

WAYNESBORO BOROUGH AUTHORITY

AUGUST 21, 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, Lee Layman, Niccole Rolls, S. Allen Stine and William Pflager (via videoconference)

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

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the June 19, 2018 and July 17, 2018 regular meetings, as written. Niccole Rolls seconded; the motion passed unanimously.

UPDATE – WATER PLANT UPGRADE: Leiter Pryor reported that work is progressing on the plant upgrade design, and he requested that Gannett Fleming provide him with a detailed time line for the project. He anticipates that drawings will be forthcoming in the near future.

ANTIETAM DAM – PROPOSAL (GFE): WBA members received a copy of the proposal from Gannett Fleming regarding the Antietam Dam upgrade. Mr. Pryor noted that discussions have been held with Gannett Fleming regarding the next steps involved in the process to fully confirm that the rock-cut auxiliary spillway is a viable option. Their proposal outlines proposed costs thru to the conceptual design phase of the project. Several questions were raised during the WBA's review, and Mr. Pryor was requested to obtain additional clarification from Gannett Fleming on certain items.

Chairman Fleagle recommended WBA's approval to accept Gannett Fleming's proposal upon satisfactory answers to the questions raised (and receipt of a readable cost breakdown). Allen Stine made a motion as recommended by Chairman Fleagle. William Pflager seconded; the motion passed unanimously.

REQUEST FOR T-MOBILE EQUIPMENT SWAP: Mr. Pryor advised that T-Mobile has submitted a request to remove/replace three (3) of their six (6) antennas from the N. Broad Street water tower with newer antennas, and to replace the on-ground equipment with new also. Initial drawings were provided (which will require several modifications); but he noted there is no need for a structural analysis, as there is no difference in equipment dimension and only a six (6) pound total weight difference. Clarification is required regarding their intention to use the existing mounting brackets; and if not, their

methodology for attaching the equipment will need to be reviewed and included on the construction drawings.

Niccole Rolls made a motion for approval contingent upon Mr. Pryor's recommendation. Lee Layman seconded; the motion passed unanimously.

WATER LEAK REPAIR(S): Mr. Pryor reported that the Maintenance Department has one (1) more leak to repair (of those recently located during Aqua-Tech's system-wide review), but the sound of the leak has moved and they would like for Aqua-Tech to pinpoint the area again before they begin digging. Aqua-Tech is planning to be back in the area in several weeks to do this work. Mr. Pryor noted that much of the unaccounted-for water has been taken care of and flow at the Water Plant has reportedly improved. Mr. Pryor noted his appreciation to the Borough's crew for keeping up with the necessary repairs; and although several boil water advisories were necessary, all were resolved without major complaints.

UPDATE – UTILITY BILLING SYSTEM: Mr. Pryor noted that he and D'Lynn Scheeler visited the Gettysburg Municipal Authority to observe Muni-Link in operation. They were impressed with the demonstration and GMA's staff is very pleased with the system. Although Muni-Link is more expensive than some of the other systems considered, there is a much greater opportunity for a long-run cost savings on postage and manpower, and the system also appears to interface well with QuickBooks on the accounting side. Mr. Pryor noted that data conversion and implementation will take approximately six (6) months.

In order for the WBA to take action at their next meeting, Chairman Fleagle requested that Mr. Pryor prepare a spreadsheet with a quote breakdown of the features and costs of each of the three (3) systems considered.

AWOP AWARD: Mr. Pryor reported that the Water Treatment Plant has once again received DEP's AWOP award for water quality. He commended the plant staff, noting they work hard and do a "fabulous" job. This is the seventh time that Waynesboro's plant has received the AWOP award. Chairman Fleagle added it is remarkable that the water quality obtained from Waynesboro's 25 year-old plant/filters is among the top 10-15% of the plants who participated in this program.

HEAT EXCHANGER (WTP): Leiter Pryor reported that the heat exchanger at the Water Treatment Plant (which is utilized for domestic water and certain chemical mixing) is regulated by the PA Department of Labor and Industry. An inspection was conducted several weeks ago and it was noted that the leak pointed out during the last inspection was no longer repairable. (They were hoping that replacement could last until the plant upgrade, as the equipment cost \$9,000 in 2008, but present replacement costs are now at \$40,000+.)

Further review will need to be done to determine if another piece of equipment could be utilized for the same purpose, and he will discuss the matter with Gannett Fleming. In the meantime, they will get a second opinion and if it is the same as the first, the unit will

be taken out-of-service. Mr. Pryor added that any repair/replacement will require stamped engineering drawings by Labor & Industry. WBA concurred.

GOLF COURSE LEASE: Chairman Fleagle noted that, based on a 1967 document discovered by the Borough Solicitor, the WBA doesn't own the golf course (only the portion of the property on which the Wastewater Treatment Plant sits). Accordingly, the WBA will need to transfer their current lease with Morning Tee Box, LLC to the Borough of Waynesboro. Lee Layman made a motion to approve Resolution No. 2018-02 to affect this transfer. Allen Stine seconded; the motion passed unanimously.

RESOLUTION NO. 2018-02

RESOLUTION OF THE WAYNESBORO BOROUGH AUTHORITY TO TRANSFER AND ASSIGN LEASE OF WAYNESBORO GOLF COURSE

Complete copy on file at Borough Hall.

6-MONTH BUDGET REVIEW: WBA members received a copy of the water and sewer financial statements as of 07/31/2018. Several questions were posed to Leiter Pryor for clarification.

SEPTEMBER WBA MEETING: It was noted that the WBA's September 18th meeting will be held at the Water Treatment Plant (with a picnic prior to at 5:00 p.m.)

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

Sewer Revenue Fund Requisition #SA-229 – Smith Elliott Kearns & Company, LLC - \$500.00 – Audit of financial statements and presentation of report thereon as of December 31, 2017

Sewer Revenue Fund Requisition #SA-230 – BFMC, Inc. - \$2,110.00 – Formax 1502 (fold/seal machine)

Sewer Revenue Fund Requisition #SA-231 – Gannett Fleming, Inc. - \$259.86 – 2018 Annual Services for the period of May 26, 2018 through June 29, 2018

Water Construction Fund Requisition #WC-121 – Gannett Fleming, Inc. - \$1,078.21 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant for the period of May 26, 2018 through June 29, 2018

Water Construction Fund Requisition #WC-122 – Washington Township Supervisors - \$3,025.00 – Refund for One (1) Tap Fee and One (1) Meter Installation Fee (Welty Road Water Line Project)

Water Revenue Fund Requisition #18-24 – Smith Elliott Kearns & Company, LLC - \$750.00 – Audit of financial statements and presentation of report thereon as of December 31, 2017

Water Revenue Fund Requisition #18-25 – BFMC, Inc. - \$2,110.00 – Formax 1502 (fold/seal machine)

Water Revenue Fund Requisition #18-26 – Aqua-Tech Specialty Services, Inc. - \$15,550.02 – Water line leak detection (system survey)

Niccole Rolls seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:02 p.m. on a Layman/Rolls motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor