

WAYNESBORO BOROUGH AUTHORITY

FEBRUARY 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 – Craig Houghton and Beth Brantley, Penn State-Mont Alto Forestry Technology Department

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the January 17th regular meeting and the February 8th special meeting, as written. Lee Layman seconded; the motion passed unanimously.

TIMBER ON WATERSHED: Craig Houghton provided the Authority members with a detailed report on the timber cut at South Mountain on the WBA's watershed. They noted they will discuss the matter later in the meeting and thanked Mr. Houghton for his efforts.

On a similar matter, Beth Brantley discussed the lack of re-generation of oak trees on the watershed, mainly due to the large population of deer. She explained that an adult deer averages eight pounds of food per day, and they prefer oaks above all else. Penn State is recommending the installation of an 8' deer fence to enable the seedlings to grow beyond the browse line for deer. They have received a quote of \$8,000 for 3,500 feet of fencing from George Riley, a state-certified contractor used by the Bureau of Forestry. Ms. Brantley discussed the possibility of scheduling some timber sales to recoup the cost of this project. The fence would be installed around 8.5 acres, which would guarantee re-generation in the area. Once a new forest is established, some of the larger trees can then be removed.

Mr. Fleagle noted that the Authority will discuss the matter further later in the meeting.

EAST END DEVELOPMENT SEWER CONNECTION: Leiter Pryor presented a request from WTMA regarding East End Development, an eight-lot subdivision located in the Welty Road area. They note that the developer (Ronald Martin) has proposed discharging the sanitary sewer from this subdivision into the WBA's sanitary sewer main through the Hollengreen property; and WTMA has approved this proposal. They are requesting a letter from the WBA regarding the need for a flow meter or if other alternatives for flow measurement will be acceptable. Mr. Pryor noted that the WBA had previously committed to the capacity, and this proposal "makes sense" to him. In addition, he has already held discussions with Eugene Barnhart and Lance Hoover regarding the use of EDU's as a means of calculating flows, as provided for in the Sewage Transportation Agreement. William Pflager made a motion to approve WTMA's request to serve the eight-lot subdivision off Welty Road. Lee Layman seconded; the motion passed unanimously.

Ronald Martin also discussed the Marite Subdivision, adjacent Orchard Estates/Martin's Ridge, which is located off of Stottlemeyer Road. He noted that WTMA will be forwarding a letter regarding this matter in the morning, but he provided verbal information regarding their decision at their meeting he attended prior to this meeting. According to Mr. Martin, WTMA agreed to request that WBA serve this 34-lot development, as it is located in their indirect water service area. Chairman Fleagle suggested that WBA could approve this matter contingent upon their receipt of WTMA's letter as referenced by Mr. Martin. He stated that Mr. Martin will need to submit utility drawings (when available) for review by both the WBA and WTMA, adding that there may be problems with dead-ends in the lines and distribution system limitations due to the elevation of the development. Lee Layman made a motion to approve WTMA's request to serve the 34-lot Marite Development off Stottlemeyer Road, contingent upon receipt of WTMA's letter of request. Christopher Snively seconded; the motion passed unanimously.

SOURCE DEVELOPMENT UPDATE: Leiter Pryor reported that he received a detailed set of process drawings for submission of the Water Supply Permit Application, which is complete and will be mailed upon receipt of checks for the appropriate fees. The Borough's Maintenance Department began running utilities at the well site, and anticipate completing the work in approximately two weeks. Copies of the executed Purchase Agreement and Supplemental Purchase Agreement were received from the McCleafs, and verbal notification has been received from DCNR authorizing the WBA to proceed with purchase/acquisition. Gannett Fleming will begin the next phase of engineering work, which will be the proposed structure.

Mr. Pryor stated that he has been attempting to make arrangements for a plant tour at Anne Arundel County, but has not yet been successful. Authority members noted that they prefer Saturdays; however, if need be, several members could attend during the week with staff members.

Mr. Fleagle requested that Mr. Pryor prepare a spreadsheet outlining expenditures on the project to date.

INDIRECT WATER SERVICE AREA REQUEST (SHADY LANE): Leiter Pryor noted that he received correspondence from WTMA regarding a two-lot subdivision located in the indirect water service area off Shady Lane. They are requesting that the WBA provide water to the subdivision, but were not specific regarding the number of units proposed. Christopher Snively made a motion to commit to one unit of capacity for Lots 1 and 2, adding that if additional units are required, information and drawings regarding that fact should be provided. Allen Stine seconded; the motion passed unanimously.

SEWER CONNECTION - 562 WEST 8TH STREET: Leiter Pryor discussed a situation at 562 W. 8th Street, which was recently brought to his attention. A building permit to construct a house on the lot (which is bisected by the Borough/Township line) was issued by the Borough of Waynesboro. The house was built in Washington Township instead of the Borough, however the property owner paid sewer tapping fees to the Borough and connected onto its sanitary sewer system. Water service for the property is provided by a private well, and the owner doesn't want public water. As such, the Borough cannot bill him for sewer service, as the bill is based on water consumption (and he will not allow a meter to be placed on his well). As the Borough collected the tapping fees, WTMA has recommended that he be considered a Borough customer; and Gannett Fleming has provided a recommendation regarding calculating a sewer bill.

Leiter Pryor was instructed to draft a billing proposal based on Gannett Fleming's recommendation, as well as a proposed revision to the Authority's Rules and Regulations with regard to billing individuals without meters a certain rate. The Authority will review and discuss this matter further at their next meeting.

MCCLEAF WELL SITE PURCHASE AGREEMENTS: Authority members received copies of the Agreement of Sale and Supplemental Agreement of Sale for the well site, which have been executed by the McCleafs. Lee Layman made a motion to approve the Agreement of Sale and Supplemental Agreement of Sale, as presented. Allen Stine seconded; the motion passed unanimously.

ANTIETAM DAM CONTROL TOWER OUTLET PIPING RESTORATION: Leiter Pryor noted that the Authority budgeted for restoration work to be done on the outlet piping at Antietam Dam, which has been identified in the Dam Inspection Report for the last several years. Bid documents have been prepared, and he requested authorization to proceed. Allen Stine made a motion to authorize Leiter Pryor to proceed with the bidding process for the Antietam Dam Control Tower Outlet Piping Restoration Work. Lee Layman seconded; the motion passed unanimously.

WTMA INFORMATION REQUEST: Leiter Pryor reported that Eugene Barnhart (WTMA) had contacted him recently regarding obtaining water consumption records for commercial utility customers connected to Waynesboro water and WTMA sewer. As this will involve a programming modification, it was suggested that WTMA pay any associated costs. Mr. Pryor was instructed to request that Mr. Barnhart provide the WBA with a "Request for Quotation" to be forwarded to the Borough's programmer. Privacy issues were also discussed, however Authority Solicitor D. Lloyd Reichard noted that the Authority is not required by law to conceal any information.

WAYNESBORO YOUTH LEAGUE REQUEST: Chairman Fleagle noted that the Waynesboro Youth League would like to construct a new concession stand/restroom facility and connect onto the Borough's sewer system, but they are requesting that WBA waive the applicable tap fees. Lee Layman made a motion to approve waiving the sewer tap fee for the Borough's property located at the end of Old Mill Road and Clayton Avenue, as requested by the Waynesboro Youth League. Allen Stine seconded; the motion passed unanimously.

WATER AVAILABILITY REQUEST (GLEN OAKS): Leiter Pryor reported that he received a water availability request from WTMA for the property across from Hamner's Garage. They are proposing a 167-unit development to be known as Glen Oaks. Mr. Pryor noted that this development should result in "hitting the ceiling" on the limit for sewage exchanges with WTMA as outlined in the Sewage Transportation Agreement. In addition, marginal fire flows are anticipated and (at some point) need to be addressed. Lee Layman made a motion to authorize Mr. Pryor to notify WTMA that they have the capacity to serve this development; but to "put them on notice" that there is a potential problem with fire flows in the area and recommend that they take steps to upgrade the fire protection service. William Pflager seconded; the motion passed unanimously.

PROPOSAL TO UPGRADE ENTERPRISE AVENUE PUMPING STATION: This matter will be placed on the Authority's agenda for discussion at their next meeting.

DEER FENCE PROPOSAL BY PENN STATE-MONT ALTO FORESTRY TECHNOLOGY DEPARTMENT: The Authority discussed the proposal presented earlier in the meeting by the Penn State-Mont Alto Forestry Technology Department to install deer fencing at a specified location on the WBA's watershed. Leiter Pryor noted his concern regarding potential vandalism and the designation of responsibility for repair and/or maintaining the fence. The need for three (3) competitive quotes was also discussed. Lee Layman made a motion to proceed with installation of the deer fence, contingent upon the following: (1) that PSU provides administrative work involved in obtaining two additional price quotes; (2) that PSU oversees the construction of the fence, at a total price not-to-exceed \$8,225.00; and (3) that PSU provides future maintenance of the fence. Christopher Snively seconded; the motion passed unanimously.

The Authority adjourned to executive session at 9:46 p.m. and returned to regular session at 9:53 p.m..

SALE OF TIMBER: Lee Layman made a motion for Leiter Pryor to contact Craig Houghton (Penn State-Mont Alto Forestry Technology Department) and authorize him to sell the timber that was cut from the watershed and stacked along Cold Springs Road. William Pflager seconded; the motion passed unanimously.

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

Water Requisition #06-03 - Gannett Fleming Companies - \$144.36 - Annual Services of the Authority's Consulting Engineer as Authorized under the Annual Services Agreement (2004/2005) for the period of November 26, 2005 through December 23, 2005

Source Development Fund (Water Requisition) #SD-119 - Gannett Fleming Companies - \$1,876.60 - Preliminary Studies Related to Well No. 2, as Necessary to Submit DEP Water Supply Permit Application for the period of November 26, 2005 through December 23, 2005

Source Development Fund (Water Requisition) #SD-120 - Gannett Fleming Companies - \$14,247.08 - Preliminary Design of Well No. 2 Membrane Facilities to Support Permitting Approvals for the period of November 26, 2005 through December 23, 2005

Source Development Fund (Water Requisition) #SD-121 - Borough of Waynesboro - \$80,000.00 - McCleaf Well Site Utility Line Construction

Source Development Fund (Water Requisition) #SD-122 - Commonwealth of Pennsylvania - \$750.00 - Public Water Supply Permit Application

Source Development Fund (Water Requisition) #SD-123 - Commonwealth of Pennsylvania - \$500.00 - Water Quality Management Permit Application

Source Development Fund (Water Requisition) #SD-124 - Washington Township - \$50.00 - Land Development Plan Review (Waynesboro Well No. 2)

Sewer Requisition #871 - Agricultural Analytical Services Laboratory - \$325.00 - 1 DEP Permit 271-Biosolids

Sewer Requisition #872 - Agricultural Analytical Services Laboratory - \$820.00 - 4 DEP Permit 271-Soils

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 10:05 p.m. on a Stine/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant