

# WAYNESBORO BOROUGH AUTHORITY

JANUARY 15, 2019

## 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 (via telephone)

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

**APPROVE MINUTES:** Allen Stine made a motion to approve the minutes of the December 18, 2018 regular meeting, as written. Lee Layman seconded; the motion passed unanimously.

**REORGANIZATION/ELECTION OF OFFICERS:** Lee Layman made a motion for all officers of the WBA to remain the same for 2019. Allen Stine seconded; the motion passed unanimously. Accordingly, the WBA officers will be as follows –

Chairman – Jon Fleagle  
Vice-Chairman – S. Allen Stine  
Treasurer – Lee Layman  
Secretary – William Pflager

**UPDATE – WATER PLANT UPGRADE:** Leiter Pryor noted that 30% drawings have been received from Gannett Fleming, and an informal meeting was held to review those. Questions/answers were back and forth with Gannett Fleming; and a planning/consultation meeting was held with PENNVEST officials to discuss funding for the project. Rachel Govelovich (GF) provided a rough estimate of the projected costs, a copy of which was distributed to WBA members for review. Leiter Pryor quoted current WBA fund balances and indicated that, between the Revenue and Construction Funds, there should be no need for a line-of-credit or bridge loan for interim costs. Other options were also discussed, in addition, for the upcoming impounding dam project.

Mr. Pryor noted that the Water Supply Permit Application will be sent out by the end of the week, and the next major milestone is the May PENNVEST meeting. The 60% and 90% drawings will be completed before that, but no timeline has been given for those yet. He added that the plan at this point is to go to bid in mid-March, for award of the contracts the end of April.

**ANTIETAM DAM - UPDATE:** Leiter Pryor reported on his discussion with Amanda Hess regarding the borings and findings. She is working on a report for the WBA's next meeting.

**UPDATE – UTILITY BILLING SYSTEM:** Mr. Pryor noted that the project is progressing. Information requests continue and a Webex meeting was held to review various billing calculations. Muni-Link was able to pull the data they needed (so there is no need to contact the current vendor, Dallas Data), and there will be one (1) more data pull before sample bills are generated. Mr. Pryor will request a timeline from Muni-Link for "going live".

**LEAK DETECTION PROPOSAL:** Mr. Pryor noted that a price quotation was received from Aqua-Tech for leak detection for two (2) years in the amount of \$13,565/year. William Pflager made a motion to accept the proposal, as submitted. Lee Layman seconded; the motion passed unanimously.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor reported that a reimbursement check was received from PENNDOT in the amount of \$78,386.37 for the Memorial Bridge project. The check will be deposited into the Water Construction Fund. WBA members concurred.

Chairman Fleagle reported on the "free water customer" list. Although some of the agreements have been located in the Borough/Authority's files, additional research is needed to ensure accuracy in matching the properties with the current owners. Mr. Fleagle proposed that the WBA engage a title search firm to review deeds to locate the necessary records. The WBA will then need to make a decision how they wish to proceed in dealing with these free water customers. Allen Stine made a motion to engage a title search firm for this work. William Pflager seconded; the motion passed unanimously.

Mr. Pryor gave an update on the industrial and commercial meter replacement program. The Maintenance Department has replaced 3-4 to date, and the question arose regarding replacement of the backflow prevention devices. Discussion followed regarding the need for an inspection program and fee schedule, as they are required by DEP to be inspected annually. It was suggested that letters could be sent to the various entities asking for proof of their annual inspection(s).

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

**Sewer Revenue Fund Requisition #SA-239 – D. L. Reichard, II - \$1,080.25 – Base Retainer for Legal Services (01/01/2019 to 03/31/2019)**

**Sewer Revenue Fund Requisition #SA-240 – Apparatus Repair & Engineering, Inc. (AR&E) - \$3,827.00 – Invoice #CRO731764 (pump replacement)**

**Water Construction Fund Requisition #WC-126** – Gannett Fleming, Inc. - \$13,733.72 – Revised Conceptual Design of Auxiliary Spillway for the period of October 27, 2018 through November 23, 2018

**Water Construction Fund Requisition #WC-127** – Gannett Fleming, Inc. - \$9,958.60 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of September 1, 2018 through November 23, 2018

**Water Construction Fund Requisition #WC-128** – Commonwealth of PA (DEP) - \$5,000.00 – Application Fee for Water Supply Permit

**Water Revenue Fund Requisition #19-01** – D. L. Reichard, II - \$1,080.25 – Base Retainer for Legal Services (01/01/2019 to 03/31/2019)

Allen Stine seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:04 p.m. on a Stine/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor