

**WAYNESBORO BOROUGH AUTHORITY**

**NOVEMBER 15, 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:** Two (2) minor typographical errors were noted in the proposed October 18<sup>th</sup> minutes; and Allen Stine made a motion to approve the minutes, as amended. William Pflager seconded; the motion passed unanimously.

**AWARD BIDS - MOUNT AIRY PUMP REPLACEMENT:** Leiter Pryor reported that four (4) contractors obtained bidding information for the Mount Airy Pump Replacement contract, however only one (1) submitted a bid – that being Kohl Brothers, who bid \$15,100. Mr. Pryor noted that this contractor also did work at the WBA's wellsite, and he recommended they be awarded the contract. Christopher Snively made a motion to award the Mount Airy Pump Replacement contract to Kohl Brothers. Lee Layman seconded; the motion passed unanimously.

**UPDATE - SEWER PLANT UPGRADE:** Pursuant to a recommendation from Gannett Fleming, Leiter Pryor presented contract documents (Contracts 1-4 for the Sewer Plant Upgrade Project) for the WBA's execution. He added that the MBE/DBE solicitation was a major undertaking on Gannett Fleming's part, but they have received DEP's "blessing". Accordingly, they are now in a position to issue the Notice-to-Proceed, but no work can begin until after the PENNVEST closing on 12/14.

Lee Layman made a motion to authorize execution by the appropriate WBA officers of the required contract documents. William Pflager seconded; the motion passed unanimously.

Further, Christopher Snively made a motion to authorize the contractor(s) to proceed immediately following the PENNVEST loan closing (which is scheduled for approximately 12/14). William Pflager seconded; the motion passed unanimously.

Leiter Pryor noted that he will coordinate with Gannett Fleming to schedule a pre-construction meeting (hopefully between 12/13 and 12/15). WBA members will be advised of the date/time in case they would like to attend.

Mr. Pryor also advised that they are "having issues" with the pumps in the basement of the control building. He will talk with the general contractor about starting in that area as soon as possible.

**PENNVEST CLOSING DOCUMENTS:** As mentioned earlier in the meeting, Mr. Pryor advised that the PENNVEST loan closing is currently scheduled for 12/14. He presented several documents which require execution, as follows --

1. Legal Services Agreements
  - a. D. L. Reichard, II
  - b. Pepper, Hamilton & Sheetz
2. Resolution to Borrow
3. Resolution Establishing Sufficient Rates - Resolution #2011-07
4. Funding Recipient Omnibus Certificate (certifying compliance with the Steel Products Procurement Act)
5. Secretary Omnibus Certificate
6. Signature Pages for Debt Obligation and Funding Agreement
7. ACH Form for PENNVEST
8. Authorization Form for Leiter Pryor to sign various documents (payment requests, etc.)
9. \$84.00 UCC filing fee (will be presented with requisitions for payment)

\*Questions were raised regarding several items in the Resolution to Borrow; and the Authority noted that those items will need to be clarified by PENNVEST prior to execution of the resolution.

Lee Layman made a motion to authorize execution of the supporting documents required by PENNVEST, as presented. Allen Stine seconded; the motion passed unanimously.

Christopher Snively made a motion to approve Resolution 2011-07, the Resolution Establishing Sufficient Rates, as presented. William Pflager seconded; the motion passed unanimously.

William Pflager then made a motion to approve the Resolution to Borrow, subject to clarification of the questions raised with regard to Section 2. Christopher Snively seconded; the motion passed unanimously.

**SCOPE OF WORK - WATER SYSTEM STUDIES:** Mr. Pryor noted that Gannett Fleming was requested to provide a Scope of Work for the water system studies to be conducted (regarding the water line project on Route 997). Chairman Fleagle noted that he will need additional time to review the information they submitted, and suggested that the matter be discussed further at the WBA's next meeting.

**RESIGNATION FROM WATER PLANT:** Leiter Pryor reported that D. Bradley Martin has submitted a resignation from his position at the Water Treatment Plant. The opening has been advertised, and interviews will be held in the near future. He added that he is hoping to hire a replacement before the holidays

**CERTIFICATIONS RECEIVED:** Mr. Pryor reported that Scott Crum has passed DEP's certification examination for Distribution Operator (their new requirement is that a Distribution System Operator must be on-site at all water leaks in order to determine if public notification to boil water is required), and Jay Mongan has passed DEP's certification examination for Sewer Treatment Plant Operator. WBA members recognized both individuals for obtaining these certifications.

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

Water Revenue Fund Requisition #11-28 - Borough of Waynesboro (Clearing Account) - \$298,124.00 - 3<sup>rd</sup> Quarter, 2011 Water Allocation (\*REF. Water Revenue Fund Requisition #11-16 - Check was inadvertently deposited by Borough back into Water Revenue Fund on 07/26/2011)

Sewer Revenue Fund Requisition #SA-70 - Borough of Waynesboro (Clearing Account) - \$167,965.00 - 3<sup>rd</sup> Quarter, 2011 Sewer Allocation (\*REF. Sewer Revenue Fund Requisition #SA-66 - Check was inadvertently deposited by Borough back into Sewer Revenue Fund on 07/26/2011)

Sewer Construction Fund Requisition #950 - Gannett Fleming Companies - \$42,765.16 - Bid Phase Services for WWTP Upgrade and Rehabilitation for the period of August 27, 2011 through September 23, 2011

Sewer Construction Fund Requisition #951 - The Commonwealth of Pennsylvania - \$84.00 - UCC Filing Fee (PENNVEST)

Christopher Snively seconded; the motion passed unanimously.

A brief discussion was held regarding the proposed 2012 Water, Sewer and Capital Budgets. Christopher Snively made a motion to approve the budgets, as presented. William Pflager seconded; the motion passed unanimously.

Having no further business to conduct, the meeting adjourned at 8:50 p.m. on a Snively/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant