

WAYNESBORO BOROUGH AUTHORITY

NOVEMBER 27, 2018

MINUTES

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

Borough Authority Members – Jon Fleagle, Lee Layman, S. Allen Stine and William Pflager (Niccole Rolls arrived late)

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

APPROVE MINUTES: William Pflager made a motion to approve the minutes of the October 16, 2018 regular meeting and the October 23, 2018 special meeting, as presented. Lee Layman seconded; the motion passed unanimously.

BILLING COMPLAINT – MARTIN FREEMAN: Martin Freeman, One Country Club Road, was in attendance to discuss a complaint regarding his billing for sewer service. He explained that his house is on a well, but is served by the WBA's sewer system. There is a meter on the line that supplies the house ... and the house uses a lot of water in the summer for landscaping ... but this water does not go into the sanitary sewer. In the past, his bills were adjusted and water usage was deducted from his sewer bill, which has already been done once this year. He has since received another high bill (193,000 gallons for September) and is asking for an additional credit.

Mr. Pryor noted that bills are typically adjusted for individuals filling swimming pools (a reading is obtained before and after filling), as this water does not go into the sanitary sewer; but Mr. Freeman's situation is unique. A copy of Mr. Freeman's billing history for 2016, 2017 and 2018 was provided to the WBA members for review.

Mr. Freeman stated that he doesn't feel it is fair for him to pay sewer charges for water utilized on his lawn and gardens; and in the past, the Borough has made appropriate adjustments. However, in June, he was told to consider installing a deduct meter because it is an administrative time constraint for adjustments to be made. He obtained a price quote from Martz Plumbing for the work required in order to do so, which was \$1,500 to \$2,000, and he doesn't feel this is cost-effective.

Chairman Fleagle noted that the WBA's Rules and Regulations do not permit bill estimating for situations such as this. Discussion ensued regarding a scenario whereby the meter for the house be placed after the irrigation system so the meter would read water usage in the house only. It was agreed that an estimate will be prepared for the

last quarter only, however the administrative staff will not continue to estimate bills in the future.

UPDATE – WATER PLANT UPGRADE: WBA members were provided with a copy of Gannett Fleming's Basis of Design Report. They noted disappointment in the report, as they expected by now to see drawings and equipment costs, etc. Mr. Pryor noted that Rachel Govelovich (Gannett Fleming) requested to meet with WBA members within the next week or so. Drawings should be received the week of 12/17, and those should be reviewed prior to that meeting.

Chairman Fleagle noted that he and Mr. Pryor will schedule a conference call with Gannett Fleming early next week to discuss their concern about the schedule for this project. He stressed the need to keep things moving, as much work needs to be done for permitting and financing

UPDATE - ANTIETAM DAM: Mr. Pryor stated that, due to weather conditions, they are still drilling (there are several holes yet to complete, but they should be done next week). Eight (8) test pits were completed first, but there is still no indication of the findings.

UTILITY BILLING SYSTEM: Mr. Pryor reported that the contract has been executed with Muni-Link and discussions have been held regarding procedures, processes and rate structures. He has spoken with the current vendor, and is doubtful that they will be very cooperative; however, Muni-Link feels sure that they can retrieve the information they need from the current system (data conversion costs may be higher than originally quoted, as a result). No bill will be sent until 45 days after the data conversion takes place, which will be in early 2019.

SHENTEL REQUEST FOR TOWER LEASE MODIFICATION: Chairman Fleagle discussed the proposed Second Amendment to the Tower Site Lease Agreement with Shenandoah Personal Communications, LLC (Shentel). Drawings with structural calculations were provided, which he reviewed and found to be satisfactory. The lease amount will be increased by \$225.00/month. Allen Stine made a motion for approval, as presented. William Pflager seconded; the motion passed unanimously.

SEWER PLANNING EXEMPTION – OTTERBEIN MINISTRIES: WBA members received a memo from Kevin Grubbs requesting their recommendation to Council regarding a planning exemption module for the proposed Otterbein multi-purpose building on Welty Road. Otterbein will be charged for two (2) EDU's for sewer, which can be adjusted (if needed) after every two (2) years of operation. The WBA has the capacity to serve their proposed building and is willing to do so. Niccole Rolls made a motion to recommend approval of the sewer planning module to Borough Council, as presented. Lee Layman seconded; the motion passed unanimously.

2019 WATER AND SEWER BUDGETS: Copies of Water and Sewer budgets dated 11/21/2018 were distributed to WBA members for consideration. Changes made since their last discussion were reviewed.

Lee Layman made a motion to approve the WBA Water Budget and Borough of Waynesboro Water Operating Fund Budget, as presented. William Pflager seconded; the motion passed unanimously.

William Pflager made a motion to approve the WBA Sewer Budget and Borough of Waynesboro Sewer Operating Fund Budget, as presented. Allen Stine seconded; the motion passed unanimously.

Mr. Pryor gathered rate information from other municipalities and provided a comparison to WBA members. He recommended that new rates be adopted, effective 01/01/2019, with no pro-rating. Additional revenue from the increase will be placed in the WBA Construction Fund to be used for the Antietam Dam and Water Treatment Plant Upgrade projects. Lee Layman made a motion to approve a 15% increase in water rates, effective 01/01/2019 (with no pro-rating). William Pflager seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION: Leiter Pryor discussed DEP's notification regarding a new annual permit fee of \$20,000 for the Water Treatment Plant in 2019. Additional monitoring requirements were also included.

Mr. Pryor noted that one of the two older variable speed pumps for the biotowers at the Sewer Treatment Plant is in need of replacement (four of the six have already been replaced). AR&E's price quote is \$3,850, including installation. Nicole Rolls made a motion to authorize the needed purchase. William Pflager seconded; the motion passed unanimously.

Mr. Pryor also reported on his recent meeting with DEP at the Water Treatment Plant ... several recommendations were made that should be considered in the upcoming upgrade. They were pleased with the records kept, the condition of the filters and the sampling; and commended the staff on a job well done. When they (DEP representatives) were leaving town, they witnessed the water hauler truck filling up at the well site. They issued a Notice of Violation, stating that there is a permitting process that must be followed in order to make it a filling station and the hauler would need to obtain a permit for bulk water hauling. He added that a licensed operator must be on-site when filling is done, which doesn't seem to be feasible at this time. The hauler was told to discontinue this practice and DEP will be advised of such. He did mention that the WBA may want to look at pursuing this route as part of the Water Plant Upgrade project.

Mr. Pryor noted that he has met with several vendors regarding meter pricing for the industrial/commercial meter replacement program, and he has spoken with Chad Rooney regarding the maintenance department doing some of the "easier" locations (the complex ones will be done at a later time).

Mr. Pryor noted that, since the budget is now completed, he will begin working on the free water customer issue again.

Solicitor Reichard reported that he has contacted the owner of a property in question near the water shed to determine if he would be interested in selling. Because his asking price was extremely high, WBA members noted they are not interested in pursuing the matter at this point in time.

PAY BILLS: Niccole Rolls made a motion to approve the payment of the following requisitions –

Sewer Revenue Fund Requisition #SA-237 – Thomas E. McKenzie - \$4,000.00 – Refund of Sewer Connection Fee

Sewer Revenue Fund Requisition #SA-238 – Gannett Fleming, Inc. - \$73.82 – 2018 Annual Services for the period of September 1, 2018 through September 28, 2018

Water Revenue Fund Requisition #18-31 – PA Search and Abstract, LLC - \$75.00 – Deed Search (Adams County) re: Kauffman

Water Revenue Fund Requisition #18-32 – Rodney B. Smith Plumbing Heating & Cooling, Inc. - \$3,140.00 – Installation of Water Heater at Water Treatment Plant

Water Revenue Fund Requisition #18-33 – Gregory Bolyard - \$65.71 – Refund of Overpayment for 205 Geiser Avenue

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:41 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor