

WAYNESBORO BOROUGH AUTHORITY

SEPTEMBER 17, 2019

MINUTES

Authority Chairman Jon Fleagle called the regular meeting (held at the Waynesboro Water Treatment Plant) of the Waynesboro Borough Authority to order at 6:00 p.m. with the following in attendance:

Borough Authority Members – S. Allen Stine, Todd Blake, Jon Fleagle and Lee Layman (William Pflager was absent)

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the August 20, 2019 regular meeting and the September 10, 2019 special meeting, as written. Todd Blake seconded; the motion passed unanimously.

WATERPLANT UPGRADE – UPDATE: Craig Houghton and Kimberly Bohn (Penn State-Mont Alto Forestry Department) were in attendance. Mr. Houghton noted that they had hoped to have a forest management plan in place by now, but that has not been completed because of various staff changes at the MD DNR – he will contact them for a status update. Penn State will be hiring several students to continue work (mowing and weeding) on the American Chestnut plantation. He and Kimberly will attend an upcoming chestnut meeting, and he is hopeful that they will get some additional trees for planting in the sparse areas. He added that a timber sale can hopefully be arranged in the near future. Chairman Fleagle noted the WBA's appreciation for the work that they are able to do on the watershed. Ms. Bohn, who was newly hired to replace Beth Brantley, noted she has done a lot with invasive plant management in addition to her forestry background. Her goal (at some point in the future) is to develop an invasive plant management/treatment plan for the area.

Mr. Pryor reported that bids for Contract #4 (masonry restoration work on the back side of the building) of the Water Treatment Plant Upgrade Project were opened yesterday. Contracts #1, #2 and #3 were previously awarded. Three (3) bids were received and he provided WBA members with a copy of the bid results. The apparent low bidder was Spotts Brothers, Inc. of Schuylkill Haven, PA, at \$97,000.00. Gannett Fleming has reviewed their submission for completeness and are recommending award. He added that a sufficient amount was included in the PENNVEST application for this additional contract. Todd Blake made a motion to authorize award of the Waynesboro Water Treatment Plant Upgrades Project, Contract #4 (Masonry Restoration), to the lowest responsible bidder contingent upon review by the engineer and solicitor. Allen Stine seconded; the motion passed unanimously. Mr. Pryor added that, once the contracts are executed/returned by the contractor, the WBA can execute them also and a Notice-to-Proceed will be issued.

Mr. Pryor advised that he has not heard recently from Amanda Hess regarding an update on the dam/spillway project. They are still attempting to finalize PMP numbers with DEP prior to finalizing the preliminary design work. Mr. Houghton noted that the Forestry Department can assist with tree clearing and a timber sale when the project gets underway.

PENNVEST – UPDATE: Mr. Pryor reported that they are working on the closing documents for PENNVEST, and he is working on budgetary numbers with regard to the WBA's financing. He is also working with Rachel Govelovich (Gannett Fleming) on a rate analysis, and it is anticipated that water rates will need to be raised again.

Chairman Fleagle noted that Scott Kramer (RBC) gave a presentation regarding a potential bond issue at the WBA's special meeting last week. After a decision by WBA members, he was advised to move forward. When Leiter Pryor returned from vacation yesterday, Mr. Fleagle asked him to contact F&M Bank to give them a "heads up". Mr. Pryor reported that he spoke with Mary Cordell from F&M, and advised that the WBA values their relationship with F&M. He asked if they could do anything on their end to keep the WBA's business. She explained that several other clients were in similar situations and they were able to work with them by providing very competitive rates for refinancing. In that scenario, Jonathan Cox confirmed that a modification could be made to the original note, which will save a lot of money in legal fees. As soon as F&M's quote is received, Mr. Pryor will forward it to WBA members for their consideration. Scott Kramer was also contacted to make him aware that that route is being considered.

UTILITY BILLING SYSTEM – UPDATE: Mr. Pryor noted that the new software was implemented, and bills were generated/mailed out. He is fairly confident that the bills were accurate, as they ran numerous tests against the old system. Some issues developed last week with changing account information, but they are attempting to get those resolved. Final training on credit card processing will take place on Friday afternoon.

On a related matter, Rick's Car Clinic received a bill with trash charges on it (which is in error, as they are commercial) and it was discovered that they were not being billed for sewer use. After investigation, it was determined that they are not connected to the sewer system, but are within 200' of the sewer system, so they will be required to connect in accordance with the Borough's Mandatory Sewer Connection Ordinance. Mr. Pryor will send them a letter advising that they are not in compliance.

WATER & SEWER MANAGEMENT AGREEMENTS – UPDATE: Chairman Fleagle advised that the WBA approved and executed the proposed Water & Sewer Management Agreements with the Borough at their special meeting on 09/10. Council President Mumma is expected to sign the documents at the Council meeting on 09/18.

FREE WATER AGREEMENTS: Mr. Fleagle reported that Leiter Pryor mailed letters to two (2) property owners who are currently receiving free water, but it appears that they should not be. The letter requests that they provide an explanation as to why they

should be getting free water along with any historical documentation on the matter. Solicitor Reichard advised that he has tried several times to reach Chris Washabaugh regarding his research. Mr. Pryor was requested to update the list of free water customers with deeds/agreements, etc. listed, for further review.

BUDGET 2020: Chairman Fleagle requested that a special meeting be scheduled sometime after the WBA's regular meeting in October to discuss the 2020 budget, and Leiter Pryor advised that he is scheduled to meet with Borough Council on 10/02 to discuss requested capital items. WBA members agreed to hold the special meeting on 10/22 at 6:00 p.m. Mr. Pryor provided copies of the August financial statements to WBA members for their review.

ADDITIONAL ITEMS FOR DISCUSSION: Chairman Fleagle asked if there has been any progress on the large meter replacement program, and Mr. Pryor was directed to inquire on a proposed schedule. He was also requested to provide a spreadsheet of the needed replacements so the installations can be prioritized.

Chairman Fleagle asked about the status of revisions to the WBA's Sewer Rules and Regulations. Mr. Pryor noted he will get to those as soon as possible.

Chairman Fleagle noted that he hasn't seen any updates recently on the sewer transfers with Washington Township. Mr. Pryor advised that the flows have been very balanced, and he receives reports regularly from WTMA.

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

Water Revenue Fund Requisition #19-18 – S. Leiter Pryor - \$78.34 – Meeting supplies

Water Revenue Fund Requisition #19-19 – Gannett Fleming, Inc. - \$1,817.50 – 2019 Annual Services for the period of May 25, 2019 through August 2, 2019

Water Revenue Fund Requisition #19-20 – Borough of Waynesboro (Clearing Account) - \$397,520.00 – 3rd Quarter, 2019 Water Allocation

Water Revenue Fund Requisition #19-21 – D. L. Reichard, II - \$1,080.25 – Base Retainer for Legal Services (10/01/2019 to 12/31/2019)

Sewer Revenue Fund Requisition #SA-254 – S. Leiter Pryor - \$78.35 – Meeting supplies

Sewer Revenue Fund Requisition #SA-255 – Borough of Waynesboro (Clearing Account) - \$218,449.00 – 4th Quarter, 2019 Sewer Allocation

Sewer Revenue Fund Requisition #SA-256 – D. L. Reichard, II - \$1,080.25 – Base Retainer for Legal Services (10/01/2019 to 12/31/2019)

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:14 p.m. on a Blake/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor