

# WAYNESBORO BOROUGH AUTHORITY

DECEMBER 20, 2011

## MINUTES

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

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

Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
D. Lloyd Reichard, II, Authority Solicitor  
Scott Crum, Draftsman-Inspector

**APPROVE MINUTES:** Allen Stine made a motion to approve the minutes of the November 15, 2011 regular meeting, as presented. Christopher Snively seconded; the motion passed unanimously

**OTTERBEIN CHURCH - UTILITY SERVICE:** Jon Fleagle stated that the Otterbein Church is proposing to construct athletic fields on their property, and would like water and sewer service to this portion of the property in the Spring of 2012. The church building construction will come at a later date (possibly several years). Utility service to the Otterbein property was discussed when the Brimington Farms and the Joe Daniels developments were approved. Brimington Farms was to construct an 8" water main from the end of the Joe Daniels private drive to their property; and Otterbein Church was to tap off of that line pursuant to a water main extension agreement with the WBA and a right-of-way agreement with Otterbein. Brimington Farms has not constructed this main extension to date; and with their present financial condition (bankrupt), there is no idea when the line will be constructed. Jon Fleagle asked Leiter Pryor if he had copies of those agreements. He stated he did not; and was instructed to obtain copies for the Authority from the Head of Engineering Services.

Due to the situation with Brimington Farms, Otterbein Church now would like to tap off of the existing Joe Daniels 8" line with a 6" fire service and a 4" domestic water service. These lines will be tapped by the Waynesboro Borough Authority, and the connection charges billed to the Otterbein Church at "time and material". Both of these lines would be constructed into a common meter vault, and a 1" tap with a 3/4" meter would be installed to serve the athletic fields. Capacity and distribution fees for this service line would be for a 1" connection. The 4" capacity and distribution fees would be assessed at the time of the church building construction. Christopher Snively asked what would happen if the fees are increased. Leiter Pryor responded that a credit would be applied from the 1" service initially purchased toward the 4" tapping fees at the rate in effect at the time of the church building construction.

Sewer tap fees will be charged initially as one (1) EDU, with additional EDU's being assessed 365 days after the building occupancy permit is issued. Water consumption will be monitored during this

period, and the additional tap fees will be calculated at 150 gallons per day per EDU. Otterbein will be a WBA sewer customer with their flows going to the WTMA under the Sewer Transportation Agreement. Leiter Pryor has spoken to Sean McFarland (WTMA manager) and they are aware of this connection. Notes have been included on the utility plans stating this. Christopher Snively made a motion to approve the water and sewer taps, as discussed. Lee Layman seconded; the motion passed unanimously

Jon Fleagle asked Leiter Pryor to send the church a letter explaining this and the fees that will be charged at this time; as well as the current fees for the 4" water service and the calculation of the additional EDU's, noting that the fees for future taps could increase.

**UPDATE - SEWER PLANT UPGRADE:** Mr. Pryor stated that ITT has submitted final plans and shop drawings to Gannett Fleming for their review of the filters that the Authority pre-purchased. A pre-construction meeting has been set for January 11, 2012 at 10:00 a.m. in Council Chambers of Borough Hall. Jon Fleagle asked Leiter Pryor to advertise this meeting so the Authority members can be present if they wish.

**UPDATE - PENNVEST CLOSING:** Mr. Pryor reported that there was a problem with some of the loan closing documentation. The Intercreditor Agreement was not consistent with the current funding offer. The legal folks are finalizing the amended documentation, and the new closing date is set for December 22, 2011.

Leiter Pryor asked for permission to transfer more money from the revolving line-of-credit to the Construction Fund to cover a few bills that are coming due. Permission was granted.

**SCOPE OF WORK - WATER SYSTEM STUDIES:** Jon Fleagle stated that he had read over the proposals and has a lot of questions. He would like a meeting with Gannett Fleming to discuss the Scope of Services. William Pflager asked Scott Crum what EPS was. Scott Crum stated that it simulates how water flows over an extended time. The information that needs to be input is the actual usage in all areas. Our model now only has the actual usage input for the large water users. The total flow was calculated from the water plant; and the large users were subtracted out, with the remaining usage divided evenly among all the rest of the connections. Jon Fleagle thinks it would be a good idea to go and look at a new plant about the size of ours that Gannett Fleming has designed recently to see the new features that could be used. Jon Fleagle asked that Leiter Pryor get with Scott Crum and Gordon Cruinkshanks to review the Scope of Service; and to arrange a meeting with Gannett Fleming within the next few months. Lee Layman asked if there was a local company that could do this cheaper. Jon Fleagle stated that Gannett Fleming designed the plant and knows everything about the processes. As for the distribution system ... that is something they could look into.

**WEDGEWOOD DRIVE WATER LINE PROJECT:** Mr. Pryor presented a sketch of Wedgewood Drive, showing where an easement needs to be obtained. Jon Fleagle asked Lloyd Reichard if he could draw up the Easement Agreement. Lloyd Reichard stated that he would have to do a lot of title searching to see who even had title to that 10' strip of land. Mr. Pryor had talked to one of the Oyer's, and he had said that there would be no problem with the easement. Lloyd Reichard asked Leiter Pryor if he could

get documentation from the Oyer's on the owners of the land in question. Mr. Pryor will contact the Oyer's to discuss this.

**SMITH ELLIOTT KEARNS AND COMPANY, LLC - UNDERSTANDING OF SERVICES:** A letter of services was presented from Smith Elliott Kearns and Company, LLC for the audit of the Waynesboro Borough Authority year ending December 31, 2011. A price for the audit was set at \$6,700. Christopher Snively made a motion to approve the understanding of services from Smith Elliott Kearns and Company, LLC. Lee Layman seconded; the motion passed unanimously

**SEWER TRANSPORTATION AGREEMENT:** Jon Fleagle asked where we stood on the sewage flows from and to the WTMA. Leiter Pryor stated that it has been several months since he has seen anything on the flows from WTMA. Jon Fleagle stated that he wants a spreadsheet by the next meeting showing the flows.

**BILLS:** Allen Stine made a motion to pay the following requisitions:

Water Revenue Fund Requisition #11-29 - Gannett Fleming Companies - \$403.06 - 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 September 24, 2011 through November 4, 2011

Sewer Construction Fund Requisition #952 - Gannett Fleming Companies - \$9,317.25 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project for the period of September 24, 2011 through November 4, 2011

Sewer Construction Fund Requisition #953 - D. L. Reichard, II - \$8,000.00 - Professional Services re: PENNVEST Loan Closing

Sewer Construction Fund Requisition #954 - Gannett Fleming Companies - \$10,788.94 - Bid Phase Services for WWTP Upgrade and Rehabilitation for the period of September 24, 2011 through November 4, 2011

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Lee Layman, seconded: the motion passed unanimously

Having no further business to discuss, Christopher Snively made a motion to adjourn at 8:30 p.m. Allen Stine seconded; the motion passed unanimously.

Respectfully Submitted,

Scott Crum  
Draftsman-Inspector