

WAYNESBORO BOROUGH AUTHORITY

JANUARY 16, 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, Niccole Rolls, S. Allen Stine, Lee Layman and William Pflager (via teleconference)

Borough Staff – S. Leiter Pryor, Director of Borough Utilities

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the December 12, 2017 regular meeting, with a minor correction. William Pflager seconded; the motion passed unanimously.

RESOLUTION RE: CHRISTOPHER SNIVELY: A resolution was prepared and presented to honor Christopher Snively as a valuable member of the Waynesboro Borough Authority for many years. Allen Stine made a motion to approve the resolution as presented. William Pflager seconded; the motion passed unanimously.

RESOLUTION

WHEREAS, Christopher Snively was appointed to the Waynesboro Borough Authority on June 17, 1992, and

WHEREAS, Christopher Snively held the office of Secretary for the Waynesboro Borough Authority, and

WHEREAS, Christopher Snively was actively involved and instrumental in the planning and implementation of many major projects for the Waynesboro Borough Authority which included: a capital expansion project of the Waynesboro Sewer Treatment Plant, a capital expansion project of the Waynesboro Water Treatment Plant, water source development work, a radio study to enhance communication between the water treatment facilities, and various bond issues, Pennvest loans, and commercial bank refinancing for water and sewer debt consolidation.

Complete copy on file at Borough Hall.

REORGANIZATIONAL MEETING – ELECTION OF OFFICERS:

Chairman – Lee Layman nominated Jon Fleagle as Chairman.

Vice-Chairman – Lee Layman nominated Allen Stine as Vice-Chairman.
Treasurer – Allen Stine nominated Lee Layman as Treasurer.
Secretary – Lee Layman nominated William Pflager as Secretary.

Allen Stine made a motion to close all nominations. Lee Layman seconded; the motion passed unanimously. A unanimous ballot was cast for the individuals nominated.

UTILITY PLAN – FLATIRON COMMONS: Lee Royer was in attendance representing Flatiron Commons, a proposed 24-unit apartment complex to be located at Ridge Avenue and Fourth Street. He thought the WBA had been provided with proposed plans, however they had not ... he explained that four (4) buildings are proposed, with six (6) apartments in each building. Discussion followed regarding the fire service line size and proposed costs/fees for various scenarios.

William Pflager made a motion to recommend that Borough Council approve the sewer planning module for 24 units of sewer capacity for the proposed Flatiron Commons. Lee Layman seconded; the motion passed unanimously.

UPDATE – WATER PLANT EVALUATION: WBA members reviewed Gannett Fleming's scope of work for recommended improvements at the WTP in-depth. Mr. Pryor was given detailed instructions for items to be included, modified and/or removed by Gannett Fleming. WBA members agreed to remove the settling basin work from this project, but include it in the upcoming impoundment project, which should reduce design costs for the WTP upgrade. A new contract, based on the modified scope of work, will be requested; and if the WBA is in agreement with the proposed contract, Gannett Fleming will be authorized to proceed with the design work.

Allen Stine made a motion to authorize Leiter Pryor to request that Gannett Fleming prepare a contract including this modified scope of work for upgrade of the water treatment plant. Lee Layman seconded; the motion passed unanimously.

UPDATE – WELTY ROAD WATER LINE PROJECT: Mr. Pryor noted that the WBA has received reimbursement from Washington Township for their costs for this project, and all customers have been connected (8 total). He commended the Borough and Township maintenance departments for their cooperative efforts.

UTILITY PLAN (WENDY'S – WAYNESBORO MALL): Mr. Pryor noted that he does not have a utility plan, as Kevin Grubbs is waiting on several required revisions. Chairman Fleagle instructed Mr. Pryor to ensure that a grease trap is included.

In the meantime, he was contacted by the owner of Waynesboro Mall, who is doing work on the strip mall site (dividing one property into two). After researching the matter, Mr. Pryor has determined that they would need to pay for one (1) water tap at \$5,000.

UPDATE – NPDES PERMIT RENEWAL: Mr. Pryor noted that he worked with Gannett Fleming to compose a letter to DEP in response to the Draft NPDES permit, as several

items needed to be addressed: (1) regarding Total Aluminum Monitoring Requirements and Free Cyanide Discharge Limits – requested the opportunity to conduct additional sampling for DEP’s consideration prior to issuing the final NPDES permit; and (2) regarding Total Residual Chlorine – requested to conduct a site specific Chlorine Demand Study with the intent of revising the Total Residual Chlorine effluent limits. Mr. Pryor added that Gannett Fleming’s assistance will be required in order to formulate the appropriate sampling plan.

William Pflager made a motion to authorize Mr. Pryor to work with Gannett Fleming on additional testing for the NPDES permit, as outlined. Lee Layman seconded; the motion passed unanimously.

SEWER USE ORDINANCE: Mr. Pryor also stated that, in his discussions with DEP regarding the NPDES permit, they reminded him of the WBA’s intent to implement a pre-treatment and industrial waste ordinance. He explained that an ordinance had been drafted, some issues are being resolved with Borough Council, and (hopefully) the ordinance will be adopted in 2018. DEP stressed the importance of following through with the ordinance in order to “go after” people who are dumping industrial waste.

Chairman Fleagle asked if the WBA could adopt the discharge limitations as part of their Rules and Regulations. Mr. Pryor noted that there have been limits delineated in the Rules and Regulations in the past, and he would think they could be tailored to cover the discharges currently causing problems. He added that sampling continues, but there needs to be some type of enforcement if and when violators are identified.

Mr. Fleagle requested that Niccole Rolls and Leiter Pryor work together to see how this could be handled.

FREE WATER CUSTOMER RESEARCH: Mr. Pryor provided WBA members with a list of free water customers, which are primarily in the areas of Mentzer Gap, Fish & Game and Country Club Roads. Chairman Fleagle suggested that the agreements with these customers be reviewed, as there is case law that says they can be terminated after a reasonable amount of time.

WBA AUDIT: Mr. Pryor presented a request from Smith Elliott Kearns and Company for a letter of engagement for the 2017 WBA audit. The total cost would be \$7,250, an increase of \$250 since last year. Niccole Rolls made a motion to authorize Smith Elliott Kearns and Company to conduct the 2017 WBA audit. Lee Layman seconded; the motion passed unanimously.

UNACCOUNTED-FOR WATER: Mr. Pryor reported that the WTP is flowing approximately 300,000 gallons more than normal this time of year. A leak has been detected in the area of Myrtle Avenue and Second Street, and staff will be working to pinpoint and repair the leak. There may still be more leaks, and Aqua Tech has been contacted to assist next week.

MISCELLANEOUS ADDITIONAL ITEMS: Mr. Pryor reported there were some issues recently with the conveyor (auger) at the WWTP. Stacy Stine was able to repair it, and the staff has been instructed to pull it up more frequently to keep the grit flushed out to prevent future problems.

Mr. Pryor reported that DEP conducted an inspection at the WWTP recently ... they pointed out several minor issues, but there were no notices of violation. They suggested that the backflow preventers be checked, which has been done by Beaver Mechanical – one needs to be replaced and the other can be rebuilt. A check of the backflow preventers will be added to the annual inspection plan.

Chairman Fleagle noted that PRWA is offering a GIS training class in Gettysburg. He can provide additional information to anyone interested in attending.

Mr. Fleagle announced that the firm of Rhoads & Sinon has dissolved. Jonathan Cox, WBA's bond counsel, is available for assistance at his new firm. Tim Nieman, special counsel, went to a firm in York and will not be available. Recommendations for a replacement will be reviewed by Solicitor Reichard in the case that special counsel is required.

Mr. Pryor noted that the WBA is hosting a training session for PRWA (on leak detection) at the S. Potomac Street Fire Station on 01/24. The class will provide training credits for staff, and good attendance is expected.

Lee Layman and Leiter Pryor will be reviewing investment strategies for funds in the Tank Maintenance Account. Additional information will be forthcoming.

Chairman Fleagle noted that he has discussed proposed House Bill 798 (and its possible impacts on the Borough) with Representative Paul Schemel.

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

**Sewer Revenue Fund Requisition #SA-215 – D. L. Reichard, II - \$1,059.08 –
Base Retainer for Legal Services (01/01/2018 to 03/31/2018)**

**Sewer Revenue Fund Requisition #SA-216 – Borough of Waynesboro
(Clearing Account) - \$418,882.00 – 1st Quarter, 2018 Sewer Allocation**

**Water Revenue Fund Requisition #18-01 – D. L. Reichard, II - \$1,059.08 –
Base Retainer for Legal Services (01/01/2018 to 03/31/2018)**

**Water Revenue Fund Requisition #18-02 – Gannett Fleming Companies -
\$71.68 – 2017 Annual Services for the period of October 28, 2017
through November 24, 2017**

Water Revenue Fund Requisition #18-03 – Gannett Fleming Companies -
\$114.86 – Waynesboro Water Treatment Plant Evaluation for the period
of October 28, 2017 through November 24, 2017

Water Revenue Fund Requisition #18-04 – Gannett Fleming Companies -
\$2,504.76 – Conceptual Design for Antietam Dam for the period of
September 2, 2017 through October 27, 2017

Water Revenue Fund Requisition #18-05 – Borough of Waynesboro (Clearing
Account) - \$742,341.00 – 1st Quarter, 2018 Water Allocation

Allen Stine seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:02 p.m. on a
Stine/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor