

WAYNESBORO BOROUGH AUTHORITY

JANUARY 15, 2010

MINUTES

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

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

Borough Staff - S. Leiter Pryor, Director of Borough Utilities
Scott Crum, Chief Draftsman-Inspector

Others - Mark Malarich (Gannett Fleming, Inc.)
NTELOS Representatives

NEW MEETING ROOM: Chairman Fleagle began the meeting by thanking Melinda Knott and other members of the staff who assisted in coordinating renovations to the Authority's new meeting room.

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the December 15th meeting, as written. Allen Stine seconded; the motion passed unanimously.

RE-ORGANIZATIONAL MEETING - ELECT 2010 OFFICERS: Authority members received a list of the current WBA officers.

Nominations were opened for the position of Chairman. Lee Layman nominated Jon Fleagle, and made a motion to close the nominations. Christopher Snively seconded; the motion passed unanimously.

Nominations were opened for the position of Vice-Chairman. Lee Layman nominated Allen Stine. Christopher Snively made a motion to close the nominations. Lee Layman seconded; the motion passed unanimously.

Nominations were opened for the position of Secretary. Lee Layman nominated Christopher Snively. Allen Stine made a motion to close the nominations. Lee Layman seconded; the motion passed unanimously.

Nominations were opened for the position of Treasurer. Christopher Snively nominated Lee Layman. Allen Stine made a motion to close the nominations. Christopher Snively seconded; the motion passed unanimously.

The Secretary was instructed to cast a unanimous ballot for the individuals nominated.

NTELOS PROPOSAL: NTELOS representatives were in attendance to discuss their proposal to install additional antennas on the Authority's North Broad Street water tower. Leiter Pryor noted that he requested detailed drawings of their equipment placement; and the Authority noted they are in agreement with the ground location, but questioned if there would be any interference with placement of the NTELOS antennas amongst those already there. NTELOS explained that they have their own

frequency and don't foresee any interference (they typically need to be kept 10' apart, and would like to "go as high as possible"). They propose to place three (3) antennas approximately the same height as T-Mobile's current one. The antennas will be stud-welded (as are the other existing antennas). Ground equipment will be placed in a 20'x20' finished area with a gate. A Gen-set is proposed for a later date.

NTELOS provided background information on their company. They are an original carrier based out of Virginia and West Virginia, as well as parts of Ohio, Kentucky, Maryland and Pennsylvania (with approximately 35 sites in those areas).

Chairman Fleagle noted that the drawings/calculations will be forwarded to the WBA's engineer for review and recommendation; and the agreement is currently being reviewed by the Authority's Solicitor. He anticipates that action can be taken on the proposal at the Authority's next meeting (scheduled for February 16th). NTELOS noted their goal is for construction in June/July.

PUBLIC IN ATTENDANCE: Ronnie Martin and Dick Stouffer were present to discuss a recent sewer back-up in Mr. Stouffer's home on Reservoir Avenue. Information was submitted to Leiter Pryor regarding the matter.

Mr. Pryor explained that Mr. Stouffer contacted Martz Plumbing when the back-up occurred. They were unable to open the lateral and contacted Roto-Rooter, who determined that tree roots and debris were in the main. Mr. Stouffer is seeking reimbursement for the \$559.00 bill which resulted. Chairman Fleagle noted that mains are the WBA's responsibility; and WBA members agreed that Mr. Stouffer's bill should be taken care of.

Discussion followed regarding the matter. Mr. Pryor noted that he prepared a proposed policy/procedure for sewer back-ups (a copy of which was included in the WBA's meeting packets). Chairman Fleagle noted the importance of ensuring that the mains are routinely cleaned out. Mr. Pryor noted that the Maintenance Department follows a maintenance schedule, but they have been "stressed" recently with regard to manpower. Chairman Fleagle requested a copy of the maintenance schedule, as these problems have been occurring quite frequently lately. He asked if additional training is necessary.

SEWER PLANT UPGRADE STUDY FINDINGS: Mark Malarich noted that, in March of 2009, the WBA authorized Gannett Fleming to look at available alternatives to meet new limits of the NPDES permit with regard to the Chesapeake Bay requirements (specifically the reduction of nitrates and phosphorus). He has been working with various staff members since then, and presented the WBA members with information regarding several proposed alternatives. Construction and maintenance costs for each were included, and he reviewed the various scenarios in depth. Mr. Malarich noted that a compliance date of 09/30/2012 was included in the NPDES permit, which is approximately 33 months. A proposed schedule, predicated on the WBA's selected approach, is required to be submitted to DEP within the next 28 days. The possibility of DEP granting a deadline extension was also mentioned.

Discussion followed regarding funding options. In the past, the WBA has relied on PENNVEST to fund upgrades to the water and wastewater treatment facilities (which is still an option). Mr. Malarich also mentioned federal stimulus funds and the PA H2O Grant Program. Applications will be accepted for that program again in July of 2010.

WBA members thanked Mr. Malarich for his presentation, and noted they will make a decision later in the meeting regarding how they wish to proceed.

SOURCE DEVELOPMENT UPDATE: Leiter Pryor noted that the plant is running fine. Two (2) minor punch-list items remain outstanding – the hot water heater and internal door locks. They continue to monitor the spring at the Long farm.

SEWER COLLECTION SYSTEM BACK-UP POLICY: As mentioned earlier, Leiter Pryor prepared a proposed statement regarding sewer back-ups. Basically, it reiterates procedures followed by the Borough in these instances. The document advises customers to call the Borough first if they have a problem. It also defines who is responsible for what, and includes information with regard to prevention.

Mr. Pryor suggested that a notation be placed on the utility bills regarding where this information can be found. The document will be posted on the Borough's website, copies available for the public at Borough Hall's front desk, and copies mailed to the local plumbers in an attempt to "get the word out".

As there is currently no written policy on record, Chairman Fleagle recommended that the document be provided as a guidance tool, but that a formal policy (a modification to the WBA's Rules and Regulations) be prepared and acted upon at the next WBA meeting. He also suggested that they may want to discuss root control during 2011 budget deliberations.

VALLEY COMMUNITY HOUSING CORPORATION - WAYNESBORO SENIOR HOUSING: Mr. Pryor noted that he received correspondence from the Valley Community Housing Corporation with regard to an application for funding for their Senior Housing Project, located off of Tenth Street in the Borough. They are requesting a letter of availability and confirmation of capacity to supply water and sewer service for approximately 40 units. No problems were noted with either capacity or pressure. Christopher Snively made a motion to provide the requested affirmation of water/sewer availability. Lee Layman seconded; the motion passed unanimously.

RESOLUTION - SPECIAL PURPOSE FEE: Mr. Pryor presented a proposed Resolution for the Authority's consideration adopting a Special Purpose Fee Schedule (imposed specifically to the remaining unpaid sanitary sewer connections within the Brimington Farm Development located adjacent State Hill Road, Waynesboro, PA 17268, effective January 19, 2010). He noted that they (Gemcraft) have resumed making payments, but this document would be in place if payments stop again.

PAY BILLS: Lee Layman made a motion to approve the payment of the following requisitions –

Water Requisition #10-01 - Dennis E. Black Engineering, Inc. - \$3,776.30 - Professional Services from October 19, 2009 to December 11, 2009 (2009 Annual Antietam Dam Inspection & Report)

Water Requisition #10-02 - Borough of Waynesboro (Water Fund) - \$532,300.00 - 1st Quarter Water Allocation

Water Construction Fund Requisition #WC-57 - Bonded Applicators, Inc. - \$46,523.00 - Roof Work (Water Treatment Plant)

Water Construction Fund Requisition #WC-58 - Gannett Fleming Companies - \$5,064.53 - Construction Management Services related to Membrane Treatment at Well No. 2 for the period of November 21, 2009 through January 1, 2010

Sewer Revenue Fund Requisition #SA-53 - Borough of Waynesboro (Sewer Fund) - \$327,443.00 - 1st Quarter Sewer Allocation

Christopher Snively seconded; the motion passed unanimously.

IMPROVEMENT CUT - GLADFELTER PULPWOOD: Leiter Pryor noted that he was contacted by Gladfelter Pulpwood, who would like to do an “improvement cut” on two (2) areas of the watershed. He will tour the area with them the following day. The Authority concurred.

SPECIAL MEETING TO DISCUSS SEWER PLANT UPGRADE: Chairman Fleagle suggested that a special meeting be held on February 2nd to discuss a schedule and which treatment methodology to pursue for upgrades at the sewer plant. This will allow sufficient time for the WBA members to thoroughly review Gannett Fleming’s study presented earlier in the meeting, as well as information prepared by Leiter Pryor on the potential impact to the Authority’s customers. The WBA members agreed.

Having no further business to discuss, the meeting adjourned at 10:01 p.m. on a Stine/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant