

WAYNESBORO BOROUGH AUTHORITY

AUGUST 20, 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, 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: Todd Blake made a motion to approve the minutes of the July 16, 2019 meeting, as written. William Pflager seconded; the motion passed unanimously.

APPOINTMENT OF ASSISTANT SECRETARY: Chairman Fleagle noted that the WBA needs to appoint an Assistant Secretary for the execution of loan documents, etc. in the Secretary's absence. He recommended that, as Lee Layman is the WBA's Treasurer, he should also be appointed as Assistant Secretary. Allen Stine made a motion affirming the appointment of Lee Layman as Treasurer/Assistant Secretary. Todd Blake seconded; the motion passed unanimously.

WATER PLANT UPGRADE – UPDATE: Leiter Pryor noted that specifications/drawings for Contract #4 (masonry work at the WTP) have been received and are available for review. He requested authorization from the WBA to advertise bids for this work. Lee Layman made a motion to authorize advertisement of bids for Contract #4. (A pre-bid meeting is scheduled for 08/30; bids will be opened on 09/17 at 11:00 a.m.; and at the regular WBA meeting that evening, the Intent to Award can be authorized.) Allen Stine seconded; the motion passed unanimously.

PENNVEST – UPDATE: Chairman Fleagle noted that several resolutions are required to be adopted as part of the documentation process for the PENNVEST loan, which he reviewed and explained –

(1) The following resolution was unanimously approved by motion of Todd Blake and second by Lee Layman:

RESOLUTION

OF WAYNESBORO BOROUGH AUTHORITY (“AUTHORITY”) AUTHORIZING THE
ISSUANCE OF A WATER REVENUE NOTE IN THE MAXIMUM PRINCIPAL AMOUNT

OF \$5,743,200, ENTITLED "DEBT OBLIGATION", TO THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY ("PENNVEST"), TO CONSTRUCT IMPROVEMENTS TO THE AUTHORITY'S PUBLIC WATER SYSTEM, AND PAY RELATED EXPENSES; APPROVING THE FORM, TERMS, AND EXECUTION OF A FUNDING AGREEMENT AND RELATED DOCUMENTS ("FUNDING DOCUMENTS"); AND APPROVING RELATED ACTIONS.

Complete copy on file at Borough Hall.

(2) The following resolution was unanimously approved by motion of William Pflager and second by Lee Layman:

RESOLUTION

DECLARATION OF OFFICIAL INTENT TO REIMBURSE THE WAYNESBORO BOROUGH AUTHORITY'S GENERAL FUNDS, INCLUDING THE TANK MAINTENANCE FUND, USED TO CONSTRUCT IMPROVEMENTS TO ITS WATER SYSTEM WITH FUNDS RECEIVED FROM THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY

Complete copy on file at Borough Hall.

(3) The following resolution was unanimously approved by motion of Todd Blake and second by William Pflager:

RESOLUTION

WHEREAS, Waynesboro Borough Authority (the "Authority") is a municipality authority incorporated under the "Municipality Authorities Act of 1945," of the Commonwealth of Pennsylvania (the "Commonwealth"), now known as the "Municipality Authorities Act," 53 Pa.C.S. Ch. 56 (the "Authorities Act"), pursuant to appropriate action of the Council of the Borough of Waynesboro, in Franklin County, Pennsylvania (the "Borough"), and Articles of Incorporation having been duly filed and approved by the Secretary of the Commonwealth on October 29, 1951, as amended October 7, 1988; and

WHEREAS, this Authority desires to amend its Articles of Incorporation, which amendment is authorized and permitted by the Authorities Act.

Complete copy on file at Borough Hall.

(4) The following resolution was unanimously approved by motion of Lee Layman and second by Todd Blake:

ARTICLES OF AMENDMENT

TO: THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA

In compliance with the Municipality Authorities Act, 53 Pa.C.S. Ch. 56, formerly known as the Municipality Authorities Act of 1945 (the "Authorities Act"), of the Commonwealth of Pennsylvania (the "Commonwealth"), and pursuant to a resolution duly adopted by the Board of WAYNESBORO BOROUGH AUTHORITY (the "Authority"), proposing an amendment to the Articles of Incorporation of the Authority, which proposed amendment has been submitted to and approved by the Council of the Borough of Waynesboro, in Franklin County, Pennsylvania (the "Borough"), the governing body of the sole municipality incorporating the Authority, by resolution duly adopted, the Authority hereby does file these Articles of Amendment to its Articles of Incorporation and hereby does certify:

Complete copy on file at Borough Hall.

(5) Lee Layman made a motion to affirm Secretary William Pflager's execution of the following resolution. Todd Blake seconded; the motion passed unanimously.

RESOLUTION

TO: THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA

In accordance with the requirements of Section 5603(f) of the Pennsylvania Municipality Authorities Act, I, the undersigned Secretary of WAYNESBORO BOROUGH AUTHORITY (the "Authority"), certifies that:

Complete copy on file at Borough Hall.

(6) The remaining resolution is for Borough Council's action at their meeting the following evening to extend the WBA's term of existence for 50 years, a period ending on September 1, 2069.

ANTIETAM COMMONS UTILITY PLAN: Mr. Leiter presented a proposal for a two-lot subdivision plan in Antietam Commons, which will create two (2) panhandle lots off Jackson Avenue. Following staff's review and recommendation, modifications were made to the original utility plan.

Discussion ensued regarding the possible creation of additional similar lots in the future and the benefit of installing a main extension, and Mr. Pryor was instructed to address that scenario with Lee Royer.

Todd Blake made a motion for approval of the modified utility plan for the two (2) lots in Antietam Commons, as presented. Lee Layman seconded; the motion passed unanimously.

UTILITY BILLING SYSTEM – UPDATE: Mr. Pryor reported that the new utility billing system is now in use, and they are in the process of changing credit card processing to the new vendor (this is still underway because of the timing of the penalty application for

the last billing cycle). The existing system will remain “live” and the new system will be put online beginning next week. Information will be published/posted to encourage the public to sign-up to receive e-bills and/or to pay by credit card or ACH. He noted that WBA members previously discussed the possibility of waiving the processing fee (which is approximately 50% less than the former fee) for individuals who pay by credit card. Lee Layman made a motion to waive customers’ fees on credit card transactions, effective with the new credit card processor (Municipay) on 09/05. Todd Blake seconded; the motion passed unanimously.

Chairman Fleagle noted the WBA’s appreciation to the staff for their assistance and efforts during this undertaking.

ANTIETAM DAM INSPECTION: WBA members were provided with a copy of the Antietam Dam Inspection Report, which is prepared by Dennis E. Black Engineering on an annual basis. A copy of the approved report is then forwarded to DEP and the Borough’s insurance carrier. Mr. Pryor noted that the WTP staff maintains the area well. William Pflager made a motion to accept the 2019 Antietam Dam Inspection Report prepared by Dennis E. Black Engineering. Todd Blake seconded; the motion passed unanimously.

WATER & SEWER MANAGEMENT AGREEMENTS – UPDATE: Chairman Fleagle noted there are no new updates regarding this matter.

FREE WATER AGREEMENTS: Mr. Fleagle noted that an executive session will be held at the end of this meeting to discuss this matter.

WATER AND SEWER MAIN EXTENSION AGREEMENTS WITH MARSH RUN PROPERTIES FOR ARMORY ESTATES: Mr. Pryor noted that the WBA reviewed an Application for Water Main Extension for Armory Estates (consisting of 28 lots) several years ago. At that time, they requested 28 ¾” water services and were planning to loop the line from Grandview Avenue to Route 316. He advised that the developer did the work prior to the required agreements being prepared/finalized, and the work is now complete. Recently (and after the fact), he executed the appropriate agreements and paid the required deposits for engineering costs for both water and sewer. The Borough staff has inspected the work and confirmed that it was built to WBA specifications.

Mr. Pryor added that eight (8) lots on the sanitary sewer system will require grinder pumps and a 2” force main. When this was discussed previously, the WBA agreed to maintain the 2” force main in the street, however it is the customers’ responsibility to maintain the grinder pumps and the pressure laterals to the main. These contingencies are delineated on the drawings.

Lee Layman made a motion to approve the Water and Sewer Main Extension Agreements, as presented, for Guard Lane. William Pflager seconded; the motion passed unanimously.

FINANCIAL STATEMENT REVIEW: Chairman Fleagle advised that errors were discovered in the income and allocation lines of the most recent financial statements, so a six-month review will not be conducted this month. These issues have been discussed with the accountants and will be addressed.

PAY BILLS: Todd Blake made a motion to approve the payment of the following requisitions –

Sewer Revenue Fund Requisition #SA-253 – A & H Equipment Company - \$3,135.83 – Hose for sewer cutter (Inv. #D10400)

Water Construction Fund Requisition #WC-144 – Gannett Fleming, Inc. - \$15,812.30 – Programming Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of June 29, 2019 through August 2, 2019

Water Construction Fund Requisition #WC-145 - Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of June 29, 2019 through August 2, 2019

Water Revenue Fund Requisition #19-16 – Onsolve, LLC - \$7,467.00 – CodeRED Extension for 07/30/2019 – 07/29/2020 (Inv. #54661788460)

Water Revenue Fund Requisition #19-17 – Dennis E. Black Engineering, Inc. - \$3,814.50 – 2019 Antietam Dam Inspection Report (Inv. #40527)

William Pflager seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION: Mr. Pryor reported that he and Jon Fleagle recently attended a joint meeting with Washington Township, during which a presentation was made by Material Matters regarding composting biosolids. Although it is good information for the future, both entities agreed that it is cost-prohibitive at this time.

Mr. Pryor advised that he received correspondence from UGI regarding their proposal to install a regulator station in the unimproved alley at the corner of Eighth and Ringgold Streets. The Borough is checking to see if the alley is ordained or not, but WBA members concurred that they do not want this installed on or near any utility lines. This information will be passed on to Kevin Grubbs, Head of Engineering Services.

The WBA then adjourned to executive session at 7:10 p.m. and adjourned the meeting shortly thereafter with no additional action.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor