUTHORITY

NOVEMBER 18, 2014

## 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 – Jon Fleagle, Christopher Snively, Lee Layman, S. Allen Stine and William Pflager

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

Others – Jim Taylor, Taylor Geo-Services, Inc.  
Dan Baker and Jon Becker, lessees at “The Muni”  
Bill and Colby Rogers (attending for a school project)

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the October 21, 2014 regular meeting and November 11, 2014 special meeting, with minor corrections. Christopher Snively seconded; the motion passed unanimously.

**MCCLEAF (BAER BUS) PROPERTY:** Chairman Fleagle noted that he asked Leiter Pryor to contact Jim Taylor of Taylor Geo-Services, Inc. (who did a geological review of the McCleaf property in the past), to discuss the current situation with regard to Baer Buses and the WBA’s possible purchase of the property in order to protect their nearby well.

Mr. Taylor explained that he conducted a Phase 1 Environmental Assessment at the property in 2000, which is the first step taken when looking at a property for a real estate transaction. This is a broad assessment of the property to identify if there are potential environmental concerns; and if there are, drilling is done to investigate deeper into the ground. At the time of his assessment, the property was full of automobiles, debris, etc. A backhoe was used to dig under the soil, and samples from various areas were taken and analyzed. He noted there was a lot of debris and small sporadic oil patches on the surface, but they observed no large-scale problems and the samples were clean.

An updated assessment was then conducted in 2008, as part of a re-financing. This assessment was similar to the first, and was conducted to ensure that nothing new had occurred since the last assessment. Baer Buses was now in place at the property, and their “housekeeping practices” were found to be “sloppy”. There were scattered and piled-up oil containers and staining present; and oil-absorbent material was observed at various locations. As there were now more cars, it was more difficult to get around ...

which is an Indication of the potential for “something to get bad”. A list of recommendations was provided – including the need to improve housekeeping and to conduct an audit of liquids being used (including how they are disposed of). A water test at the site’s well was conducted for fecal coliform (which was present); and a recommendation was given to test more thoroughly for semi-volatile or volatile organics, which would indicate if the oil/gas had leached through the soil into the groundwater. Mr. Taylor noted he is unsure if any of the recommendations given had been implemented, and he suggested that the WBA should proceed with these items if they are considering purchasing the property. He added that soil contamination can be easily addressed; but additional costs are somewhat unpredictable if the contamination is present in the groundwater.

Mr. Taylor suggested that the WBA consider doing a Phase 2 Environmental Assessment, which would include a series of soil samples (targeted at areas where oil is visible). He explained that a geoprobe is used to drill down in the soil to determine how deep the contamination goes. This assessment would cost approximately \$10,000 to \$15,000; and ideally, all the cars should be removed before the assessment is done. Mr. Taylor noted that another option is to drill four (4) monitoring wells around the property and test those.

Chairman Fleagle stated that the WBA will discuss this information and decide how they wish to proceed.

**UPDATE – GOLF COURSE TRANSITION:** Dan Baker and Jon Becker were present, mainly to see if the WBA had any questions, concerns or thoughts on the golf course. They reported they have had great response from the public, including many “new” returning customers. A lot of improvements have been made and they have received many compliments. The gate (and appropriate precautionary signage) will be installed by the Borough’s maintenance crew soon on Cemetery Avenue; and Mr. Baker noted they plan to erect a new directional sign on Potomac Street/Cemetery Avenue in the near future. They are considering snow tubing in the future, but also wondered if the WBA would approve of the public sledding on the course. Chairman Fleagle noted that that is “up to you”, but the WBA encourages/supports any activities they would like to pursue.

Leiter Pryor reported that the paving work (parking lot and Cemetery Avenue) has been completed, and reimbursements to the Borough for the work are included in the requisitions presented for approval later in the meeting. The total paving costs were \$38,528.14 for the parking lot and \$74,138.55 for Cemetery Avenue. He noted that additional grading and seeding will be completed in the spring.

**UPDATE – SEWER PLANT UPGRADE:** Leiter Pryor reported that Kinsley Construction returned several weeks ago to complete modifications to the gate, some touch-up caulking/painting, and cleaning of all the buildings. He reported previously about a problem with the coating system on the denitrification clear well; and when the painter was on-site, he patched and repaired the damaged section. Additional painting

requested has also begun, and Gordon Cruickshanks has been assisting with organizing various areas of the facility.

Several outstanding items remain, one of which is that the chlorine analyzer is not functioning properly. The matter has been discussed between Kinsley, the supplier and Gannett Fleming. As a result of their discussions, different probes have been ordered. The methanol tank storage level sensor is "still up in the air". Another vendor will be on-site next week to troubleshoot/repair. In addition, the harmonic balancing units in the garage area are still pending. They are awaiting a new circuit board, and discussion continues regarding who is responsible to pay for it.

Mr. Pryor noted that he has continually insisted to the contractors that this project should be completed by the end of the year. The WBA temporarily withheld a payment to Kinsley in the amount of approximately \$12,000 in hopes of hurrying completion along; but as there is still approximately \$230,000 in contingency money (which is held until a completion certificate is granted by the WBA), he suggested that the payment be mailed. WBA members concurred. Mr. Pryor reiterated, however, that there are still outstanding credits owed to the WBA by Kinsley. He will prepare and provide them with a list of the pertinent change orders for reference.

**UPDATE - FALL BIOSOLIDS LAND APPLICATION:** Leiter Pryor reported that the molybdenum levels are back down to where they were before the spike (at approximately 40 mg/l). The staff (and DEP) feels that the higher levels were a result of a mixing problem in the tank. Weekly samples were implemented after the spike, but will be decreased to monthly since the results have improved. Sludge hauling will begin again next week.

Mr. Pryor added that the last WETT test event will take place in December. He reported at the last meeting on an issue with growth and reproduction on one of the species, but the lab doesn't feel it will be a problem (and is willing to provide documentation/justification, if necessary).

**T-MOBILE REQUEST FOR EQUIPMENT UPGRADE:** Leiter Pryor stated that T-Mobile would like to add three (3) antennas on the N. Broad Street standpipe, which is in accordance with their 2008 agreement (in which they proposed to place 9, but only installed 6). They will also be replacing their existing cabinet with a battery bank, which is essentially the same size. Mr. Pryor noted there is a proposed three (3) pound weight difference in the antennas, so he doesn't feel that a new structural analysis will be necessary. T-Mobile has provided him with written correspondence regarding their review of the existing equipment in the tank; and in light of their proposed changes, they see no problem. He has requested a modification to their construction drawings regarding attachment of the equipment to the tank, and he will ensure that has been done prior to signing-off on the drawings.

On a related matter, Chairman Fleagle advised that the interior of the tank will be inspected within the next several days.

**ANTIETAM DAM INSPECTION REPORT:** WBA members received copies of the Annual Dam Inspection Report prepared by Dennis E. Black Engineering. The report was basically the same as the previous year, and all recommendations are being followed. Mr. Pryor noted that he will begin work again in 2015 to obtain DEP's approval of the Emergency Response Plan for the dam.

Lee Layman made a motion to accept the 2014 Dam Inspection Report, as presented, and authorize Leiter Pryor to take any corrective action necessary. Allen Stine seconded; the motion passed unanimously.

**UPDATE ON THIRD STREET PUMPING STATION:** Mr. Pryor noted that the Third Street pumping station is back in-service ... several sections of bad pipe were replaced. He added that it was necessary to call in a subcontractor for pump rental and excavation, which will cost approximately \$20,000. WBA members concurred that the costs should be paid from the Borough's Operating Fund.

**ENGELBRECHT PROPERTY:** Solicitor Reichard reported that he has been in contact with Mr. Engelbrecht's attorney. Unfortunately, it was determined that Mr. Engelbrecht owns only an undivided half interest in the property; and interest in the other half was held by friends of the original Engelbrechts, who are now deceased (and, to the best of his knowledge, nothing was done with the administration of their interest in the property). Accordingly, Mr. Reichard suggested that the WBA consider making an offer to the Engelbrechts for an amount substantially less than the appraisal amount (which was \$6,000) for a fee conveyance of the 50% undivided interest that they own and a quit-claim as to their interest in the other remaining 50%.

After discussion on the matter, Allen Stine made a motion to authorize Solicitor Reichard to complete the purchase in accordance with his recommendation, at a total cost not-to-exceed \$3,000. Christopher Snively seconded; the motion passed unanimously.

**TANK MAINTENANCE FUND:** Leiter Pryor noted that funds have been transferred from the Borough's PLGIT account to the WBA's newly-established Tank Maintenance Fund at Susquehanna Bank. The PLGIT account will remain open until ACH payments for the antenna leases have been scheduled/confirmed with the vendors. In order to gain a relative amount of interest, Mr. Pryor was instructed to keep an approximate balance of \$100,000 in the Tank Maintenance Fund, with the remaining amount to be invested in short-term certificates of deposit.

**GMS FUNDING SOLUTIONS:** Chairman Fleagle noted that discussions were held with Amy Kaufman of GMS Funding Solutions regarding the possibility of applying for grants and/or low-interest loan programs for any future major projects. The upcoming water plant upgrades, as well as rehabilitation of the Fifth Street pumping station, were mentioned as projects which could possibly be funded. Mr. Pryor noted he will contact Ms. Kaufman to determine if she has any questions or needs additional information; and the WBA should decide if they wish to contract with GMS for their assistance.

**PHOSPHATES:** Chairman Fleagle asked for an update on a recent discussion regarding phosphates from Cam Superline in the Zullinger Industrial Park. Mr. Pryor noted that he will be meeting later this week with Sean McFarland (WTMA) to discuss the Sewer Transportation Agreement and how this will be addressed. His position will be that they should complete an Industrial Waste Contribution Questionnaire to confirm what they are using at the facility, where are they discharging into the sanitary sewer, what the flows are, if it is batched/continuous flow, etc. After their response is received, parameters for phosphates discharge can be established.

Mr. Pryor noted that the Sewer Transportation Agreement provides for the Borough to take a certain amount of flow from Washington Township, and in turn give them the same amount back ... but the WBA is giving residential wastewater and taking back high-strain discharges from the Industrial Park ... and a program should be implemented to address that inequity through either monetary compensation or the installation of pre-treatment processes.

**PAY BILLS:** William Pflager made a motion to approve the payment of the following requisitions --

Sewer Construction Fund Requisition #1133 - Borough of Waynesboro (Clearing Account) - \$37,069.27 - 50% Reimbursement for Cemetery Avenue Paving (Remaining 50% to be paid from Sewer Construction Fund)

Sewer Revenue Fund Requisition #SA-129 - Smith Elliott Kearns & Company, LLC - \$80.00 - Audit of financial statements and federal awards programs under Government Auditing Standards and Single Audit Act and presentation of the reports thereon for the period ended December 31, 2013

Sewer Revenue Fund Requisition #SA-130 - Borough of Waynesboro (Clearing Account) - \$27.00 - Correction of 01/03/2014 Borough Transfer Amount

Sewer Revenue Fund Requisition #SA-131 - Borough of Waynesboro (Clearing Account) - \$37,069.28 - 50% Reimbursement for Cemetery Avenue Paving (Remaining 50% to be paid from Sewer Construction Fund)

Tank Maintenance Fund Requisition #TM-01 - Borough of Waynesboro (Clearing Account) - \$38,528.14 - Reimbursement for Golf Course Parking Lot Paving

Water Revenue Fund Requisition #14-27 - Dennis E. Black Engineering, Inc. - \$686.70 - 2014 Antietam Dam Inspection & Report (September 27 to October 17, 2014)

Water Revenue Fund Requisition #14-28 - Smith Elliott Kearns & Company - \$120.00 - Audit of financial statements and federal awards programs under Government Auditing Standards and Single Audit Act and presentation of the reports thereon for the period ended December 31, 2013

Water Revenue Fund Requisition #14-29 - Borough of Waynesboro (Clearing Account) - \$33.50 - Correction of 08/25/2014 Borough Transfer Amount

Lee Layman seconded; the motion passed unanimously.

**2015 WATER AND SEWER BUDGETS:** Chairman Fleagle led a review of the proposed 2015 Water and Sewer Fund Budgets. Leiter Pryor pointed out the revisions to both budgets, pursuant to recommendations made during the special WBA meeting held on November 11, 2014. After some discussion, Christopher Snively made a motion to adopt the 2015 Water Operating Budget, as presented. Allen Stine seconded; the motion passed unanimously.

Lee Layman made a motion to adopt the 2015 Capital Items Budget. William Pflager seconded; the motion passed unanimously.

William Pflager made a motion to adopt the 2015 Sewer Budget, as presented. Christopher Snively seconded; the motion passed unanimously.

Having no further business to conduct, the meeting adjourned at 8:43 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant