

WAYNESBORO BOROUGH AUTHORITY

MARCH 19, 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, Todd Blake and William Pflager

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

Chairman Fleagle welcomed new WBA member Todd Blake.

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the January 15, 2019 and February 19, 2019 regular meetings, as written. William Pflager seconded; the motion passed unanimously.

UPDATE – WATER PLANT UPGRADE: Leiter Pryor reported on his recent discussion with Gannett Fleming. They appear to be on schedule to provide 90% drawings/specifications later this week, and they would like to review those with WBA and staff members between 03/28 and 04/04. Bid-ready plans/specifications should be available by 04/16, and Mr. Pryor requested authorization to advertise the bids. Lee Layman made a motion authorizing advertisement of the bids, subject to plan/specification approval by the staff. Allen Stine seconded; the motion passed unanimously.

Chairman Fleagle discussed a masonry issue on the exterior walls of the Water Treatment Plant and pictures were shown. It was decided that Gannett Fleming would have a masonry preservation company assess the situation. William Pflager made a motion affirming authorization for the masonry assessment for a not-to-exceed figure of \$12,000. Mr. Pryor noted that a contingency will be built into the PENNVEST application (and they will be made aware of the situation) in case the repair work is not able to be included in the final plans/specifications. Todd Blake seconded; the motion passed unanimously.

Leiter Pryor noted that he was authorized at the last meeting to purchase a cellular phone signal booster in an attempt to gain additional communication options at the WTP. It has been purchased and installed, and cell service has improved, but they are not able to get the data transfer rates required to communicate with the other facilities. The only other option seems to be Comcast ... and Mr. Pryor has been in discussions with them. They quoted approximately \$105,000 to run a line on the poles (and several

poles need to be replaced and/or added) from Glen Forney to the Water Treatment Plant.

Mr. Pryor noted that a very short email was received back regarding the transformers. A heat test was conducted and none showed hot spots. They were extremely dirty, however, and require some maintenance. He will prepare an RFP for maintenance and cleaning of the transformers, which will be incorporated into the 2020 budget.

ANTIETAM DAM - UPDATE: Mr. Pryor reported on his recent discussion with Amanda Hess (Gannett Fleming). She indicated that sample results came back from the lab, and the geology looks acceptable for a rock-cut spillway. The State is still working on the Probable Maximum Precipitation (PMP) study, which should be completed by the end of March. Once completed, an advisory board will be tasked to review the data and propose changes to the existing regulations. Mr. Pryor noted that it will be a long process, and he recommended “holding off” on the project until the regulations are modified. WBA members concurred. He noted that there will be a lot of open meetings regarding the PMP, and it would be beneficial for several WBA and/or staff members to attend.

At this point in time, only maintenance-type items need to be addressed at the Dam. There are some small seeps inside the channel which need to be grouted (these were mentioned in the last inspection report); and the intake structure (at the settling basin) needs to be periodically checked, as it is getting in bad shape.

UTILITY BILLING SYSTEM - UPDATE: Mr. Pryor noted that progress is being made on the utility billing system upgrade. The data conversion is completed, and there is now a beta site for the staff to review customers’ accounts. Weekly meetings are being held to provide updates and answer questions, and another Webex meeting is scheduled next week to discuss online payments. He also met recently with F&M Bank regarding ACH payments, etc., and it appears that that process should not be a problem. A new Chart of Accounts will be prepared by Cohick & Associates for the Accounts Receivable end, and QuickBooks needs to be set up on several computers in the office. He should have a definite date to “go live” by the next WBA meeting.

I & I REPAIR (ENTERPRISE AVENUE PUMPING STATION): Mr. Pryor stated that the Enterprise Avenue Pumping Station was upgraded several years ago (with the developer’s assistance) in order to accommodate the Hollengreen Development, but over time, it appears that groundwater has been getting into the overflow line. A check valve will be installed and attempts are being made to determine where the groundwater is entering the line.

It was noted that the Borough’s I & I program is beginning to make a difference, and money should continue to be budgeted for future work. A list will be developed for the 2020 budget, and manholes can be done with the \$60,000 budgeted in 2019.

ANTENNA LEASE UPDATES: Mr. Pryor noted that a request was received from AT&T to add three (3) antennas on the N. Broad Street Reservoir. He explained that AT&T was the first lease agreement entered into for antenna leases, and there is a caveat in

their agreement which states that up to 12 antennas are permitted. They currently have nine (9) antennas, and this request would “max” them out ... so their monthly lease amount would remain the same. He reviewed the current monthly lease amounts being received: Shentel - \$2,844.52, AT&T - \$2,351.75 and T-Mobile - \$1,865.06. AT&T’s construction drawings were presented for review. Lee Layman made a motion for approval, subject to review of the documents and structural calculations by the Borough staff. William Pflager seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION: System-wide fire hydrant flushing will begin on April 1st. WBA members were provided with a proposed schedule.

Chairman Fleagle noted that summer help should be discussed soon, as the WBA budgeted for two (2) individuals this year.

Aqua Tech is currently scheduling 2019 work.

Mr. Pryor noted there is nothing new to report with regard to the industrial/commercial meter replacement program. A list has been generated and the Maintenance Department has received a copy to proceed with as time permits.

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

Sewer Revenue Fund Requisition #SA-245 – Smith Elliott Kearns & Company, LLC - \$2,400.00 – Progress billing for audit of financial statements as of December 31, 2018

Water Construction Fund Requisition #WC-131 – Gannett Fleming, Inc. - \$75,277.64 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of December 29, 2018 through February 1, 2019

Water Construction Fund Requisition #WC-132 – Gannett Fleming, Inc. - \$4,601.86 – Revised Conceptual Design of Auxiliary Spillway for the period of December 29, 2018 through February 1, 2019

Water Construction Fund Requisition #WC-133 – IETC, LLC - \$2,648.00 – IR Scan at Water Filtration Plant (Inv. #1153)

Water Revenue Fund Requisition #19-04 – Debbie J. Gift, Tax Collector - \$134.73 – 2019 Franklin County Real Estate Taxes (Blue Rock Rock, Lot #1; Parcel #19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #19-05 – Debbie J. Gift, Tax Collector - \$620.75 – 2019 Franklin County Real Estate Taxes (Rattlesnake Run Road; Parcel #19-0L15.-001A-000000)

Water Revenue Fund Requisition #19-06 – Smith Elliott Kearns & Company, LLC - \$3,600.00 – Progress billing for audit of financial statements as of December 31, 2018

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:11 p.m. on a Layman/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor