

# WAYNESBORO BOROUGH AUTHORITY

DECEMBER 18, 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, Niccole Rolls and William Pflager (via telephone)

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

**APPROVE MINUTES:** Following mention of a correction required in the draft minutes regarding a new annual permit fee, Lee Layman made a motion to approve the minutes of the November 27, 2018 meeting (as corrected). William Pflager seconded; the motion passed unanimously.

**PUBLIC IN ATTENDANCE:** WBA members welcomed Noah Lahaza, a ninth grade Civics class student from Waynesboro Area Senior High School.

**UPDATE – WATER PLANT UPGRADE:** After discussion at the last meeting, Mr. Pryor relayed to Gannett Fleming the WBA's disappointment in their performance. They have since updated the Design Deliverables Schedule, which was provided in the meeting packet. He pointed out that 30% drawings are to be received by 12/19/2018, and he will forward those to WBA members upon receipt. He stressed the need to keep things moving, as the Application for Water Supply Permit must be submitted to DEP by 01/16/2019 and the PENNVEST application is due by 05/01/2019.

**UPDATE – ANTIETAM DAM:** Leiter Pryor reported that the borings and subsurface explorations on the test pits have been completed. Findings should be available for discussion by the next meeting.

**UPDATE – UTILITY BILLING SYSTEM:** Mr. Pryor noted that the initial meeting was held several weeks ago with Muni-Link. They have pulled some data files from the existing system and the staff has been providing a lot of information about forms, billing formats and structures, etc. Another telephone conference is scheduled in two (2) weeks, and they are hoping to be ready to run the new software by April.

**PROPOSED RESOLUTION RE: WATER RATE ADJUSTMENT:** WBA members were provided with a proposed Resolution and Rate Schedule, which includes a 15% increase. Niccole Rolls made a motion for approval, effective (with the full increase reflected on customers' bills) January 1, 2019. Lee Layman seconded; the motion passed unanimously.

## RESOLUTION

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

NOW, THEREFORE BE IT RESOLVED, the Waynesboro Borough Authority hereby adopted the rate schedule hereto attached, known as Schedule A – Schedule of Water Rates, effective January 1, 2019.

Complete copy on file at Borough Hall.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor noted that an unexplained billing error was discovered in several multi-unit customers (with only one meter). Those customers will receive a credit on their account for the overpayment amounts. The largest overpayment, however, was for Valley Housing Corporation. (That error, however, was because they made application for 40 units for 900 Wayne Garden Court and 40 units for 901 Wayne Garden Court instead of 40 total units.) The resulting overpayment was \$21,000 for water and \$19,000 for sewer, and they are requesting a refund before 12/31/2018. After discussion, WBA members instructed Mr. Pryor to advise them that a credit for the overpayment will be placed on their account.

Mr. Pryor requested an executive session at the end of the meeting to discuss a personnel issue.

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

**Water Construction Fund Requisition #WC-125** – Gannett Fleming, Inc. - \$24,873.45 – Revised Conceptual Design of Auxiliary Spillway for the period of September 19, 2018 through October 26, 2018

**Water Revenue Fund Requisition #18-34** – Gannett Fleming, Inc. - \$73.82 – 2018 Annual Services for the period of October 27, 2018 through November 23, 2018

William Pflager seconded; the motion passed unanimously.

WBA members adjourned to an executive session at 6:33 p.m. They reconvened to regular session at 7:10 p.m., and the meeting adjourned at 7:12 p.m. on a Layman/Rolls motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor