

**WAYNESBORO BOROUGH AUTHORITY**

**OCTOBER 16, 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, S. Allen Stine and William Pflager (Niccole Rolls was absent)

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 September 18, 2018 regular meeting, as written. Allen Stine seconded; the motion passed unanimously.

**UPDATE – WATER PLANT UPGRADE:** Leiter Pryor noted that, upon request, he was provided with an updated schedule for the Water Plant upgrade project (design thru bid/award phase); and according to this schedule, they appear to be generally “on track” with their proposal for engineering services. A Basis of Design Report, which is a clarification of the available optional items, will be forthcoming by the end of October. The plans should be 30% complete by the end of November, the PADEP Water Supply Permit should be submitted by mid-December, 60% of the plans and Technical Specifications should be complete by the end of December, 90% of the plans and Contract Specifications should be completed by the end of January, and the plans and specifications will be ready to bid in early March, which will be sufficient time for the PENNVEST application submission by May 1<sup>st</sup>. It was noted that the bid award(s) will need to be made subject to financing.

**UPDATE - ANTIETAM DAM:** Mr. Pryor noted that Gannett Fleming’s wetlands crew and surveyors have been doing some field work, and the test pits and boring locations have been laid out. Some of the locations are easily accessible, however some are more difficult to get to (and some trees will need to be removed). This work was built into the agreement with Gannett Fleming as part of the subsurface excavation, and they anticipate beginning within the next few weeks. Hopefully the Borough’s Maintenance Department will then be able to assist with digging the test pits. Mr. Pryor will keep the WBA members updated.

**UTILITY BILLING SYSTEM:** Mr. Pryor noted that the pros of the Muni-Link system were discussed at the last meeting; and he has calculated a potential \$16,000/year cost savings, based on postage and manpower costs (estimating that 10% of customers will sign-up for e-bills). Once approval is given, Muni-Link will most likely begin work in

January; and costs of the software will be split 1/3 Water, 1/3 Sewer and 1/3 Refuse (Borough). William Pflager made a motion authorizing Mr. Pryor to proceed with the new billing software from Muni-Link. Lee Layman seconded; the motion passed unanimously.

Discussion followed regarding the benefit of increasing late payment fees and removing the fee for payments by credit card. WBA members concurred with the concept. Mr. Pryor will review the matter further and prepare a recommendation for implementation with the new software.

**UPDATE – WATER HEATER (WTP):** Mr. Pryor advised that the new water heater has been installed and is working satisfactorily.

**2019 WATER & SEWER BUDGETS:** Chairman Fleagle recommended that a special meeting be held to discuss the proposed 2019 Water and Sewer budgets (drafts were provided for review). Members agreed on October 23, 2018 at 6:00 p.m.

**ADDITIONAL ITEMS FOR DISCUSSION:** Regarding the Tower Lease Agreement with the School District presented previously, Mr. Pryor advised that ComPros has provided a sketch of their proposed mounting bracket (he doesn't anticipate any problem, as ComPros has done work for the Borough in the past). Mr. Fleagle recommended that a Borough staff member be on-site when the equipment is installed. Lee Layman made a motion to approve the proposed Tower Lease Agreement with the Waynesboro Area School District. Allen Stine seconded; the motion passed unanimously.

Mr. Pryor noted that he met with another water meter vendor regarding the replacement of industrial meters throughout the system. They plan for the Borough's maintenance staff to replace most of the meters, but certain ones (i.e. Waynesboro Hospital) will be "tricky" and a plumber may be required to ensure that they are not out of water at any time. He noted this involves approximately 45 meters ranging in size from 2" to 6".

Mr. Pryor reported that the reimbursement request for Memorial Bridge has been forwarded to PENNDOT. He will ask Kevin Grubbs about any response received.

WTMA invited Leiter Pryor and Jon Fleagle to attend a tour of the sludge composting facility at the Mechanicsburg Wastewater Treatment Plant. The concept and design were developed by Material Matters.

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

**Sewer Revenue Fund Requisition #SA-234 – Gannett Fleming, Inc. - \$73.82**  
– 2018 Annual Services for the period of August 4, 2018 through August 31, 2018

**Sewer Revenue Fund Requisition #SA-235 – Borough of Waynesboro**  
(Clearing Account) - \$239,361.00 – 4<sup>th</sup> Quarter, 2018 Sewer Allocation

**Sewer Revenue Fund Requisition #SA-236** – D. L. Reichard, II - \$1,059.08 – Base Retainer for Legal Services (10/01/2018 to 12/31/2018)

**Water Construction Fund Requisition #WC-124** – Gannett Fleming, Inc. - \$7,962.13 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant for the period of August 4, 2018 through August 31, 2018

**Water Revenue Fund Requisition #18-29** – Borough of Waynesboro (Clearing Account) - \$170,646.00 – 4<sup>th</sup> Quarter, 2018 Water Allocation

**Water Revenue Fund Requisition #18-30** – D. L. Reichard, II - \$1,059.08 – Base Retainer for Legal Services (10/01/2018 to 12/31/2018)

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:01 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor