

WAYNESBORO BOROUGH AUTHORITY

SEPTEMBER 20, 2016

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority (held at the Waynesboro Water Treatment Plant) to order at 6:12 p.m. with the following in attendance:

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

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

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the August 16th meeting, as written. William Pflager seconded; the motion passed unanimously.

REPORT ON WATERSHED ACTIVITIES (CRAIG HOUGHTON & BETH BRANTLEY):

Mr. Houghton noted that much work was done on the watershed by the summer interns, and planting will begin again in the near future at the Chestnut plantation. A MD DNR grant program had provided funding for a management plan, and work began on an inventory of the entire watershed. That project has been paused, however, because of a staffing change for the program. Mr. Houghton noted the importance of such a management plan, and WBA members stated they will include 1-2 summer helpers in the 2017 budget to continue with work on the watershed.

UPDATE – INDUSTRIAL WASTE STUDY: Leiter Pryor reported that a copy of the proposed ordinance was forwarded to the Borough's solicitor, but he has had no response to date. Chairman Fleagle asked if Mr. Reichard (WBA's solicitor) had reviewed the document ... Mr. Reichard mentioned the penalties to be included, but stated that he would defer to the Borough Solicitor as it is a Borough ordinance and would fall under the Borough Code. Regardless, Mr. Fleagle requested that Mr. Reichard provide his recommendations on proposed penalties for their consideration.

Mr. Fleagle added that there was an article in this evening's *Record Herald* regarding Antrim Township's intent to adopt a pre-treatment ordinance. He requested that Mr. Pryor obtain a copy of their proposed ordinance for discussion.

UPDATE – ANTIETAM DAM STUDY: Mr. Fleagle reminded WBA members that a proposal had been received from Gannett Fleming, followed by a revised proposal. In addition, proposals were also obtained from several other engineering firms. Following

discussion and review of the proposals received, Christopher Snively made a motion to authorize Mr. Pryor to contact Gannett Fleming regarding proceeding with the impounding dam study based on their proposal of \$19,930. William Pflager seconded; the motion passed unanimously.

Mr. Pryor also mentioned correspondence received from DEP following submission of the Antietam Dam Inspection Report, which required an underwater inspection of the control tower, intake structure, valves, etc. This work was done in the past by Underwater Solutions, however they are unable to fit this into their schedule this year. He will contact several other firms to obtain proposals, but asked for the WBA's permission to proceed as soon as possible. Lee Layman made a motion to authorize Leiter Pryor to proceed with the lowest qualified firm for the required underwater inspection. Mr. Pryor noted he will email prices to WBA members upon receipt. Christopher Snively seconded; the motion passed unanimously.

WATER PLANT UPGRADE STUDY PROPOSAL: Discussion was held during the 2016 budget deliberations regarding the need for a water plant upgrade study. A proposal was received from Gannett Fleming (for \$53,900), which is comparable to the study conducted at the wastewater treatment plant prior to its upgrade. The water plant is now 25 years old, and there are issues with finding parts for equipment repairs. In addition, the filters are doing well, but typically only last 20 years. Lee Layman made a motion to accept the proposal from Gannett Fleming and proceed with a water plant study. Christopher Snively seconded; the motion passed unanimously.

UPDATE - DEBT SERVICE REFINANCING: Mr. Fleagle noted that discussions have been held with both BB&T and F&M, and proposals have been received from both. Discussion was held regarding the \$10,000,000/year limit with bank financing; and the total would be over that if financing is done for both the water and sewer loans. The current reduced rate with PENNVEST for the sewer loan is 2.5% until 2019, and they are considering refinancing the water loan (since it is a higher rate) now. Mr. Fleagle and Mr. Pryor will attend a meeting on Friday with F&M; and if there are "no red flags", a special meeting will be called to approve going forward with refinancing the water loan. They will also ask if the quoted rates could be held until January 1st for the sewer loan. WBA members concurred.

SEWER RATES: Mr. Pryor provided information regarding a proposed sewer rate increase, along with sewer rates from surrounding municipalities, for review. After much discussion, Lee Layman made a motion to increase sewer rates by 15%, effective 10/01 (so they will be fully in effect in 2017). William Pflager seconded; the motion passed unanimously.

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RESOLUTION

WHEREAS, the Waynesboro Borough Authority has determined that a sewer rate adjustment is necessary to meet the current and future needs of the Waynesboro sewer system, and

Complete copy on file at Borough Hall.

THIRD QUARTER PSU BIOSOLIDS REPORT: Mr. Pryor reported that the staff has been monitoring the collection system and plant on a regular basis, and all indications are that the previous high molybdenum readings were a “slug”. WTMA has also been monitoring in the Zullinger area, as well as the Cold Springs Pumping Station ... they received two (2) non-detects and one (1) was extremely low; the Borough’s pumping stations all came back with non-detects. The problem, however, is that there is currently a high concentration in the digester which doesn’t leave much room to blend/dilute. Weekly sampling is being conducted on the processes throughout the plant and the numbers are coming down, but they may not be low enough to land-apply. He cautioned that it will be expensive if they need to dewater and landfill.

Mr. Pryor also reported that the leaks at the biotower (mentioned by DEP during a recent visit) are “99.9% dried up”, and pictures of the progress will be forwarded to DEP. In addition, a PPC (Preparedness, Prevention and Contingency Plan) is being drafted and will be ready for submission to DEP by their 10/11 deadline.

UPDATE – FIFTH STREET PUMP STATION UPGRADE: Mr. Pryor noted he is hopeful that the roof work will be completed by October, but he has been unable to obtain a start date from the contractor. American Eagle Door & Windows will replace the door on Monday, and the hatch work is done. The staff will take care of installing the safety climb and the interior/exterior painting within the next several months. He added that the pumps and dialer system are working well.

WELL CAPACITY: Mr. Pryor reported that they continue to watch the recharge on the well. He has contacted Gannett Fleming to request a quote for source development work for another well in that vicinity. He noted it is a fairly large scope of work, and Gannett Fleming has quoted a not-to-exceed figure of \$10,000. Mr. Pryor will continue to review the pumping/recharge data for discussion at the next meeting.

THIRD STREET PUMP STATION: Mr. Pryor noted that the grinder at the Third Street Pumping Station is not working, and it will probably be in the WBA’s best interest to do an exchange (as was done at the main plant). He received a proposal of \$15,293 from JWC for replacement, but our staff can remove/reinstall the equipment themselves. Christopher Snively made a motion to approve the expenditure for a grinder pump, as presented. William Pflager seconded; the motion passed unanimously.

REQUEST FOR WATER AT INDUSTRIAL PARK: Leiter Pryor noted that he received a request for water service at the Zullinger Industrial Park (Lot 1 is being subdivided into Lot 1 & Lot 1A). At this point in time, he has received no information regarding the potential customer – part of Washington Township’s subdivision process is that there

must be water and sewer available before they will approve it. After a review of the drawing provided and further discussion regarding capacity concerns, Lee Layman made a motion to agree to serve water at this location (with a reserve regarding capacity to be noted). Christopher Snively seconded; the motion passed unanimously.

2017 BUDGET: Mr. Pryor distributed August financial statements for the Water and Sewer Funds for review. Any questions should be forwarded to him for further inquiry. He added that budget worksheets were provided to department heads last week for completion, and he will provide a rough draft to members as soon as possible.

BAER BUS PROPERTY: Lee Layman noted that Craig McCleaf is requesting permission to remove the fence between the WBA's well site and his property (rented by Baer Buses) in order to allow prospective buyers access to vehicles for sale. After clarification that Mr. McCleaf will be responsible to repair any damages as a result of this action, Lee Layman made a motion to allow Craig McCleaf to temporarily access and utilize a portion of the WBA's property for the purpose of disposing of his tenant's property, with a deadline of 12/31/2016, and the understanding that any damages will be repaired by Mr. McCleaf. William Pflager seconded; the motion passed unanimously.

BRIDGE ON OLD FORGE ROAD: Leiter Pryor noted that Quincy Township contacted him regarding issues with the bridge on Old Forge Road (a short distance away from the entrance to Rattlesnake Run Road). The State evaluated and determined that the bridge is "untravelable". Quincy Township is working with Representative Schemel for funding to do the necessary repair/replacement, and they are requesting that the WBA provide a letter of support due to its use by employees traveling to and from the water treatment plant and watershed. WBA agreed that Mr. Pryor should provide the requested letter.

PAY BILLS: Christopher Snively made a motion to approve the payment of the following requisitions –

Sewer Construction Fund Requisition #1148 – American Eagle Doors & Windows - \$1,044.96 – New Door (Fifth Street Pumping Station) per Estimate #4005

Sewer Revenue Fund Requisition #SA-181 – Smith Elliott Kearns & Company, LLC - \$1,040.00 – Audit of Financial Statements and Presentation of Report thereon as of December 31, 2015 (less progress billings)

Water Construction Fund Requisition #WC-110 – LB Water Service, Inc. - \$34,588.31 – Materials/Supplies for Memorial Bridge Water Line (per Quote #1027554)

Water Revenue Fund Requisition #16-22 – S. Leiter Pryor - \$120.73 – Meeting Supplies

**Water Revenue Fund Requisition #16-23 – Smith Elliott Kearns & Company,
LLC - \$1,560.00 – Audit of Financial Statements and Presentation of
Report thereon as of December 31, 2015 (less progress billings)**

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 9:44 p.m. on a Snively/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor