

WAYNESBORO BOROUGH AUTHORITY

March 17, 2020

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, Lee Layman, Todd Blake and William Pflager (via telephone)

Borough Staff – S. Leiter Pryor, Director of Utilities

APPROVE MINUTES: Todd Blake made a motion to approve the minutes of the February 18, 2020 regular meeting, as written. Allen Stine seconded; the motion passed unanimously.

WATER PLANT UPGRADE – UPDATE: Leiter Pryor reported the following –

- General contractor is on-site, doing outside site work.
- Worked on trench drain/spill containment in front of loading dock. New drain and grates were installed. Will finish backfilling this week.
- Working on installing water line from 20" main to clear well. Will make tap early next week. 4" line already in place through wall in basement.
- Working on fiber optics duct bank. Installing conduit. Getting ready to pull line from old plant to new plant. Comcast submitted permits and are awaiting approval from DEP. Will need to finalize agreements with Century Link and First Energy to use poles.
- Coordination meeting held a week ago to talk about installation of new flow meter for effluent from plant. This is the only feed line to town, and the contractor isn't comfortable with doing the work in one (1) day. Will need to install a bypass at WBA's expense (not in contract). This would alleviate a boil water notice to all customers served by the system. Various options (and costs) were discussed, as well as the fact that this will save money since it will be done outside of the original contract and can be paid from the Construction Fund. It is Mr. Pryor recommendation to go with Option 2 (a line stop), but clarification on labor costs is needed prior to the WBA's final approval. If a decision is needed before the April meeting, Mr. Pryor will email WBA members.

STARBUCKS UTILITY PLAN (WAYNESBORO MALL): Leiter Pryor noted that Starbucks is requesting a 1½" water service and four (4) EDU's of sewer for their proposed location at Waynesboro Mall. Drawings were submitted.

Allen Stine made a motion to approve a water availability letter in response to their request. William Pflager seconded; the motion passed unanimously.

Todd Blake then made a motion to approve the sewer planning exemption module for four (4) EDU's of sewer. Lee Layman seconded; the motion passed unanimously.

ANTIETAM DAM – UPDATE: No new information to report.

HYDRANT FLUSHING SCHEDULE: Fire hydrant flushing will begin on April 1st for several weeks. WBA members were provided a proposed schedule.

ADDITIONAL ITEMS FOR DISCUSSION: Mr. Pryor noted that Chuck Morningstar was in attendance at the last WBA meeting to discuss concerns regarding his water. The Borough's Maintenance Department made a tap on the 2" line feeding the nearby laundromat and ran a new service to his business. The water is now clear to the building; but since Mr. Morningstar uses very little water at this location, he was advised to flush occasionally to keep the turbidity moving.

In light of the COVID-19 situation, Mr. Pryor discussed water shut-offs with the Borough Manager. It was decided internally that services would not be terminated for non-payment at this time, but customers will be reminded that their charges will keep accumulating.

Chairman Fleagle reported that he and Leiter Pryor reviewed property insurances recently with Greg Duffey (Craig Friedly Potter & Moore), as the information received during budget deliberations seemed to be outdated. Mr. Duffey explained some of their questions, but will also need to make some adjustments. He noted this won't amount to a lot of money, but it is good to have these clarified and updated periodically.

Chairman Fleagle noted that Leiter Pryor and Gordon Cruickshanks were instructed to develop a personnel plan in case any water or sewer plant operators are affected by COVID-19.

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

Sewer Revenue Fund Requisition #SA-263 – Gannett Fleming, Inc. - \$232.84
– 2019 Annual Services for the period of November 23, 2019 through December 27, 2019

Sewer Revenue Fund Requisition #SA-264 – Gannett Fleming, Inc. - \$144.50
– 2020 Annual Services for the period of December 28, 2019 through January 31, 2020

Sewer Revenue Fund Requisition #SA-265 – Borough of Waynesboro (Clearing Account) - \$311,118.00 – 2nd Quarter, 2020 Sewer Allocation

Tank Maintenance Fund Requisition #TM-10 – Preferred Tank & Tower Maintenance Division, Inc. - \$2,199.80 – Inv. #9765 for Installation of lockable ladder & replacement of roof vent on 3,500 gal. ground tank

Water Construction Fund Requisition #WC-162 – Gannett Fleming, Inc. - \$2,754.66 – H2O PA Grant Application for the period of November 23, 2019 through December 27, 2019

Water Revenue Fund Requisition #20-03 – Gannett Fleming, Inc. - \$228.76 – 2019 Annual Services for the period of November 23, 2019 through December 27, 2019

Water Revenue Fund Requisition #20-04 – Gannett Fleming, Inc. - \$299.44 – 2020 Annual Services for the period of December 28, 2019 through January 31, 2020

Water Revenue Fund Requisition #20-05 – Debbie J. Gift, Tax Collector - \$135.79 – 2020 Franklin County Real Estate Taxes (Blue Rock Road, Lot #1 – Parcel #19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #20-06 – Debbie J. Gift, Tax Collector - \$625.64 – 2020 Franklin County Real Estate Taxes (Rattlesnake Run Road – Parcel #19-0L15.-001A-000000)

Water Revenue Fund Requisition #20-07 – Borough of Waynesboro - \$556,194.00 – 2nd Quarter, 2020 Water Allocation

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 6:53 p.m. on a Pflager/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Manager