

WAYNESBORO BOROUGH AUTHORITY

MARCH 21, 2006

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

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

Others – R. Lee Royer, Bernie McGarity and Joe Daniels

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the February 21, 2006 meeting, as written. Lee Layman seconded; the motion passed unanimously.

UTILITY SERVICE - MAHAR SUBDIVISION: Lee Royer discussed the proposal for a two-lot subdivision off Mentzer Gap Road. He explained that, as a nearby house tapped off the Authority's transmission line for their water service, he would like to do the same for these two units. Although it is not clear when the existing tap was made, Leiter Pryor was instructed to ensure that the house is metered. Mr. Royer added that gravity sewer lines are being proposed to WTMA, for which he will need the Authority's permission to cross the transmission line.

Following discussion on the matter, Lee Layman made a motion to approve the sewer plan, subject to a WBA inspector being on-site (at the developer's cost) when work is being conducted in the Authority's right-of-way. Christopher Snively seconded; the motion passed unanimously.

Chairman Fleagle stated it has been the Authority's policy that no one be permitted to tap directly onto a transmission line; and a main extension would be required for the requested services. Lee Layman then made a motion to approve water service for the two houses via a main extension off Mentzer Gap Road. This approval will be subject to final review by the Borough's Engineering Department and the Director of Utilities. Allen Stine seconded; the motion passed unanimously.

WESTWIND GARDENS: Leiter Pryor presented Applications/Agreements for Water and Sewer Main Extensions for Westwind Gardens (48 units off old Appalachian Nurseries). Bernie McGarity explained their proposal, but noted that utility drawings were provided to Kevin Grubbs. As those plans were not made available for the Authority's perusal, Mr. McGarity left the meeting to obtain additional copies for discussion later in the meeting.

QUAIL RUN: Leiter Pryor presented a Water Main Extension Agreement for Quail Run Subdivision. He noted that the Authority previously approved an Application for Sewer Main Extension, contingent upon receipt of correspondence from WTMA indicating their agreement to the methodology for providing sewer service to the 26-unit development. WTMA's agreement has been received. Discussion then followed regarding their proposed plan for water service. It was noted that a complete set of drawings was provided to Kevin Grubbs, but those also were not made available for the Authority's review. Mr. Pryor left the meeting to attempt to locate a set of drawings from the Engineering Office.

WESTWIND GARDENS (CONTINUED DISCUSSION): During the Authority's review of the plans provided, concern was noted regarding the dead-end lines. Suggestions were made to create a loop in the system, to which Mr. McGarity agreed. Allen Stine then made a motion to approve the Applications for Water and Sewer Main Extensions for Westwind Gardens, contingent upon the drawings being modified in accordance with the proposals discussed. William Pflager seconded; the motion passed unanimously.

Lee Layman made a motion to approve the Sewer Main Extension Agreement for Westwind Gardens. Allen Stine seconded; the motion passed unanimously.

Christopher Snively made a motion to approve the Water Main Extension Agreement for Westwind Gardens, subject to revisions being made in accordance with the discussion at this meeting to eliminate dead-end lines and to create a loop around the development. William Pflager seconded; the motion passed unanimously.

The Authority advised Mr. McGarity to provide revised drawings to Leiter Pryor, along with a deposit for engineering and inspection services for the main extensions (which will also need to be revised to reflect the changes made at this meeting).

QUAIL RUN (CONTINUED DISCUSSION): Mr. Pryor presented the drawings for Quail Run, which he was able to locate in the Engineering Office. After review and discussion on the matter, Lee Layman made a motion to approve the Water Main Extension Agreement, subject to the drawings being revised to show the individual connections for each unit; and further, that a copy of the agreement between the developer of Quail Run and the developer of Brimington Farms be attached to the main extension agreement. Christopher Snively seconded; the motion passed unanimously.

William Pflager made a motion to approve the Sewer Main Extension Agreement, subject to the drawings being revised to show the individual connections for each unit; and further, that a copy of the agreement between the developer of Quail Run and the developer of Brimington Farms be attached to the main extension agreement. Allen Stine seconded; the motion passed unanimously.

PLAN SUBMISSION FOR WBA AGENDA: Authority members discussed the matter of plans not be properly submitted to them for review at their meetings. After consideration, Allen Stine made a motion that plans/items for discussion by the Authority need to be presented to Leiter Pryor no later than the second Tuesday of each month in order to be discussed by the Authority at their meetings held on the third Tuesday of each month. William Pflager seconded; the motion passed unanimously. Mr. Pryor was instructed to draft correspondence to the area developers advising them of the WBA's new policy.

SOURCE DEVELOPMENT UPDATE: Leiter Pryor informed the Authority that the utility lines have been installed at the McCleaf well. Only minor seeding and driveway repair at the Tyco (AMP) property needs to be completed. The water line was tied into the main and was hydrostatically tested; and a bacteriological test needs to be done.

Mr. Pryor added that the Water Supply Permit Application has been submitted to DEP. In addition, the Erosion/Sedimentation Plan has been submitted to the County – minor revisions were requested, made and approved by the County. The Land Development Plan has been submitted to the Washington Township Supervisors for consideration at their meeting on April 10th – he and Tim Glessner (Gannett Fleming) will attend the meeting to answer any questions they may have.

Mr. Pryor noted that he has contacted Anne Arundel County to arrange a tour of their nano-filtration plant, at the Authority's request. Their design engineer will also be present to answer any technical questions. Members were asked to check their calendars and advise if they are available on either April 20th or 21st.

Mr. Pryor noted that the Authority's next step in the well development is to finalize plans with the McCleafs. He has received correspondence from DCNR noting that settlement can now take place. Restrictive covenants on the back parcel are still being worked on, and final costs on the utilities need to be calculated. Mr. Stine noted that the Maintenance Department should be commended for their work on the utilities, as the project came in under budget and on time.

Updated cost expenditures for the well development to date will be prepared for the Authority's review at their next meeting.

UNDERWATER INSPECTION PROPOSAL FOR ANTIETAM DAM INLET PIPING: Leiter Pryor noted that recommendations for an underwater inspection of the inlet piping at the Antietam Dam have been included in the last several DEP inspection reports. A proposal of \$4,361.00 has been received from Underwater Consultants International for the work, which he would like to have done in the spring (prior to the next dam inspection). Allen Stine made a motion to approve the proposal received from Underwater Consultants International. Christopher Snively seconded; the motion passed unanimously.

ANTIETAM DAM OUTLET PIPING PAINTING BIDS: Leiter Pryor reported that one bid was received for painting the Antietam Dam outlet piping – that being \$32,900.00, from PSI Pumping Solutions, Inc. Mr. Pryor noted that he had budgeted \$35,000 for the project; and added that this company did an excellent job on the Third Street Pumping Station upgrade. Lee Layman made a motion to award the bid to PSI. William Pflager seconded; the motion passed unanimously.

WATER CAPACITY REQUEST - K & W ENGINEERING: Leiter Pryor noted that the Authority received correspondence from WTMA regarding a request to serve water and sewer to a proposed poultry processing facility, who would use approximately 625,000 gpd of water and sewer capacity. After discussion on the matter, the Authority instructed Mr. Pryor to respond that their existing system does not have the capacity to support these demands.

GANNETT FLEMING ENGINEERING PROPOSAL (ENTERPRISE AVENUE PUMPING STATION): Jon Fleagle noted that the WBA received a proposal of \$53,000 from Gannett Fleming to do the engineering work for the Enterprise Avenue Pumping Station. He noted that the Brimington Farms developer was charged 83% of the proposed total amount for engineering and construction costs. It should be noted that the developer will be financially responsible for 83% of the actual total project costs. William Pflager made a motion to authorize Gannett Fleming to proceed with the design phase of the Enterprise Avenue Pumping Station upgrade. Christopher Snively seconded; the motion passed unanimously.

NPDES PERMIT AMENDMENT: Chairman Fleagle referred to correspondence received from Mark Malarich regarding the need to begin monitoring for phosphorus and nitrogen. Mr. Pryor advised that the staff has been monitoring for these parameters; stating that reporting of those elements will begin on April 1st pursuant to the permit amendment.

SEWER BILLING CALCULATION - 562 WEST EIGHTH STREET: Leiter Pryor noted that this matter was discussed at the Authority's last meeting. He has reviewed the Act 57 Tapping Fee Analysis, which includes a planning number for calculating estimated sewer flows based upon gallons per capita per day. This figure can be utilized to calculate a flat rate for sewer billings in cases when the water usage is not metered. Based on the formula provided, he proposed that a flat rate of \$87.42/quarter be charged. He added that he will send a letter with this customer's first bill explaining the fee and how it was derived. The Authority instructed that the billing should be calculated back to when the customer first began receiving sewer service. A modification to the Authority's rate structure will also need to be made. Mr. Pryor will draft a resolution for the Authority's approval at their next meeting. The Authority concurred.

REQUEST FOR JOINT AUTHORITY MEETING: Leiter Pryor advised that Eugene Barnhart contacted him regarding WTMA's request to meet with the WBA to discuss items of mutual interest – they suggested either March 28th or April 25th. WBA members agreed on April 25th; and Leiter Pryor was requested to contact Mr. Barnhart to make the appropriate arrangements.

PPL REQUEST FOR USE OF EXISTING WBA RIGHT-OF-WAY: Leiter Pryor noted that PPL is requesting to utilize a portion of the WBA's right-of-way in the vicinity of Brown and N. Potomac Streets for a gas line. Drawings will be provided, and the Authority suggested deferring the matter for discussion at the next meeting (if the drawings are available at that time).

FUTURE SEWER REQUIREMENTS (WTMA CORRESPONDENCE): Correspondence was received from WTMA regarding future sewer requirements. Leiter Pryor suggested that this matter be discussed with WTMA during the upcoming joint meeting on April 25th. The Authority agreed.

APPLICATIONS FOR WATER AND SEWER MAIN EXTENSION - CARBAUGH/KAUFFMAN SUBDIVISION: Mr. Pryor presented a Applications for Water Main Extensions for a six-unit townhouse unit on Green Street. The Engineering Department will be requested to look at possibilities for looping in the area. William Pflager made a motion to approve the Applications for Water and Sewer Main Extensions for the Carbaugh/Kauffman Subdivision. Christopher Snively seconded; the motion passed unanimously.

TIMBER SALE: Mr. Pryor was requested to give an update on the proposed timber sale off Cold Spring Road. He reported that Craig Houghton (Penn State Forestry Department) has located a buyer and that the timber will be removed within the next several weeks . Legal issues regarding this matter are being handled by the Authority Solicitor.

Mr. Pryor added that the deer fence has been erected.

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

Sewer Revenue Fund Requisition #SA-25 - Borough of Waynesboro - \$50,000.00 - Sewer Allocation

Source Development Fund (Water Requisition) #SD-125 - Kathy A. Wishard (Tax Collector) - \$99.09 - 2006 Franklin County Real Estate Tax - Blue Rock Road, Lot #1 (Well Site)

Source Development Fund (Water Requisition) #SD-126 - Gannett Fleming Companies - \$531.94 - Annual Services of the Authority's Consulting Engineer as Authorized Under the Annual Services Agreement, including Part B – Preliminary Studies Related to Well No. 2, as Necessary to Submit DEP Water Supply Permit Application for the period of December 24, 2005 through February 3, 2006

Source Development Fund (Water Requisition) #SD-127 - Gannett Fleming Companies - \$34,204.82 - Preliminary Design of Well No. 2 Membrane Facilities to Support Permitting Approvals for the period of December 24, 2005 through February 3, 2006

Sewer Requisition #873 - Smith Elliott Kearns & Company, LLC - \$900.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2005 (Sewer Fund)

Water Requisition #06-04 - Smith Elliott Kearns & Company, LLC - \$1,600.00 - Progress billing for services rendered in connection with audit of financial statements for the period

ended December 31, 2005 (Water Fund)

Water Requisition #06-05 - Kathy A. Wishard (Tax Collector) - \$456.51 - 2006 Franklin County Real Estate Tax – Rattlesnake Run Road

Water Requisition #06-06 - Gannett Fleming Companies - \$151.98 - Annual Services of the Authority's Consulting Engineer as Authorized Under the Annual Services Agreement, including Part A – General Consulting Services Related to the Performance of the Duties of the Authority's Consulting Engineer for the period of December 24, 2005 through February 3, 2006

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 9:41 p.m., on a Layman/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant