

WAYNESBORO BOROUGH AUTHORITY

MAY 16, 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 – Jon Fleagle, S. Allen Stine, William Pflager, Lee Layman and Christopher Snively

Borough Staff – S. Leiter Pryor, Director of Borough Utilities

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the March 21, 2006 meeting and the April 18, 2006 meeting, as written. William Pflager seconded; the motion passed unanimously.

SOURCE DEVELOPMENT UPDATE: As previously reported, Leiter Pryor noted that the Water Supply Permit Application has been submitted, but it is still under DEP review. He anticipates receiving a response from them in a month or two. As some preliminary information was submitted prior to the application, he does not expect a lot of comments to be returned.

A portion of the application was the Water Quality Part 2 Application for the lift station at West Penn, which is “on hold” until the Act 537 Planning Exemption approval is granted. A letter has been submitted to WTMA requesting that they sign-off on that document.

NANOFILTRATION PLANT TOUR: Leiter Pryor noted that the plant tour in Anne Arundel County was very informative. The process design engineer, as well as their plant operator, were present for the plant tour. Mr. Pryor noted that the trip re-affirmed that the WBA made the right choice in deciding to go with nanofiltration processing. He passed out several pictures taken during the tour for members who were not able to attend. In addition, information has been obtained regarding a membrane filtration class being held in June. Mr. Pryor noted that, after receipt of comments from DEP with regard to the Water Supply Permit Application, the WBA can authorize Gannett Fleming to proceed with final design of the plant.

Discussion followed regarding funding sources for the well site. The Corps of Engineers grant, for a portion of the engineering and construction management services, is “on hold” at this time.

INNOVATIVE TECHNOLOGIES GRANT APPLICATION - MCCLEAF WELL: Leiter Pryor also noted that the grant application for an Innovative Technologies Grant (through DEP’s Growing Greener II Program) is almost complete. If approved, this grant would provide reimbursement for 75% of eligible costs for the nanofiltration process. Application questions regarding Township planning and zoning will need to be discussed with Washington Township, and final WBA approval is required for submission. The application deadline is the end of June. Allen Stine made a motion to authorize Leiter Pryor to proceed with the application for an Innovative Technologies Grant. Christopher Snively seconded; the motion passed unanimously. Leiter Pryor added that he has drafted letters for Jon Fleagle’s signature to Senator Terry Punt and Representative Pat Fleagle asking for their support in this grant endeavor.

Chairman Fleagle reported that an executive session will be held at the end of this meeting to discuss issues regarding land acquisition.

STRUCTURAL ANALYSIS - WATER FILTRATION PLANT: Leiter Pryor reported that Gannett Fleming will be on-site to conduct a structural analysis at the Water Plant on May 25th. The plant staff has been requested to drain down one clarifier and one filter to make inspecting the tanks easier. Mr. Pryor also clarified that the scope of work submitted by Gannett Fleming was not for a “full blown” structural analysis, but rather a detailed inspection of the facility and report submission to the Authority highlighting their findings and recommendations for repairs.

WTMA WATER AND SEWER UTILITY REQUEST - EIGHTH STREET SUBDIVISION: Correspondence was received from WTMA regarding water and sewer service for a proposed subdivision on Eighth Street (in Washington Township). They are asking if the WBA would be willing to accommodate utilities under the Indirect Water Service Agreement and the Sewer Transportation Agreement. Leiter Pryor explained the proposed plans, and noted no problems. Christopher Snively made a motion to approve water and sewer service for the subdivision off Eighth Street, as presented. William Pflager seconded; the motion passed unanimously.

UN-METERED SEWER CUSTOMER: Leiter Pryor reported that the sewer bill for the un-metered customer previously discussed will be mailed out in approximately one (1) week, along with the regular billing cycle for that area. He will include a letter of explanation with the bill.

2005 WATER AND SEWER AUDITS: Leiter Pryor reviewed the management letter provided by Smith Elliott Kearns & Company for the WBA’s 2005 water and sewer audits. The audit reports were also discussed and reviewed in detail. Lee Layman made a motion to accept the 2005 water and sewer audit reports from Smith Elliott Kearns & Company. William Pflager seconded; the motion passed unanimously. Jon Fleagle instructed Leiter Pryor to forward copies of the audits to Washington Township Supervisors and Quincy Township Supervisors, for their record.

ENTERPRISE AVENUE PUMPING STATION: Leiter Pryor reported that Gannett Fleming representatives will visit the Enterprise Avenue Pumping Station on May 17th to begin work on the final design of the station.

CONTROL TOWER AT ANTIETAM DAM: Leiter Pryor noted that the contract has been awarded to PSI for work on the control tower at Antietam Dam. A start date will be negotiated in the near future.

BIO-TOWER BEARING REPLACEMENT: Leiter Pryor noted that he is still reviewing the proposal for the bio-tower bearing replacement, as he has received conflicting information on the best method of replacement.

BROAD STREET RESERVOIR: Leiter Pryor reported that he is in the process of writing specifications for the job.

INFLOW AND INFILTRATION STUDY: Leiter Pryor noted no progress on the I & I Study.

QUAIL RUN SUBDIVISION: Mr. Pryor reminded the Authority that, several meetings ago, Joe Daniels was present to discuss the water and sewer services for the Quail Run Subdivision. The drawings he presented at that time, however, did not indicate the service lines; and the WBA approved the Main Extension Agreement contingent on receiving updated drawings. Updated drawings have been submitted to the Authority for review. Christopher Snively made a motion to approve the Water and Sewer Main Extension Agreements for Quail Run. William Pflager seconded; the motion passed unanimously.

WESTWIND GARDENS: Mr. Pryor also noted that, several meetings ago, Bernie McGarity had presented plans for Westwind Gardens. He has now submitted updated drawings to include a loop and a 6" main extension to Fairview Avenue, as requested by the WBA at that time. Mr.

Pryor explained the changes made to alleviate the dead-end to enhance water quality, noting that the plans were approved contingent to these changes being made.

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

- Source Development Fund (Water Requisition) #SD-130 - Washington Township Supervisors - \$132.93 - Engineering fees for review of Well #2 Development Plan

- Source Development Fund (Water Requisition) #SD-131 - Gannett Fleming Companies - \$1,519.80 - Annual services of the Authority's consulting engineer as authorized under the Annual Services Agreement, including Part A – Assistance with Corps of Engineers Grant Requirements, for the period of March 4, 2006 through March 31, 2006

- Source Development Fund (Water Requisition) #SD-132 - Gannett Fleming Companies - \$12,518.28 - Preliminary design of Well No. 2 membrane facilities to support permitting approvals, including Part A – Well No. 2 Preliminary Design, for the period of March 4, 2006 through March 31, 2006

- Sewer Requisition #874 - Gannett Fleming Companies - \$109.37 - Design phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade, including Part A – Design Phase Level of Effort for period of March 4, 2006 through March 31, 2006

- Sewer Requisition #875 - The Pennsylvania State University - \$325.00 - 1 DEP Permit 271-Biosolids

- Sewer Requisition #876 - Smith Elliott Kearns & Company, LLC - \$1,150.00 - Audit of financial statements and preparation and presentation of report thereon as of December 31, 2005, including preparation of DCED report and Notice of Audit; plus additional services required due to conversion of fixed assets to appraised values with depreciation; less progress billings

- Water Requisition #06-09 - Smith Elliott Kearns & Company, LLC - \$1,700.00 - Audit of financial statements and preparation and presentation of report thereon as of December 31, 2005, including preparation of DCED report and Notice of Audit; plus additional services required due to conversion of fixed assets to appraised values with depreciation; less progress billings

- Sewer Revenue Fund Requisition #SA-26 - Borough of Waynesboro - \$100,000.00 - Sewer Allocation

William Pflager seconded; the motion passed unanimously.

The Authority adjourned to executive session at 8:31 p.m. and resumed the regular session at 8:45 p.m.

Chris Snively made a motion to execute the proposed Termination of Sale Agreement for the Bruce and Warren property (Well Site #2). William Pflager seconded; the motion passed unanimously.

Allen Stine made a motion to execute the revised Agreement of Sale for the Bruce and Warren property (Well Site #2). William Pflager seconded; the motion passed unanimously.

William Pflager made a motion to execute the IRS tax form provided by Bruce and Warren, contingent upon completion of the form by Craig McCleaf and final approval by Authority Solicitor D. Lloyd Reichard. Allen Stine seconded; the motion passed unanimously.

Lee Layman made a motion to authorize Jon Fleagle and/or Allen Stine to execute the closing documents for the Bruce and Warren property (Well Site #2), and for S. Leiter Pryor to prepare a Source Development Requisition for the closing pursuant to the preparation of the settlement sheet indicating the purchase price and all associated costs and fees. The WBA will acknowledge this expenditure during the June 20, 2006 regular meeting. Chris Snively seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:55 p.m. on a Snively/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott

Administrative Assistant