

## WAYNESBORO BOROUGH AUTHORITY

JULY 16, 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 – Todd Blake, Jon Fleagle, Lee Layman and S. Allen Stine

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 18, 2019 meeting, with a minor modification on page 1. Allen Stine seconded; the motion passed unanimously.

**WATER PLANT UPGRADE – UPDATE:** Mr. Pryor reported that the PENNVEST Board will consider applications at their meeting in Harrisburg on 07/17. Gannett Fleming has recommended that the WBA authorize Notices of Award for Contracts 1, 2 and 3, contingent on successful funding, bonding and satisfactory minority contractor efforts.

In addition, the proposal was just received from Gannett Fleming with regard to Contract 4 – masonry restoration design and bid phase services, and Contracts 1 thru 4 – construction phase engineering services. After discussion, Todd Blake made a motion to approve Gannett Fleming's proposal, contingent upon the successful review by WBA members, solicitor and staff between now and Leiter Pryor's telephone survey on 07/19. William Pflager seconded; the motion passed unanimously.

With regard to Contracts 1, 2 and 3, Lee Layman made a motion to approve the final award, contingent on a successful PENNVEST funding offer and satisfactory bonding and minority contractor efforts. Todd Blake seconded; the motion passed unanimously.

**ANTIETAM DAM – UPDATE:** Mr. Pryor noted there are no updates on the PMP study. Correspondence was received from DEP regarding the 2018 Annual Inspection Report for Antietam Dam, indicating concurrence with recommendations contained therein. Chairman Fleagle noted that the access road is in need of attention, and Mr. Pryor advised that the Fish Commission is looking into the low volume roads program.

**UTILITY BILLING SYSTEM – UPDATE:** Mr. Pryor reported no significant progress. The credit card processing company (Municipay) still hasn't given credentialing to use

their platform, and there is a scheduling conflict with Muni-Link to do the final data conversion of current information. (The one person who does this work is out on medical leave for several weeks.) He reported that he sent an email to Muni-Link that if their responsibilities are not fulfilled by 07/19, he will pursue another vendor. Testing and trial runs have all worked out and the staff feels comfortable with moving forward. Mr. Pryor added that Muni-Link's customer support team is excellent, as well as their online training.

**WATER & SEWER MANAGEMENT AGREEMENTS – UPDATE:** Chairman Fleagle reported that he has been meeting with the Borough's Utility Committee, along with Lee Layman and Leiter Pryor, to review the water and sewer management agreements. Their next meeting is scheduled for 07/17 at 5:00 p.m.

He noted that the original agreement presented was similar to one provided a year or so ago, but revisions were made (based on how things operate today) and presented for review and consideration. Copies will be provided to the other WBA members once an agreement is reached by the Utility Committee. He added that the previous agreement covered just water, however the new agreement will cover both water and sewer – thereby making the Borough Authority an operating authority for both water and sewer. He will keep the members apprised.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor noted that the Maintenance Department's sewer flusher needs a new hose, at a cost of slightly over \$3,000. This is not a budgeted item, and he suggested that the invoice be paid from the Sewer Revenue Fund. Allen Stine made a motion to approve the purchase. William Pflager seconded; the motion passed unanimously.

Leiter Pryor reported that he received an email from Sean McFarland (WTMA) regarding a proposed joint facility for composting material. Material Matters would like to present the proposal and WTMA offered several dates/times. WBA members agreed on 07/24 from 1-3 p.m.

Chairman Fleagle asked for an update on revision of the WBA's sewer regulations. Mr. Pryor commented that he will begin work on them as soon as possible.

Chairman Fleagle asked for an update on the meter replacement program. Mr. Pryor advised that he presented a list to the maintenance staff. Several larger meters have been ordered, but (to the best of his knowledge) none have been installed yet.

Chairman Fleagle asked if there have been any "color issues" recently with Fil-Tec. Mr. Pryor stated that their operation seems to have tightened down, as they are aware that they are being watched. He suggested that the matter be discussed further with WTMA, as the WBA is spending time and money there but receives no revenues from them. He assured WBA members that "lots of sampling" is being conducted in that vicinity.

Chairman Fleagle reported that a six-month budget review will be conducted at next month's meeting.

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

**Sewer Revenue Fund Requisition #SA-252** – Borough of Waynesboro (Clearing Account) - \$218,449.00 – 3<sup>rd</sup> Quarter, 2019 Sewer Allocation

**Water Construction Fund Requisition #WC-142** – Gannett Fleming, Inc. - \$16,860.99 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of May 25, 2019 through June 28, 2019

**Water Construction Fund Requisition #WC-143** – Gannett Fleming, Inc. - \$10,517.65 – Programming Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of May 25, 2019 through June 28, 2019

**Water Revenue Fund Requisition #19-12** – Aqua-Tech Specialty Services, Inc. - \$13,515.00 – Water line leak detection (system survey)

**Water Revenue Fund Requisition #19-13** – Borough of Waynesboro (Clearing Account) - \$397,520.00 – 3<sup>rd</sup> Quarter, 2019 Water Allocation

**Water Revenue Fund Requisition #19-14** – Deborah J. Gift - \$413.81 – 2019 WASD Real Estate Taxes (Blue Rock Road, Lot #1 – Parcel #19-0L18.-058B-EX0000)

**Water Revenue Fund Requisition #19-15** – Deborah J. Gift - \$1,906.57 – 2019 WASD Real Estate Taxes (Rattlesnake Run Road – Parcel #19-0L15.-001A-000000)

Todd Blake seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:03 p.m. on a Stine/Blake motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor