

**WAYNESBORO BOROUGH AUTHORITY**

**NOVEMBER 1, 2016**

**MINUTES**

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

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

Borough Staff – S. Leiter Pryor, Director of Borough Utilities

**POLICY ADDITION - REQUEST FOR TEMPORARY SUSPENSION OF SERVICE:**

Leiter Pryor reported that there was no written policy regarding the suspension of water service at the customer's request. He indicated that the past practice was to remove the meter and charge a \$75.00 fee for the service. When the meter is removed, billing is stopped until the meter is re-installed. After some discussion, a motion was made by Lee Layman, and seconded by Chris Snively, directing Leiter Pryor to include the following in Schedule A of the WBA's Rules Regulations & Schedule of Charges:

Request for Temporary Suspension of Service

A customer may obtain a temporary suspension of service by having their water meter removed. A \$75.00 meter removal fee shall be paid by the customer prior to the meter being removed. As long as a meter is in place at a property, the customer shall be obligated to pay the metered rates as indicated in Schedule A.

**PROPOSED 2017 WATER AND SEWER BUDGETS:** Jon Fleagle led a line-by-line discussion of the proposed 2016 water and sewer budgets, and the capital projects/items listing. Mr. Pryor was directed to review his revenue projections and to double-check the recap sheets for both the water and sewer budgets. After a lengthy discussion regarding both the proposed water and sewer budgets, Mr. Pryor was directed to revise the documents for approval at the regular WBA meeting in November.

Having no further business to discuss, Lee Layman made a motion to adjourn at 9:03 p.m. The motion was seconded by Chris Snively and passed unanimously.

Respectfully Submitted,

S. Leiter Pryor  
Director of Borough Utilities