

**WAYNESBORO BOROUGH AUTHORITY**

**JULY 21, 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 (either in person or via teleconference):

Borough Authority Members – Jon Fleagle, Lee Layman, Scott Stine, William Pflager and Todd Blake

Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
D. Lloyd Reichard, Authority Solicitor

Others – Craig Witmer (SEK & Co., LLC)  
Rachel Govelovich, Gannett Fleming

**APPROVE MINUTES:** Lee Layman made a motion to approve the June 16, 2020 minutes, as presented. William Pflager seconded; the motion passed unanimously.

**2019 WATER AND SEWER AUDIT REVIEW:** Craig Witmer (SEK & Co., LLC) gave a presentation on the 2019 Water and Sewer audits. They gave an “unmodified opinion” (the best you can receive) and there were no findings.

**WATER PLANT UPGRADE – UPDATE:** Leiter Pryor reported that there has not been a lot of activity since the last meeting, however some work has been done on the HVAC contract. They are continuing to work on the dehumidifiers and unit heaters, and began installing the split air conditioning system in the office and lab areas.

The contractors are still having difficulty obtaining materials, and their communication with Gannett Fleming has been difficult because of a cyber attack at Gannett Fleming (they utilize a program called “Project Mate”, which is still not operating properly). They anticipate getting “back up to speed” beginning next week.

Mr. Pryor presented two (2) change orders for WBA consideration –

- (1) Change Order #1 for Contract #1 – General contractor reworked the trench drain in front of the loading dock for spill containment and additional work was required during excavation because of some conflicting elevations that were not shown on the drawings. This is an increase of \$2,038.86.

Todd Blake made a motion for approval. Lee Layman seconded; the motion passed unanimously.

- (2) Change Order #1 for Contract #4 – Contractor did not include the OPC insurance in their original bid price. This is an increase of \$4,032.50.

Scott Stine made a motion for approval. Todd Blake seconded; the motion passed unanimously.

**ANTIETAM DAM ENGINEERING SERVICES PROPOSAL:** WBA members received a proposal from Gannett Fleming for engineering services for the Antietam Dam Rehabilitation. Chairman Fleagle suggested that several WBA members get together to review the proposal line-by-line. Anyone interested in assisting was asked to contact Mr. Pryor. He is hopeful that it can be approved at the next WBA meeting (pending any changes required of Gannett Fleming).

Chairman Fleagle mentioned rehabilitation work in the control tower and he will provide more information on that in the near future.

**UTILITY BILLING COLLECTION – UPDATE:** Leiter Pryor reported that, at the last meeting, the WBA voted to transition back to terminating service for non-payment. Letters were mailed to everyone who was 30 days or more delinquent; and notice was posted on social media, the newspaper and Borough website that the WBA would be resuming potential disconnection of utility service beginning August 1, 2020. Customers were split into two (2) groups – those who were delinquent before the COVID-19 impact on the economy, and those who have become delinquent as a result of the crisis; and the following phase-in was established --

- WBA utility customers who had delinquent account balances on April 1, 2020, before the onset of the COVID-19 health crisis, are subject to disconnection of utility service beginning on August 1, 2020.
- WBA utility customers who did not have a delinquent account balance on April 1, 2020, but have subsequently become delinquent after the onset of the COVID-19 health crisis, will have additional time – until September 1, 2020 – to make their account balances current before disconnection of service is commenced.

Mr. Pryor noted that he hasn't heard many comments or complaints; and, to date, there have been no requests for payment plans. It appears that customers with delinquent accounts have been making an effort to pay their balances.

**SYSTEM -WIDE LEAK DETECTION – UPDATE:** Mr. Pryor reported that Aqua Tech did conducted a system-wide leak detection survey, including the Zullinger service area. Several leaks were found, many of which were small service line leaks. In addition, a large leak was found on Cottage Street and in the Country Club parking lot. All have been repaired by the responsible parties, with the exception of one or two fire hydrants.

He added that personnel have already noticed a decrease in water leaving the Water Treatment Plant.

On a similar matter, Mr. Pryor reported that if there is no appreciative rain in the next several days, they will probably need to release water from the dam. The staff is keeping a close eye on it and will take whatever action is necessary.

**LEAD MONITORING TEST RESULTS:** Mr. Pryor explained that lead and copper monitoring is required by PA DEP every three (3) years as part of the Water Supply Permit. The monitoring program began in the 1990's. Specific criteria is outlined for homes to be included in the program. (WBA members received a list of houses that were sampled.)

Results were never close to the "action level" until several years ago, when there were "spikes" with no explanation. During the last round of sampling, however, the action level limit was exceeded for lead. This resulted in the requirement for an extensive public education program and sampling twice this year of 60 samples each time. Of those 60, five (5) exceeded ... and when they were re-sampled, only one (1) of those exceeded. It is unknown if the high levels are the result of a sampling or lab error, but 60 more samples will be done at the end of the year.

Mr. Pryor noted that all results have been sent to the state and all customers (who were sampled) received a copy of their results. Additional information was provided to the customers whose sample results were high.

**APPROVE 2019 WATER AND SEWER TAP FEE TRANSFERS:** Mr. Pryor noted that when tap fees are collected throughout the year, they are deposited into the appropriate WBA Water or Sewer Revenue Fund and transfers are then made to the respective Construction Funds after the audits are presented. Totals presented in the 2019 audit from SEK are as follows: Water - \$131,500.00, Sewer - \$56,472.00. Todd Blake made a motion to approve the transfers, as presented. Scott Stine seconded; the motion passed unanimously.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor noted that, in the 2020 Water budget, there was a surplus amount noted on the WBA side of the books of approximately \$600,000.00. This was earmarked to be transferred into the Water Construction Fund from the Water Revenue Fund, but that transfer has not been made yet. The current balance in the Water Revenue Fund was reviewed; and in light of the upcoming Antietam Dam project, the WBA concurred that this transfer be made.

Mr. Pryor also noted that he has talked with Greg Duffey (Craig Friedly Potter and Moore Insurance). Updated insurance figures have been prepared for the Authority and Borough, and they will schedule a time to meet and discuss those figures.

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

Sewer Revenue Fund Requisition #SA-272 – SEK CPA's and Advisors - \$280.00 – Audit of financial statements and presentation of report thereon as of December 31, 2019, less progress billings

Sewer Revenue Fund Requisition #SA-273 – Gannett Fleming, Inc. - \$1,482.62 – 2020 Annual Services for the period of March 28, 2020 through May 22, 2020

Water Revenue Fund Requisition #20-15 – Aqua Tech Specialty Services, Inc. - \$13,515.00 – Water line leak detection

Water Revenue Fund Requisition #20-16 – Deborah Gift, Tax Collector - \$413.81 – 2020 WASD Real Estate Tax (Blue Rock Road, Parcel 19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #20-17 – Deborah Gift, Tax Collector - \$1,906.57 – 2020 WASD Real Estate Tax (Rattlesnake Run Road, Parcel 19-0L15.-001A-000000)

Water Revenue Fund Requisition #20-18 – Gannett Fleming, Inc. - \$619.76 – 2020 Annual Services for the period of February 29, 2020 through May 22, 2020

Water Revenue Fund Requisition #20-19 – SEK CPA's and Advisors - \$420.00 – Audit of financial statements and presentation of report thereon as of December 31, 2019, less progress billings

Water Construction Fund Requisition #WC-178 – PSI Pumping Solutions, Inc. - \$130,844.05 – Estimate No. 5 for Contract 1 (General Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including May 31, 2020

Water Construction Fund Requisition #WC-179 – PSI Pumping Solutions, Inc. - \$7,623.00 – Estimate No. 6 for Contract 1 (General Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including June 30, 2020

Water Construction Fund Requisition #WC-180 – W. C. Eshenaur & Son, Inc. - \$40,799.70 – Estimate No. 4 for Contract 2 (Mechanical Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including May 31, 2020

Water Construction Fund Requisition #WC-181 – W. C. Eshenaur & Son, Inc. - \$14,346.00 – Estimate No. 5 for Contract 2 (Mechanical Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including June 30, 2020

Water Construction Fund Requisition #WC-182 – PSI Pumping Solutions, Inc. - \$10,260.00 – Estimate No. 4 for Contract 3 (Electrical Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including May 31, 2020

Water Construction Fund Requisition #WC-183 – PSI Pumping Solutions, Inc. - \$24,300.00 – Estimate No. 5 for Contract 3 (Electrical Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including June 30, 2020

Water Construction Fund Requisition #WC-184 – Spotts Brothers, Inc. - \$25,434.45 – Estimate No. 2 for Contract 4 (Masonry Restoration – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including May 31, 2020

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:26 p.m. on a Pflager/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Manager