

WAYNESBORO BOROUGH AUTHORITY

DECEMBER 17, 2013

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 3:00 p.m. with the following in attendance:

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

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

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the November 19, 2013 meeting, as written. Lee Layman seconded; the motion passed unanimously.

WAYNESBORO HOSPITAL UTILITY PLAN: Chairman Fleagle noted that, since the last WBA meeting, Bryan Salzmänn (Salzmänn Hughes, PC) put together a letter outlining how water/sewer utilities for the Hospital would be handled. Mr. Salzmänn explained discussions held between he and Leiter Pryor regarding tap fees for the new facilities, credit for the demolished dwellings, and the acquisition of facilities involving the streets and right-of-ways – which totaled \$99,000. A decision on the RACP grant should be made by the end of the year, which will allow for reimbursement for acquisition of facilities. Leiter Pryor and Lloyd Reichard both agreed with the stated calculations. Lee Layman made a motion to approve the fee schedule for utilities for the Waynesboro Hospital, as presented. Christopher Snively seconded; the motion passed unanimously.

Mr. Salzmänn noted that a public hearing will be held and the ordinance regarding the vacation of streets/alleys will be considered by Council on 01/06, followed by a 30-day waiting period; and closing for the financing will be scheduled soon after that. Their hope is to begin construction in February.

Chairman Fleagle added that the Hospital will need to complete Applications for Water and Sewer Service (at the appropriate time).

UPDATE – SEWER PLANT UPGRADE: Leiter Pryor noted that most items for Phase 1 have been completed, with the exception of several punch-list items. The largest outstanding item is the telephone dialer system, which Allied Controls expects to complete the following week. The phosphate and nitrate analyzers are now up and running (and operating correctly). The spectrophotometer (authorized by the WBA) has been purchased and seems to be working fine. Phosphorus levels are still slightly high; and after a conversation with Gannett Fleming, it appears that they are not yet feeding sufficient chemical. Based on Gannett's recommendation,

it will cost approximately \$200/day in chemical costs for the system. Mr. Pryor is pursuing alternative products, however, in an attempt to reduce these expected costs. Heat is working in the denitrification building, but there are some issues with the controls. Johnson Controls will be returning tomorrow to work on them.

Mr. Pryor noted that Gannett Fleming representatives will conduct a walk-thru the following day, and will generate an updated punch-list (a copy of which will be provided for the WBA's review).

The plumbing and HVAC contracts are substantially complete, and substantial completion certificates have been prepared for the WBA's approval. The electrical contractor is finishing "odds and ends". Mr. Pryor noted that no job meetings will be held again until spring, when everyone will return to begin work on Phase 2 (digester).

Mr. Pryor noted that clean-up is hard to do because of the mud, as the curb and sidewalk will probably not be completed until spring. The catwalk around the gen-set has been done, although the ladder may need modification in the future.

MARTIN'S FOOD MARKET UTILITY PLAN: The utility plan for the proposed Martin's Food Market was reviewed, along with the original plan for the Waynesboro Mall. Fees for the new facility were discussed; and the WBA could not determine that any tap fees had been paid when the area was originally developed. Concern was noted regarding the 8" fire line coming off a 6" main; and it was suggested that a vault with shut-off be installed to segregate the domestic and fire lines (as was done at the High School). A low-flow meter should also be installed on both lines. Regarding sewage, the WBA will reserve the right to monitor and re-evaluate EDU's based on their actual consumption after a year.

Mr. Pryor then presented their proposed sewer planning module. By executing the document, the WBA is indicating their system has the capacity to accept sewage from the new development. Allen Stine made a motion to approve the sewer planning module for Martin's Food Store (J. C. Bar Properties). Lee Layman seconded; the motion passed unanimously.

LANDLORD/TENANT BILLING CHANGE POLICY: Leiter Pryor presented a copy of the Billing Policy Revision for Landlord/Tenant Billing to WBA members for review. He noted he has discussed the policy change with the Billing Department, but ran into some opposition. He met with Mr. Hamberger and will contact the billing software representatives to obtain the information required to proceed. A notice has been posted in the front lobby of Borough Hall and on the Borough's website, correspondence will be mailed to the landlords and tenants who will be affected by this change, and a press release will be published monthly (beginning in January). Discussion followed about the notification and tracking requirements to be in compliance with the Landlord/Tenant Act. Mr. Pryor assured WBA members that the change will be in place by 04/01.

MISCELLANEOUS FEE SCHEDULE REVIEW: Mr. Pryor presented a list of miscellaneous fees for such items as a meter reading fee, termination of service fees, meter removal and reinstallation fees and meter testing. After discussion, WBA members agreed to eliminate the

option of a customer removing their water meter for testing (vs. removal by Borough personnel). Prior to final approval of these fees, Mr. Pryor was asked to determine actual costs with regard to these services, and compare these proposed fees with those charged by Washington Township and the Borough of Greencastle.

STP/GOLF COURSE PLAT PLAN: After reviewing the plat plan and tax records for the Sewer Treatment Plant and Municipal Golf Course, Mr. Pryor noted that the entire property is deeded/recorded in the WBA's name. As the Borough is considering leasing out the golf course, an agreement will need to be drafted with the WBA regarding actual ownership of the property. WBA members were agreeable, but don't want the property subdivided in case they need to plan for another expansion at the Sewer Treatment Plant.

ADDITIONAL ITEMS: Chairman Fleagle asked if the extra bags of media at the Sewer Plant have been removed yet. Mr. Pryor noted that they will be taken to the Maintenance Center for use when landscaping, etc. at the parks.

After inquiry, Mr. Pryor noted there has been no activity with regard to the I & I study, as the Engineering Department has been busy with other projects. Certain areas have been designated for further evaluation, and work should begin again in the spring.

SCHEDULE RE-ORGANIZATION MEETING: Christopher Snively made a motion to move the WBA's re-organization meeting to the first regular meeting in January (01/21). Allen Stine seconded; the motion passed unanimously.

In addition, WBA members agreed to hold their regular meetings in 2014 at the same date/time (third Tuesday of each month of 3:00 p.m.) ... and those will be advertised along with other regularly scheduled Borough meetings. Lee Layman made a motion as such. Allen Stine seconded; the motion passed unanimously.

SUBSTANTIAL COMPLETION CERTIFICATES (WWTP): As mentioned earlier in the meeting, Mr. Pryor presented Substantial Completion Certificates for the plumbing contract (W. C. Eshenaur) and HVAC contract (Heisey Mechanical). Christopher Snively made a motion to approve the Substantial Completion Certificate for Heisey Mechanical. Lee Layman seconded; the motion passed unanimously. Allen Stine made a motion to approve the Substantial Completion Certificate for W. C. Eshenaur. Christopher Snively seconded; the motion passed unanimously.

PAY BILLS: Christopher Snively made a motion to approve the payment of the following requisitions --

Water Revenue Fund Requisition #13-38 - Dennis E. Black Engineering, Inc. - \$82.00 -
2013 Antietam Dam Inspection (DEP Review Letter/Approval)

Sewer Revenue Fund Requisition #SA-110 - PA DEP (Bureau of Point and Non-Point
Source Management) - \$1,250.00 - Chapter 92a Annual Fee

Sewer Construction Fund Requisition #1084 - Cleveland Brothers Equipment Co., Inc. - \$14,990.00 - C-18 New Aluminum U-Shape Platform

Sewer Construction Fund Requisition #1085 - Heisey Mechanical, Ltd. - \$2,090.95 - Estimate No. 5 for Contract Three (HVAC Work - Wastewater Treatment Plant Upgrade) for work performed up to and including December 1, 2013

Sewer Construction Fund Requisition #1086 - Kinsley Construction, Inc. - \$52,146.92 - Estimate No. 21 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and including December 1, 2013

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, WBA members went into executive session (for the purpose of discussing a legal matter) at 4:42 p.m. They reconvened and adjourned the meeting at 5:03 p.m.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant