

# WAYNESBORO BOROUGH AUTHORITY

JANUARY 28, 2014

## MINUTES

Authority Chairman Jon Fleagle called the meeting of the Waynesboro Borough Authority to order at 3:00 p.m. It was noted that this meeting was rescheduled from January 21<sup>st</sup> because of weather conditions. The following were in attendance:

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

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

**RE-ORGANIZATION/ELECTION OF OFFICERS:** The current WBA officers are as follows – Jon Fleagle (Chairman), S. Allen Stine (Vice-Chairman), Lee Layman (Treasurer) and Christopher Snively (Secretary). As all indicated their willingness to continue in those positions, Christopher Snively made a motion to re-elect the current officers for 2014. Allen Stine seconded; the motion passed unanimously.

**APPROVE MINUTES:** Allen Stine made a motion to approve the minutes of the December 17, 2013 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

**PUBLIC IN ATTENDANCE:** Bill Kriner and Ray Easterday were present to discuss the WBA's new policy regarding landlord/tenant utility billings.

Mr. Kriner noted that, currently, all his bills go to his tenants. If the tenant doesn't pay the bill, he receives a 20-day notice; and if they don't pay the bill within 20 days, he receives a 10-day shut-off notice (and a \$10.00 posting fee is added to the bill). It was noted that this procedure will not change, but the bills will now be mailed to the landlord. If the landlord doesn't pay the bill, the tenant will receive a notice prior to their water service being shut-off. The tenant has certain rights under the PA Utility Services Tenants' Rights Act, whereby they can pay one month to keep the water on (and can deduct that amount from their rent payment to the landlord).

Mr. Easterday commented that he doesn't see how this change will benefit the WBA. Currently, his tenant receives the bill and pays it (as his lease indicates that she is responsible for it). By sending the bill to him (the landlord) and he forwards it to his tenant, that will delay the payment process. In addition, he noted that the tenant is the receiver of the services; and this modified policy will make him responsible (credit-wise) for services that he does not receive.

Chairman Fleagle clarified that even though the bill was previously mailed to a tenant, the landlord is still responsible; because if utility bills are not paid, liens can be placed against the property. Solicitor Reichard stated that the tenant is not receiving the service, the owner is (because the water is provided to the property). It was reiterated that the property owner is responsible, by law; and therefore the WBA's Rules and Regulations state that the bill will be sent to the property owner.

**UPDATE - LANDLORD/TENANT BILLING POLICY CHANGE:** Leiter Pryor reported that letters have been mailed out to the landlords and tenants who would be affected by the policy change. The staff will meet with the computer programmer to determine what system updates are needed in order to implement the change, and he will report back at the WBA's next meeting. Chairman Fleagle noted that costs for the update(s) should be shared with the Borough, as the utility bills include refuse charges.

**UPDATE - SEWER PLANT UPGRADE:** Leiter Pryor reported that staff training has begun over the last several weeks on use of the methanol-feed system, plant water system, chlorine system, and computer SCADA system (report generation). There is now alarm functionality and the telephone dialer is working. He noted there were some system problems with the cold weather - a freeze-up on the methanol skid (the plant water side was not insulated). The contractor made the repair and there have been no further problems.

Mr. Pryor noted that the main issue at present is that the valves from the filters into the waste tank are exposed on an exterior wall and are freezing. Since the valves won't open, they cannot backwash. Gannett Fleming has reviewed the matter and suggested heat-tracing and insulating (a flap on the open-ended pipe may also be needed). Information will be forthcoming regarding their final recommendation and a proposed cost. Mr. Pryor also noted that the mud-well pumps have failed several times. He feels it is a control issue, not a pump issue ... and it is being reviewed.

Mechanical performance testing on all the equipment has been done and everything was fine. Next will be the five-day performance test on the denitrification filters. Mr. Pryor noted they are currently meeting the permit levels (at a feed rate of 40 mg/l poly-aluminum chloride) for phosphorus removal.

Mr. Pryor noted that the WWTP personnel are getting more familiar and skilled in the required maintenance involved, and Gordon Cruickshanks has been working with them on the instrumentation. Initial calibration has been done once and will be done again in the spring. A substantial completion certificate for Kinsley (Phase 1) will be soon be forthcoming.

**UPDATE - MARTIN'S FOOD MARKET UTILITY PLAN:** Chairman Fleagle noted this matter was discussed briefly at the last meeting, and he and Mr. Pryor met recently with representatives of J. C. Bar Properties. He stated that they have agreed to install a pit outside the store to separate fire service from potable water, as requested by the WBA. Mr. Fleagle reviewed the letter received confirming the fees associated with the property re-development, which includes \$48,000 for sewer and \$55,000 for water tapping fees.

He noted he feels these amounts are fair for both parties. Allen Stine made a motion to approve the tapping fees for both water/sewer for Martin's Food Market Shopping Center Complex, as presented. Christopher Snively seconded; the motion passed unanimously.

**SEWER PLANNING MODULE - WAYNESBORO HOSPITAL:** Leiter Pryor presented a Sewer Planning Module for Waynesboro Hospital, which was an oversight when their project was previously discussed. The WBA already committed to serving the project, but this formality must be completed (for DEP) to confirm there is sufficient capacity to provide them with sewer service for their addition. Lee Layman made a motion to approve the Sewer Planning Module for the Waynesboro Hospital Project, as presented. Allen Stine seconded; the motion passed unanimously.

**REQUEST FOR UTILITIES - FIL-TECH:** Leiter Pryor noted he was contacted several months ago regarding a proposed new business in the Wharf Road Industrial Park. He has toured their current facility located in Smithsburg, MD, which they are steadily out-growing. They make candle-wicks for Yankee Candles, thread filaments, fiber-optics, etc., and are looking at building a new facility in the Industrial Park. He has reviewed their requirements and talked with officials at Washington County, MD, and feels it would be appropriate to approve the request. He reported their dye is placed into containers and shipped out – it does not enter the sanitary sewer system.

Drawings of their proposed plans were presented. Mr. Pryor noted a monitoring manhole should be requested in order to conduct testing if there were any problems. They would require an 8" fire service and a 2" domestic service; and sewer will be handled under the Sewage Transportation Agreement with WTMA. Their proposed usage is approximately 15,000 gallons/day and they anticipate hiring 50 employees. Lee Layman made a motion to agree to serve Fil-Tech at the Wharf Road Industrial Park, as requested by WTMA. Christopher Snively seconded; the motion passed unanimously.

**REQUEST FOR WATER SERVICE - TEETER SUBDIVISION:** Leiter Pryor noted that he received correspondence from R. Lee Royer regarding a proposed subdivision of the Teeter property off Country Club Road. Dr. Teeter has passed away and the heirs are dividing off two (2) lots from the original property; and Washington Township requires a commitment regarding water service prior to the subdivision plan approval. After review and discussion, it was noted that more detailed utility drawings will be required when the application for water service is made. The WBA can agree to serve the properties, but would require that any connections will be subject to the WBA's approval. Allen Stine made a motion to agree to serve the two (2) properties with water, subject to the WBA's approval of any physical connections. Christopher Snively seconded; the motion passed unanimously.

**PROPOSED ADDITION TO POLICE SHOOTING RANGE:** Leiter Pryor noted he was contacted by the Waynesboro Police Department regarding their proposal for an addition to the shooting range located at the Water Treatment Plant property. They have provided a basic sketch of the 20'x20' structure (constructed of railroad ties), and will

discuss an appropriate location with Gordon Cruickshanks. Review of the proposal will continue.

**BANK SIGNATORIES:** Mr. Pryor noted that confirmation letters were mailed out in preparation of the 2013 audit. However, Susquehanna Bank would not release any information to Smith Elliott Kearns & Company because Leiter Pryor signed the letter (but is not an account signatory). The bank also noted that he and Melinda Knott should not have internet access to the WBA accounts because they are not signatories. Accordingly, another resolution will need to be approved (adding Leiter Pryor and Melinda Knott as signatories) to alleviate future problems. Lee Layman made a motion to approve the modified resolution, as presented. Allen Stine seconded; the motion passed unanimously.

**LAND APPLICATION PERMIT FOR BIOSOLIDS:** Mr. Pryor reported he has received word that the Fish Commission “gave their blessing” and the application is now in the hands of DEP. A site visit (to review the terrain) will be conducted when weather permits. Mr. Pryor noted there is a 75' buffer required on both sides of the stream. He added that Gordon Cruickshanks has been assisting in this process; and they feel sure it will be finalized in time to land-apply in the spring.

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

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Water Revenue Fund Requisition #14-01 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for January 1, 2014 to March 31, 2014

Water Revenue Fund Requisition #14-02 - Gannett Fleming Companies - \$159.20 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period of November 2, 2013 through November 29, 2013

Sewer Revenue Fund Requisition #SA-111 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for January 1, 2014 to March 31, 2014

Sewer Construction Fund Requisition #1087 - Gannett Fleming Companies - \$398.10 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of November 2, 2013 through November 29, 2013

Sewer Construction Fund Requisition #1088 - Gannett Fleming Companies - \$7,986.93 - Construction Management related to WWTP Nutrient Upgrade Project for the period of November 2, 2013 through November 29, 2013

Sewer Construction Fund Requisition #1089 - Gannett Fleming Companies - \$2,268.90 - Construction Phase Services for WWTP Upgrade and

Rehabilitation for the period of November 2, 2013 through November 29, 2013

Sewer Construction Fund Requisition #1090 - W. C. Eshenaur & Son, Inc. - \$16,624.40 - Estimate No. 7 for Contract Two (Plumbing Work - Wastewater Treatment Plant Upgrade) for work performed up to and including December 12, 2013

Sewer Construction Fund Requisition #1091 - Gannett Fleming Companies - \$1,408.95 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of November 30, 2013 through December 27, 2013

Sewer Construction Fund Requisition #1092 - Gannett Fleming Companies - \$5,185.37 - Construction Management related to WWTP Nutrient Upgrade Project for the period of November 30, 2013 through December 27, 2013

Sewer Construction Fund Requisition #1093 - Gannett Fleming Companies - \$2,447.40 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of November 30, 2013 through December 27, 2013

WBA members then adjourned to executive session at 4:23 p.m. They reconvened to regular session at 5:09 p.m. and adjourned the meeting at 5:10 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant