

# WAYNESBORO BOROUGH AUTHORITY

APRIL 20, 2010

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

\_\_\_\_Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
D. Lloyd Reichard, II, Authority Solicitor  
Scott Crum, Chief Draftsman-Operator

**APPROVE MINUTES:** Christopher Snively made a motion to approve the minutes of the March 16<sup>th</sup> meeting (with the correction of a minor typographical error) and the March 30<sup>th</sup> meeting (as written). Lee Layman seconded; the motion passed unanimously.

**WELL #2 UPDATE:** Leiter Pryor reported that the filtration plant at Well #2 has been in operation “Monday thru Friday” for the last several weeks, and no issues have been noted. They have increased the use of anti-scalant, which seems to be helping with reduction of deposits on the lines, etc. He continues to “keep an eye” on the Long spring (which is still full), as well as the levels in the well on the Long property. After discussion, Leiter Pryor was instructed to send a letter regarding removal of the deteriorating bus from the WBA’s property.

**WATER MANAGEMENT AGREEMENT (MEMORANDUM OF UNDERSTANDING):** Jon Fleagle noted that, at their last meeting, the WBA discussed WTMA’s request for modifications to the Water Management Agreement with regard to handling billings/collections for the indirect water service area. They decided to make no change; but he has since been contacted by Fred Eisenhart (WTMA Chairman) requesting that the WBA reconsider their decision.

WTMA states that they have repeated problems with obtaining information they need in a timely manner from the Borough’s Billing Department. Leiter Pryor explained that there are “issues on both ends” and described several recent instances. Mr. Fleagle recalled that a meeting was held several years ago and specific procedures were developed and written out. Mr. Pryor stated that, since WTMA is now under new management, they are suggesting changes for improved efficiency. In addition, they are operating under a different billing system (which is different from that of the Borough), and final bills are also pro-rated in a different fashion.

Discussion ensued regarding the feasibility of making changes to the Management Agreement (which states that the Borough reads the meters, does the billing, collects the money and deposits it in WTMA’s account). They are proposing to generate the bills and collect the money themselves, which Leiter Pryor noted would be much simpler “bookkeeping-wise”. The Borough would continue to read the meters and invoice WTMA on a quarterly basis.

Allen Stine voiced the opinion that he is “satisfied with the way it is currently working”, and would not be in favor of making any changes to the original Management Agreement. A discussion on the pros and cons was held. Chairman Fleagle suggested that Mr. Pryor meet with Sean McFarland (WTMA

Manager) to “put in writing how this is going to work”. The WBA will then discuss the matter further at their next meeting.

**BLACKDOT WIRELESS PROPOSAL - REVISED AT&T LEASE TERMS:** Leiter Pryor forwarded correspondence received from Blackdot Wireless (lease consultants for AT&T) to WBA members for review. After discussion, the WBA noted they are not interested in re-negotiating the terms of their current lease.

**RESOLUTION - PUBLIC NOTIFICATION FEE:** Leiter Pryor presented a proposed resolution to implement an annual public notification flat rate fee of \$1.00 per service connection. WBA members suggested that the fee be designated as “non-refundable”. Changes to the resolution will be made, and original documents will be available at the next meeting for approval/execution.

**FOOD LION COMPLEX:** Leiter Pryor noted that there have been questions raised by WTMA regarding the proposed Food Lion complex (next to the FOE) off W. Main Street ... specifically, if it is in the Borough’s *direct* or *indirect* water service area. Drawings were reviewed, and Scott Crum added that the 1978 Water Service Agreement clearly states it is in the *indirect* water service area. Water service for the complex will come off the Borough’s main; and accordingly, the Borough will collect tap, distribution and capacity fees. WBA members agreed, and noted that this will need to be incorporated into the Sewer Transportation Agreement. It was further noted that tap fees for each separate business will be based on the line size. A control meter will be installed at the road and individual meters installed at each business.

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

Water Requisition #10-06 - Borough of Waynesboro (Water Fund) - \$380,150.00 - 2<sup>nd</sup> Quarter Water Allocation

Water Requisition #10-07 - Gannett Fleming Companies - \$1,701.60 - Water system engineering services related to the performance of the duties of the Authority’s consulting engineer and other services as authorized, including Part B - 2010 Annual Services and Part C - NTELOS Standpipe Structural Review, for the period of January 30, 2010 through February 26, 2010

Water Requisition #10-08 - One Call Now - \$5,950.00 - Municipal Notification System

Water Requisition #10-09 - Gannett Fleming Companies - \$98.68 - Water system engineering services related to the performance of the duties of the Authority’s consulting engineer and other services as authorized, including Part B - 2010 Annual Services, for the period of February 27, 2010 through March 26, 2010

Water Construction Fund Requisition #WC-66 - Bonded Applicators, Inc. - \$26,074.00 - Water Treatment Plant, work as per contract (balance due for work completed on upper roof area)

Water Construction Fund Requisition #WC-67 - Gannett Fleming Companies - \$220.36 - Water system engineering services related to the performance of the duties of the Authority’s consulting engineer and other services as authorized, including Part A - Pennvest Assistance (Well 2), for the period of January 30, 2010 through February 26, 2010

Water Construction Fund Requisition #WC-68 - ITT Industries - \$38,140.00 - Construction of Well No. 2 Membrane Treatment Facility (Contract One - Procurement) - Estimate No. 2- Final for work performed up to and including February 18, 2010

Water Construction Fund Requisition #WC-69 - Gannett Fleming Companies - \$352.58 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized, including Part A - Pennvest Assistance (Well 2), for the period of February 27, 2010 through March 26, 2010

Water Construction Fund Requisition #WC-70 - Gannett Fleming Companies - \$1,543.46 - Construction Management Services related to Membrane Treatment at Well No. 2 for the period of February 27, 2010 through March 26, 2010

Sewer Requisition #916 - Gannett Fleming Companies - \$2,942.64 - Engineering services related to Initial Process Evaluation of the Waynesboro Wastewater Treatment Plant to achieve compliance with nutrient cap loads for the period of January 2, 2010 through January 29, 2010

Sewer Revenue Fund Requisition #SA-54 - Borough of Waynesboro (Sewer Fund) - \$234,000.00 - 2<sup>nd</sup> Quarter Sewer Allocation

Christopher Snively seconded; the motion passed unanimously.

**SEWER TREATMENT PLANT UPGRADE:** Jon Fleagle opened discussion regarding the Sewer Treatment Plant upgrade options. He indicated that a decision would need to be made at this meeting as to which option the Authority wished to pursue. After a long discussion and a review of the project costs (and the impact on user rates), it was decided that the Authority would go with Option #1 (denitrification filters).

The Authority reviewed the list of suggested existing plant rehabilitation items provided in Gannett Fleming's preliminary evaluation report. After some discussion, the Authority decided not to proceed with the biosolids dewatering equipment and building, rehabilitation of the secondary digester, and the heat blanket for the Auger Monster unless grant funding is awarded. Christopher Snively made a motion to proceed with Option #1 and the modified listing of existing plant rehabilitation items. Allen Stine seconded; the motion passed unanimously.

**ENGINEERING SERVICES PROPOSAL:** Leiter Pryor was directed to contact Mark Malarich to obtain an engineering services proposal for the Sewer Plant upgrade project. The proposal is also to include a cost for engineering services for the complete listing of existing plant rehabilitation items (in case grant funding is awarded). Lee Layman made a motion to request a proposal from Gannett Fleming for engineering services for upgrades to the Sewer Treatment Plant. Allen Stine seconded; the motion passed unanimously.

**H2O PA GRANT APPLICATION:** Leiter Pryor indicated that he has been working on the H2O grant application. He requested WBA approval to obtain assistance from Gannett Fleming (when needed) for completion of the application. Christopher Snively made a motion to authorize Leiter Pryor to work with Gannett Fleming on completion of the grant application. Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss the meeting adjourned at 9:20 p.m. on Lee Layman/Christopher Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant

