

WAYNESBORO BOROUGH AUTHORITY

AUGUST 17, 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 – Lee Layman, Jon Fleagle, S. Allen Stine and Christopher Snively
(William Pflager was absent)

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

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the July 20th meeting, as written. Lee Layman seconded; the motion passed unanimously.

WELL #2 UPDATE: Leiter Pryor reported no major problems; and they are still running the well for 12 hours per day. ITT has scheduled to clean the membranes during the first or second week of September. In addition, there are some minor issues with instrumentation which are being taken care of.

Mr. Pryor advised that the dam was opened for two (2) days during the weekend before last. It was then closed and hasn't been re-opened; and the dam remains full. He estimates they are pumping 180,000 gallons/day from the well (or approximately 1,000,000 gallons/week.) He noted that it could be run more frequently (or continuously) if necessary.

2009 WATER AND SEWER AUDITS: 2009 Water and Sewer audits were distributed at the last meeting, and WBA members were asked to contact Mr. Pryor with any questions or comments. Hearing none, he noted that a motion is needed to approve the audits, as presented. He will then forward the required reports to DCED. Chairman Fleagle suggested that they receive an update from Lee Layman on his meeting with Lloyd Hamberger regarding the Tank Maintenance Fund deposits prior to taking action on the audits.

TANK MAINTENANCE FUND UPDATE - LEE LAYMAN: Lee Layman reported that he met with Mr. Hamberger and Vicky Grubbs (Bookkeeper) regarding the 2008 and 2009 cell tower rents from Shentel and T-Mobile. Ms. Grubbs described the current procedure she is following whereby the checks are deposited directly into the PLGIT Tank Maintenance Fund. However, prior to 2009, the former Treasurer was handling the deposits. Mr. Hamberger explained that they were put into the Borough's Operating Fund; and from there, they were to be transferred to the PLGIT Tank Maintenance Fund. Due to problems in the Treasurer's Office at that time, some of those transfers were not made. Mr. Layman reported that there were discrepancies in the amounts paid by the cell tower companies vs. the amounts actually deposited into the Tank Maintenance Fund. (He noted he feels the money is "all there", but it has not yet been transferred to the WBA's account.) Smith Elliott Kearns & Company is due to return again shortly, and a meeting with them will be scheduled prior to the next WBA meeting to discuss this further. (Accrued interest will also be discussed at this time.) Mr. Layman noted his mission is to reconcile the amounts from 2006 to the present and he will report back to the WBA members at their next meeting.

This, and procedures followed by the trustee, were the only outstanding items to be discussed before approval of the audit. Accordingly, Lee Layman made a motion to approve the 2009 Water and Sewer audits, as prepared by Smith Elliott Kearns and Company. Christopher Snively seconded; the motion passed unanimously.

LINE-OF-CREDIT PROPOSALS: Leiter Pryor reported that he requested proposals for a line-of-credit to cover engineering costs for upgrades at the Sewer Treatment Plant. He received four (4) proposals, which he explained in detail. Rates ranged from 2.48% to 3.90% and were calculated using different methodologies. Mr. Pryor noted that the earliest they would need to use the line-of-credit would be the first of the year, as Gannett Fleming has just begun the design work; and these rates will hold until then. He added that they could borrow from the Tank Maintenance Fund, if necessary, because that is not encumbered by a bond issue.

WBA members agreed to place this item "on hold", so funds are not spent on an origination fee until absolutely necessary. Mr. Pryor estimated that funds could be available within a week of notifying the bank to begin the process.

SEWER PLANT UPGRADE - DESIGN STATUS: Leiter Pryor noted that he was informed by Mark Malarich that they will be holding a design team status meeting later this week; and he will provide dates for a kick-off meeting when the design staff will tour the plant again.

Leiter Pryor noted he was told that H2O grants will not be awarded until November of 2010. In addition, he stated they are working on the final close-out documents for the PENNVEST loan for the well.

NEXT WBA MEETING: Chairman Fleagle noted that the next WBA meeting will be held at the Water Plant (a picnic will begin at 6:00 p.m., and the regular meeting will begin at 7:30 p.m.) The location change will be advertised.

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

Water Requisition #10-17 - Dennis E. Black Engineering, Inc. - \$2,374.95 - Professional Services from July 1, 2010 to July 31, 2010 (2010 Annual Antietam Dam Inspection Report - Partial Billing)

Water Construction Fund Requisition #WC-74 - Gannett Fleming Companies - \$44.08 - 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 May 22, 2010 through July 2, 2010

Water Construction Fund Requisition #WC-75 - Gannett Fleming Companies - \$813.44 - Construction Management Services related to Membrane Treatment at Well No. 2 for the period of May 22, 2010 through July 2, 2010

Water Construction Fund Requisition #WC-76 - Gannett Fleming Companies - \$223.26 - Construction Management Services related to Membrane Treatment at Well No. 2 for the period of July 3, 2010 through July 30, 2010

Christopher Snively seconded; the motion passed unanimously.

WBA members adjourned to executive session at 8:07 p.m. to discuss a legal matter. Chairman Jon Fleagle reconvened the regular session at 8:40 p.m.

Having no further business to discuss, the meeting adjourned at 8:45 p.m. on a Stine/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant