

# WAYNESBORO BOROUGH AUTHORITY

AUGUST 23, 2011

## MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 7:30 p.m. with the following in attendance:

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

\_\_\_\_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 July 19<sup>th</sup> regular meeting and the August 2<sup>nd</sup> special meeting, as written. William Pflager seconded; the motion passed unanimously.

**UPDATE - PENNVEST LOAN CLOSING (STP UPGRADES):** Jon Fleagle reported that the PENNVEST loan application for upgrades at the Sewer Plant has been approved. Leiter Pryor noted that a pre-closing conference call is scheduled for the following week and the loan closing date will be 12/14. He added that most of the paperwork is handled online prior to the closing.

**UPDATE - SEWER PLANT UPGRADE:** Mr. Pryor stated that the advertisement for bids was mailed out to contractors (22 total) listed on Gannett Fleming's database on 08/11; the pre-bid meeting will be held on 08/24 at 10:00 a.m. at the WWTP; and the bid opening is scheduled for 09/20 at 3:00 p.m. A complete set of plans is available for WBA members who wish to review them. Mr. Pryor noted his appreciation to Gannett Fleming for their assistance with the MBE/DBE solicitation requirements; and Chairman Fleagle recognized Leiter Pryor for his successful efforts in securing the PENNVEST loans for both the Sewer Plant and the well development recently. He added that the WBA is very fortunate to receive this funding and Mr. Pryor's efforts contributed immensely..

Mr. Pryor reported that he has been in contact with UGI (the gas supplier) regarding upsizing for the new boiler and additional unit heaters in some of the new buildings. These modifications are estimated to cost approximately \$3,000. WBA members concurred. He noted that the electric service will also need to be upgraded.

**UPDATE - BRIMINGTON FARMS BONDING:** Mr. Pryor noted that the WBA passed a resolution at their recent special meeting to put the bonding company and owner (DLM, LLC) "on notice" of certain outstanding punch-list items that must be addressed or their bond would be called. Subsequent meetings were held between the developer and Borough representatives in an attempt to resolve the matter, however no agreement was reached; and accordingly, the Borough is planning to pull the bond issued in their name. Discussion ensued regarding the process of pulling a bond; and if this is done, it was noted that the WBA would be responsible for completing the outstanding work. Mr. Pryor explained that the outstanding utility work will cost approximately \$50,000 (the bond is for \$300,000). He explained that the bond amount will be reduced after a calculation of costs for the outstanding items. WBA members agreed that money from the bond should be "in hand" before the work is begun.

Lee Layman made a motion to authorize Leiter Pryor to proceed with calling of the Brimington Farms bond. William Pflager seconded; the motion passed unanimously. Mr. Pryor noted that he will follow the Borough's lead in this regard.

**2012 WATER AND SEWER BUDGETS:** Mr. Pryor reported that 2012 budget worksheets were distributed to department heads the previous week. After receipt of their end-of-year calculations and 2012 requests, he will prepare some "rough" numbers for review at the WBA's September meeting.

**UPDATE ON PROJECT LIST:** Chairman Fleagle noted that the infiltration study has been an incomplete item on their project list for several years. He requested that this matter be discussed during upcoming budget deliberations.

Discussion followed regarding the earthquake that occurred today. Mr. Pryor reported that the water lines/mains and dam were checked – no problems were noted. The Emergency Operations Plan for the Antietam Dam was also discussed.

Chairman Fleagle requested that a brief executive session be held at the end of the meeting to discuss a potential agreement with WTMA.

It was reported that utility customers will be permitted to pay their water/sewer/refuse bills online beginning in September. Set-up and staff training will occur later this week.

Chairman Fleagle asked if the Borough's Maintenance Department had completed the projects the WBA requested in 2011. Mr. Pryor noted that he will check with Denny Benshoff and forward a report to the WBA in the near future.

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

Water Construction Fund Requisition #WC-92 - Gannett Fleming Companies - \$46.52 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized (Part A - PENNVEST Assistance Well 2) for the period of June 4, 2011 through July 1, 2011

Water Revenue Fund Requisition #11-18 - Deborah J. Gift - \$1,671.62 - 2011 Real Estate Taxes (Parcel #19-0L15.-001A-000000, Rattlesnake Run Rd.)

Water Revenue Fund Requisition #11-19 - Deborah J. Gift - \$362.82 - 2011 Real Estate Taxes (Parcel #19-0L18.-058B-EX0000, Blue Rock Road)

Water Revenue Fund Requisition #11-20 - Gannett Fleming Companies - \$1,025.24 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized (Part B - 2011 Annual Services) for the period of June 4, 2011 through July 1, 2011

Water Revenue Fund Requisition #11-21 - Gannett Fleming Companies - \$207.86 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized for the period of July 2, 2011 through July 29, 2011

Sewer Construction Fund Requisition #940 - Gannett Fleming Companies - \$1,026.90 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project for the period of June 4, 2011 through July 1, 2011

Sewer Construction Fund Requisition #941 - Gannett Fleming Companies - \$816.00 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project for the period of July 2, 2011 through July 29, 2011

Sewer Construction Fund Requisition #942 - Gannett Fleming Companies - \$98,884.04 - Engineering services to the Waynesboro Borough Authority associated with the upgrade and rehabilitation of its wastewater treatment plant for the period of June 4, 2011 through July 1, 2011

Sewer Construction Fund Requisition #943 - Gannett Fleming Companies - \$94,460.19 - Engineering services to the Waynesboro Borough Authority associated with the upgrade and rehabilitation of its wastewater treatment plant for the period of July 2, 2011 through July 29, 2011

Allen Stine seconded; the motion passed unanimously.

WBA members adjourned to an executive session at 8:03 p.m. and reconvened to regular session at 8:26 p.m. Having no further business to discuss, the meeting adjourned at 8:30 p.m. on a Snively/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant