

WAYNESBORO BOROUGH AUTHORITY

APRIL 17, 2018

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 6:00 p.m. with the following in attendance:

Borough Authority Members – Jon Fleagle, Niccole Rolls, Lee Layman and S. Allen Stine (William Pflager was absent)

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

APPROVE MINUTES: Niccole Rolls made a motion to approve the minutes of the March 20, 2018 meeting, as written. Lee Layman seconded; the motion passed unanimously.

WATER PLANT UPGRADE: Leiter Pryor reported that the engineering services proposal from Gannett Fleming has not yet been received, as promised. Rachel Govelovich explained that they were over-extended in their commitments to other clients and would not be able to fulfill their commitment to the WBA, however she assured Mr. Pryor that a draft would be received by the end of this week (04/20). WBA members expressed their dissatisfaction, as the engineering services proposal is required before they can do anything else with regard to this project. If the proposal is received by 04/20, Mr. Pryor and Chairman Fleagle will review it to determine if a lot of modifications are needed; and if not, a special meeting will be held in order to take action. The special meeting was tentatively scheduled for 05/01 at 6:00 p.m.

UTILITY PLAN – AVALON PARK (INDIRECT SERVICE AREA): Correspondence was received from Andrew Zeigler (WTMA's Project Supervisor) regarding the previously-discussed utility plan for 21 units in the proposed Avalon Park. WTMA would like to install a master meter and bill the property as one customer (the lines would be private and the WBA would have no maintenance responsibilities). WBA members concurred with serving the development, with a master meter, but would like to see the final layout and line size.

UPDATE – ANTIETAM DAM PROJECT BUDGET AND MEETING WITH DEP:

Correspondence was received from Amanda Hess (Gannett Fleming) regarding a scheduled meeting with DEP on 05/24 at 10:00 a.m. to formally present the WBA's rock-cut spillway concept. As their engineering services contract for the Dam Project did not include the DEP meeting, they are asking for an additional budget of \$2,500 in order to prepare for the meeting. Lee Layman made a motion to approve the additional expense of \$2,500. Niccole Rolls seconded; the motion passed unanimously.

UTILITY BILLING SYSTEM UPDATE: Mr. Pryor reported that he has been researching several utility billing systems, and a demo was recently conducted with several staff members and WBA Chairman Fleagle. Although the demo was quite impressive, he would like to look at several other systems to ensure they choose the system which best suits the Borough and Authority's needs. He anticipates a recommendation to be forthcoming within 1-2 months.

CHLORINE DEMAND STUDY (STP): Mr. Pryor noted that the staff continues to collect data (they are required to do testing 2 times/month for 12 months), and he is hopeful that the discharge figures will be raised. They are also still doing metals testing. He noted that sludge was hauled to the Barr farm since the last WBA meeting, and another larger hauling event to the Gayman farm will take place in the near future.

MANDATORY SEWER CONNECTION ORDINANCE UPDATE: Mr. Pryor reported that notices of violation have been sent to five (5) property owners, putting them "on notice" that they need to connect to the Borough's sewer system within 45 days. There are still unanswered questions, however, regarding how they will connect and what is required as far as a private facility in the public right-of-way. He stated that there have been similar situations in the past, and at those times, right-of-ways and maintenance agreements were required ... so he is assuming that is how these situations would/should be handled. He added that some of these situations will involve difficult connections.

REMINDER – MAY MEETING DATE CHANGE: The WBA's May meeting has been rescheduled from 05/15 to 05/22.

ADDITIONAL ITEMS FOR DISCUSSION:

- Mr. Pryor noted that the warranty on the Sewer Treatment Plant's alarm system has expired. He received a proposal for renewal in the amount of \$1,584.00/year, and recommended waiting until the system is older, as that amount would cover several service calls (if necessary).
- Discussion was held regarding several CD's which are coming due in May. Mr. Layman has reviewed the matter and recommended starting another \$100,000 CD (for 36 months) and letting the others continue to roll. WBA members agreed.
- Financial statements for the Water and Sewer accounts were reviewed.
- Leiter Pryor and Niccole Rolls will work on the Sewer Use Ordinance in the near future.
- The large industrial commercial meters will be inspected shortly by the Borough's maintenance department, as these could be a large culprit of water loss. It was noted that backflow prevention valves should be checked at this time also.
- Aqua-Tech will begin leak detection work in June on the entire water system, from the transmission mains at the plant through Zullinger.
- Scott Crum has provided Mr. Pryor with a list of sewer lines which should be inspected and/or grouted. He will get price estimates for discussion at the next

meeting. Mr. Pryor reported that the sewer flusher is back in-service and some new attachments for it have been ordered. It was used earlier today on Clayton Avenue and it seemed to be working well.

- As there is still money left in the budget for I & I (inflow and infiltration) work, they will continue working on inspection and rehabilitation of manholes on the existing list.
- Mr. Pryor will obtain pricing for a roof structure on the drying bed.
- Mr. Pryor and Gordon Cruickshanks will meet with Cy Geesaman to discuss doing exploration work for a well on his property.
- Mr. Pryor continues to work on the free water customers list. He was able to locate several of the agreements, but will visit the courthouse next to determine if they have been recorded/filed with the deeds.
- They are awaiting information from Craig Houghton regarding potential summer help at the water plant/watershed.

PAY BILLS: Lee Layman made a motion to approve the payment of the following requisitions –

Sewer Revenue Fund Requisition #SA-219 – Borough of Waynesboro (Clearing Account) - \$299,202.00 – 2nd Quarter, 2018 Sewer Allocation

Sewer Revenue Fund Requisition #SA-220 – A & H Equipment Company - \$8,370.69 – Invoice #X03264

Sewer Revenue Fund Requisition #SA-221 – D. L. Reichard, II - \$1,059.08 – Base Retainer for Legal Services (04/01/2018 to 06/30/2018)

Sewer Revenue Fund Requisition #SA-222 – Smith Elliott Kearns & Company, LLC - \$2,400.00 – Progress billing for audit of financial statements as of December 31, 2017

Water Revenue Fund Requisition #18-11 – D. L. Reichard, II - \$1,059.08 – Base Retainer for Legal Services (04/01/2018 to 06/30/2018)

Water Revenue Fund Requisition #18-12 – Gannett Fleming, Inc. - \$147.62 – 2018 Annual Services for the period of February 3, 2018 through March 2, 2018

Water Revenue Fund Requisition #18-13 – Borough of Waynesboro (Clearing Account) - \$530,244.00 – 2nd Quarter, 2018 Sewer Allocation

Water Revenue Fund Requisition #18-14 – Smith Elliott Kearns & Company, LLC - \$3,600.00 – Progress billing for audit of financial statements as of December 31, 2017

Water Revenue Fund Requisition #18-15 – Staples Credit Plan - \$599.99 – Media Projector for Meeting Room

Allen Stine seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:18 p.m. on a Rolls/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor