

**WAYNESBORO BOROUGH AUTHORITY**

**OCTOBER 15, 2019**

**MINUTES**

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

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

Borough Staff – S. Leiter Pryor, Director of Utilities

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the September 17, 2019 regular meeting, as written. Allen Stine seconded; the motion passed unanimously.

**R-O-W RECORDING REQUEST (MBT HOLDINGS, LLC):** Mark Taylor and Attorney A. J. Benchhoff were present. Chairman Fleagle explained that Mr. Taylor (MBT Holdings, LLC) wishes to memorialize the understanding and terms set forth in a letter dated June 8, 2006 regarding the easement and right-of-way over a portion of the WBA's property on Wayne Highway (Well #2 site). Mr. Taylor, who has leased the property since 2017, is pursuing purchasing the property and is hopeful that this matter can be resolved prior to settlement.

Discussion ensued regarding Items #4 and #5 of the proposed agreement, which Attorney Benchhoff noted was written in accordance with the language in the letter agreement. It was agreed that any confusion regarding who would pay for a separate driveway (should Mr. Taylor wish to build one) should be cleared up if this agreement is going to be recorded. However, as it is needed in order for Mr. Taylor to settle on the property, Lee Layman made a motion to approve the Easement and Right-of-Way Agreement in good faith, provided that Mr. Taylor return to the WBA to further discuss any necessary amendments soon after he owns the property. Allen Stine seconded; the motion passed unanimously.

Chairman Fleagle will prepare suggested changes to the agreement for discussion in the near future.

**WATER PLANT UPGRADE – UPDATE:** Mr. Pryor noted that Gannett Fleming has provided correspondence indicating that the contractor's qualifications for Contract #4 are acceptable, and their bonding and insurances are currently being reviewed. Contract documents will be forwarded to the contractor and WBA for execution, and a Notice-to-Proceed will be issued within several weeks.

Mr. Pryor reported that he has heard nothing from Comcast regarding their progress in providing broadband service to the WTP for the upgrade project, but he will continue to attempt to obtain a response. He added that a pre-construction meeting and plant tour was held recently for Contracts #1, 2 and 3. Logistics were discussed with Gordon Cruickshanks, and many questions have been answered to and from Gannett Fleming. He advised that there may be a timing issue with regard to the filter media, but they will work through it.

**BIOSOLIDS LAND RESERVATION MOU (BARR FARM):** Leiter Pryor noted that he has mentioned difficulties in the past with land applying biosolids during the summer and late fall months. In an effort to keep the biosolids inventory at an acceptable level, Gordon Cruickshanks contacted Brian Barr (Barr Farm), who has agreed to reserve 21 acres for sludge application, at a cost of \$100.00/acre. The 21-acre field (referred to in the PA DEP General Permit as Field R4) shall be planted and remain in a grass crop. A draft Memorandum of Understanding was prepared for execution and presented for WBA review. Allen Stine made a motion to approve the MOU, as presented, and authorize Mr. Pryor to pay the agreed upon fee to Mr. Barr in January, 2020. Lee Layman seconded; the motion passed unanimously.

Mr. Pryor added that this expenditure will not impact the budget, as \$65,000 is included for sludge hauling and the account is always under budget.

**UPDATE – SEWER DEBT REFINANCING:** Chairman Jon Fleagle noted that Scott Kramer discussed the possibility of a bond issue at a WBA meeting several months ago. F&M Bank was contacted and offered the opportunity to keep the Authority's business ... and they essentially matched the interest rate (2.55%) for refinancing with them, which will result in a savings of \$400,000+ over the life of the loan. They will prepare an amendment to the original loan agreement, which will also save money in costs compared to a bond issue.

Lee Layman made a motion to approve the refinancing with F&M Bank, based on a 2.55% interest rate for the life of the loan. Allen Stine seconded; the motion passed unanimously. Various required documents were presented for execution by WBA officers.

**UTILITY SERVICE REQUEST (SAM CAMPBELL DEVELOPMENT):** Mr. Pryor presented a request from Sam Campbell for water and sewer service to five (5) additional units on Mt. Airy Avenue. Lee Layman made a motion approving a letter of availability to Mr. Campbell for his proposed five (5) unit development on Mt. Airy Avenue. Allen Stine seconded; the motion passed unanimously.

**FREE WATER AGREEMENTS:** Mr. Pryor noted that letters were sent to two (2) additional property owners who currently receive free water. They have both provided copies of their deeds indicating they should receive free water, however, they had no signed agreements. Chairman Fleagle stated it is fairly clear that they should be charged for water, and he suggested choosing a date to begin billing them. Mr. Pryor recommended providing them with six months' notice based on the billing cycle.

**BUDGET 2020:** WBA members will hold a special meeting on Tuesday (10/22) at 6:00 p.m. to review the 2020 budget. Mr. Pryor distributed a “rough cut” budget and will provide updated September month-end figures at that meeting.

**ADDITIONAL ITEMS FOR DISCUSSION:** Chairman Fleagle noted that Mr. Pryor prepared a spreadsheet for the large industrial meter replacement program. Eight (8) new meters will be budgeted in 2020, and the WBA is prepared to hire a contractor (if necessary) in order to get this program started. Meter replacement will be prioritized by age (i.e. the oldest meters will be replaced first).

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

**Sewer Construction Fund Requisition #1154 –** Utility Services Group (USG) - \$21,202.50 – Inv. #25636 (Manhole Rehab & CCTV)

**Sewer Construction Fund Requisition #1155 –** JWC Environmental - \$30,524.21 – Inv. #99155 (Replacement Auger Monster)

**Water Construction Fund Requisition #WC-146 –** Gannett Fleming, Inc. - \$13,876.10 – Programming Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of August 3, 2019 through August 30, 2019

**Water Construction Fund Requisition #WC-147 –** Gannett Fleming, Inc. - \$19,649.50 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of August 3, 2019 through August 30, 2019

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:40 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor