

WAYNESBORO BOROUGH AUTHORITY

MAY 18, 2010

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 7:30 p.m. with the following in attendance:

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

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

APPROVE MINUTES: Christopher Snively made a motion to approve the minutes of the April 20th meeting, as written. William Pflager seconded; the motion passed unanimously.

WELL #2 UPDATE: Leiter Pryor reported that there have been some issues with diminished run times on the sediment filters (and they have noticed a lot of orange sediment in the pre-filters). Originally, the filter cartridges needed changed every 2-3 months; but they must be changed now in about 14 days. Samples were taken to determine if it is iron bacteria, the results of which will be back in approximately 10 days. If it is an iron bacteria problem, the bacteria could potentially break through the cartridge and build up a bio-film on the membranes. Typically, you would see an increase in the pressure on the inlet side of the membranes. Since that hasn't been observed, they are thinking it is only sediment (maybe because of drawdown of the well, etc.) He is working with Gannett Fleming to see what needs to be done. They may try running the well 12 hours per day to reduce the drawdown level of the well. This may help to settle it down.

Mr. Pryor also noted that the spring on the Long property has been "running full". It is checked every Monday and Friday, and there has been no variation in flow. It is his feeling that the WBA well is not impacting it in any way.

Discussion followed regarding the vehicles (2 buses and a van) belonging to Mr. Bare, which are currently located on the WBA's property. (Mr. Bare rents the property adjoining the WBA's property from Craig McCleaf.) Leiter Pryor noted that Gordon Cruickshanks had spoken with Mr. Bare regarding the matter 1-1½ weeks ago, and Mr. Bare indicated that he would take care of it (but has not). Lloyd Reichard noted that he would have a conflict regarding this situation (he represents Mr. Bare), but suggested that Mr. Pryor send a certified letter asking that the vehicles be removed by a certain date. He added that it would be appropriate to charge him for storage costs after that date if the vehicles are not removed.

Discussion regarding the access agreement with Mr. Bare ensued. Chairman Fleagle instructed Mr. Pryor to send certified correspondence to Mr. Bare (with a copy forwarded to Craig McCleaf, who owns the property) advising that he has two (2) weeks to move the vehicles and three (3) months to develop another access to his property because the WBA plans to close it off.

Mr. Pryor stated that K & M Dri-Lay employees have been doing all the mowing at the site.

RESOLUTION - PUBLIC NOTIFICATION FEE: Mr. Pryor noted that, pursuant to discussion held at the last meeting, revisions were made to the proposed resolution adopting a \$1.00/year public notification fee, indicating that the fee is a "non-refundable flat rate". Christopher Snively made a

motion to adopt the proposed resolution, as amended. William Pflager seconded; the motion passed unanimously.

RESOLUTION

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

WHEREAS, the Pennsylvania Department of Environmental Protection has mandated that direct notification of water customers is required to comply with the recently modified public notification rule, and

WHEREAS, the Waynesboro Borough Authority has determined that an automated telephone notification system will be necessary to comply with the modified public notification rule.

Complete copy on file at Borough Hall.

RESIDENTIAL SPRINKLER SYSTEMS: Leiter Pryor advised that he is conducting research on the residential sprinkler issue, which was discussed at the last meeting. He spoke with Gannett Fleming, who noted they have only one (1) client with such a program in place. The minimum service requirement is a 1" combined service line (both sprinkler system and domestic service), which should be metered. That client charges an annual \$50.00 readiness-to-serve charge. Mr. Pryor explained the concept more thoroughly, and noted that many contractors in the area have been asking how the WBA plans to formulate the charges.

After further discussion, Chairman Fleagle requested that Mr. Pryor modify the WBA's Rules and Regulations to include a 1" tap fee (the quarterly billing would be based on a 3/4" meter) for residential sprinkler systems. It should also be noted that the WBA is providing the service, but is not guaranteeing any pressures or flows. The Authority concurred.

RESOLUTION - H2O PA GRANT: WBA members received a copy of a proposed resolution regarding the H2O grant application, which would provide for 50% of the project cost (which is estimated at \$11.4 million, excluding operational costs). The deadline for the application is the end of June, but Mr. Pryor is hoping to mail it out by mid-June. He has obtained numerous letters of support for the application from various entities, including the Franklin County Area Development Corporation, Franklin County Commissioners, Washington Township Supervisors, and Mainstreet Waynesboro's Downtown Manager. William Pflager made a motion to adopt the resolution, as presented. Christopher Snively seconded; the motion passed unanimously.

RESOLUTION

Be it RESOLVED, that the Waynesboro Borough Authority of Franklin County hereby request an H2O PA grant of \$5,703,500 from the Commonwealth Financing Authority to be used for upgrades to the Waynesboro Wastewater Treatment Plant.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Jon Fleagle, Chairman, and S. Allen Stine, Vice-Chairman, as the official(s) to execute all documents and agreements between the Waynesboro Borough Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Complete copy on file at Borough Hall.

Mr. Pryor added that the PENNVEST application requires a lot more work, and they are “nowhere near ready” to submit that application.

AT&T LEASE AMENDMENT: Mr. Pryor noted that AT&T is considering installing a Gen-set for their existing equipment at the N. Broad Street standpipe. The original lease provided for 580 s.f. of ground space ... the area they are requesting is 20'x20', which still falls within their “usable space” in the original agreement. Lloyd Reichard reviewed the agreement and suggested minor modifications. AT&T will provide an executed copy for the WBA's next meeting. WBA members concurred.

Mr. Pryor provided WBA members with information regarding erection of a monopole. He contacted the company who installed the towers at Zody's and the Pen Mar ballfield, Westfield from Hagerstown, MD. They estimated a ready-to-go price of \$145,000. It was noted that this would provide space for 4-5 carriers maximum, but there are that many carriers on the tank now and it hasn't cost the WBA anything. Leiter Pryor will forward a copy of the costs to WBA members for their review.

WATER MANAGEMENT AGREEMENT - MEMORANDUM OF UNDERSTANDING: Leiter Pryor reported that he and Lloyd Hamberger met recently with Sean McFarland, as he was requested at the last WBA meeting to develop a written statement regarding current procedures and what WTMA is proposing. He explained that the essence of their proposal is that the Borough would read the meters and upload/send billing information to WTMA; they will print and send the bills, which will be paid at WTMA. At the end of the billing cycle, WTMA would provide us with an accounting so we can put it in our records.

Based on these proposed procedures, Lloyd Reichard stated that a Memorandum of Understanding would not be sufficient (the agreement would have to be modified). WBA members noted they are not in favor of making this change. If there are issues with getting timely information, a document should be developed outlining the requested information and how/when it will be transferred. WBA members instructed the Borough staff to meet with WTMA staff to develop/document these procedures.

DEP & US EPS DISTRIBUTION SYSTEM OPTIMIZATION FIELD STUDY: Leiter Pryor reported that he received an email from DEP regarding their request to conduct a field distribution optimization study with EPA. They would do sampling at the main plant throughout the entire distribution system, and make recommendations on how to optimize chlorination and minimize disinfection by-product production. He feels that this would be a “good cooperative thing to do”. Several of the operators will assist with the sampling, and a full report on optimization options will be provided upon completion of the study. WBA members noted no problems.

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

Water Requisition #10-10 - Gannett Fleming Companies - \$382.92 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized, including Part B - 2010 Annual Services, for the period of March 27, 2010 through April 23, 2010

Water Construction Requisition #WC-71 - Gannett Fleming Companies - \$1,852.27 - Construction Management Services related to Membrane Treatment at Well No. 2 for the period of March 27, 2010 through April 23, 2010

Water Construction Requisition #WC-72 - Gannett Fleming Companies - \$617.02 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized, including Part A - Pennvest Assistance (Well 2), for the period of March 27, 2010 through April 23, 2010

Lee Layman seconded; the motion passed unanimously.

ENGINEERING SERVICES PROPOSAL: A brief discussion of the Engineering Services proposed was conducted. Jon Fleagle questioned if the cost of engineering services was included in the cost estimates provided in the Gannett Fleming plant evaluation study. Leiter Pryor indicated that they were included in the overall project costs, however they were not listed as a specific line item. Jon Fleagle suggested that the WBA hold a special meeting on May 25, 2010 to discuss the Engineering Services Proposal. Mark Malarich should be invited to attend. WBA members were directed to provide Leiter Pryor with any questions on the provisions of the agreement prior to the special meeting date so that they could be addressed.

Having no further business to discuss, the meeting adjourned at 9:20 p.m. on a Pflager/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant