

# WAYNESBORO BOROUGH AUTHORITY

FEBRUARY 19, 2019

## 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 (via telephone)

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

**UPDATE – WATER PLANT UPGRADE:** Leiter Pryor noted that things have been progressing well with the upgrade design. The 65% drawings/specifications were received recently, which included more detail and some of the items discussed between the staff and Gannett Fleming. The Water Supply Permit Application was submitted on schedule, and a response was received indicating it was “administratively complete”. He is hoping they will receive the final permit prior to the PENNVEST application submission.

Discussion was held regarding the possibility of replacing just the burner on the boiler at the WTP; however, when the inspection and further investigation was done, it was determined that it would be more cost effective to replace the entire boiler with a new, high-efficiency boiler. A meeting was held with Wallace and Tiernan representatives (who supply chlorination equipment), and a lot of good information was obtained to be included in the specifications.

Gannett Fleming also looked at the lime feeder (the lower portion is being replaced), as there were some discrepancies in the dimensions. Input/output signals are available with the unit which can be tied-into the SCADA system.

Mr. Pryor reported on the communication study conducted by GF to determine if a cellular signal could be utilized for the data connection between the well, PRV and plant. The signal was very marginal, but he recommended trying a signal booster (at a cost of \$900). If that doesn't work, they will have to pursue other options ... he noted that Comcast gave a quote of \$100,000+ to run a line. Lee Layman made a motion to authorize purchase of a signal booster at a cost of \$900. William Pflager seconded; the motion passed unanimously.

Mr. Pryor noted there was past discussion regarding transformers at the plant, and it was decided to have a contractor conduct a cursory evaluation. The inspection has been done, but the report has not yet been received. He will provide copies to WBA members via email as soon as it arrives.

Lastly, 90% drawings and bid specifications should be arriving within the next several days. He noted that the bids are scheduled to be advertised by 03/15; and he and Rachel Govelovich are currently working on the PENNVEST application (which is due by mid-May).

**ANTIETAM DAM - UPDATE:** Mr. Pryor reported all indications are that the rock-cut spillway is highly likely. GF is currently performing additional soil analyses, and they will report back in the near future. There was a question about material to be placed on the slope of the dam ... Mr. Pryor commented that rip rap is more difficult to maintain, so he feels that grass would be the better option.

Discussion followed about the need for an additional bridge -- Mr. Pryor will talk with GF about that. He stated that the PMP study should be completed in approximately March, so they will know more about the size requirements based on those figures.

**UTILITY BILLING SYSTEM - UPDATE:** Leiter Pryor reported that the staff has had several more Webex classes with Muni-Link. They continue to work on the data conversion and questions from them are answered on a daily basis. D'Lynn Scheeler has also received instructions on navigating through various screens for maintenance purposes, and he is assuming they will be "going live" in April/May. He added that he will be working with the bank regarding online bill pay.

**2018 WASTE LOAD REPORT:** Mr. Pryor provided WBA members with a copy of his DEP Waste Load report for their review. He stated they need to keep a watchful eye on the BOD composite samples. wTMA has talked with a facility in the Zullinger Industrial Park regarding maintenance of their facility -- they have since changed pumping contractors and the numbers are improving.

Chairman Fleagle noted that, with the significant amount of rainfall experienced this year, you would think that flow to the plant would be increasing, but it hasn't much. This is a good indication that I & I is under control throughout the system.

**AUTHORIZATION FOR 2018 AUDIT:** Smith Elliott Kearns & Company provided a quote to conduct the 2018 water/sewer audits for \$7,500 (it was \$7,250 last year). William Pflager made a motion authorizing SEK to do the 2018 audits. Allen Stine seconded; the motion passed unanimously.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor noted that Solicitor Reichard has requested permission to attend an upcoming environmental law symposium. Lee Layman made a motion for approval. Allen Stine seconded; the motion passed unanimously.

Mr. Pryor reported that, after an internal review of the cell phone carrier agreements, it was determined that an escalation clause was missed by Shentel. Calculations were prepared and discussed with Shentel, and they have sent a check for \$12,000+. He has checked the other carriers' agreements, and will ensure that upcoming increases are received.

Mr. Fleagle asked for an update on the AT&T request to place additional equipment on the Broad Street standpipe. Mr. Pryor noted that they provided him with a proposed conceptual drawing, and he advised that it might be in conflict with other facilities. A structural analysis was conducted, based on the existing and proposed equipment, and Mr. Pryor asked about an increase in the lease amount. No response has been received. He added that he will be requesting a copy of the structural analysis prior to proceeding further.

Mr. Pryor also added that drawings provided by Shentel indicated a conflict with existing equipment on the standpipe. They are currently reviewing the matter and will be revising their drawings to relocate the equipment. In the meantime, they have been paying the increased lease amount for the additional equipment.

Mr. Pryor was asked to remind Martin Freeman that his quarterly bill cycle is fast approaching, and the Borough will need to inspect the relocation of his meter (if any has been done) with regard to his irrigation system. Otherwise, he will be receiving another full bill, as the WBA will no longer estimate sewer usage for billing purposes.

Mr. Fleagle noted that he and Lloyd Reichard met recently with Chris Washabaugh to discuss his review of the free water agreements at the courthouse.

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

**Sewer Revenue Fund Requisition #SA-241** – Borough of Waynesboro (Clearing Account) - \$382,286.00 – 1<sup>st</sup> Quarter, 2019 Sewer Allocation

**Sewer Revenue Fund Requisition #SA-242** – Waynesboro Area School District - \$258.85 – Refund of Overpayment (Sewer Bill)

**Sewer Revenue Fund Requisition #SA-243** – Pyrz Water Supply Company, Inc. - \$7,290.00 – Two (2) Pumps (Inv. #40440)

**Sewer Revenue Fund Requisition #SA-244** – Allied Control Services, Inc. - \$1,365.00 – One (1) Sending Probe (Inv. #312616)

**Water Construction Fund Requisition #WC-129** – Gannett Fleming, Inc. - \$51,194.02 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of November 24, 2018 through December 28, 2018

**Water Construction Fund Requisition #WC-130** – Gannett Fleming, Inc. - \$59,277.55 – Revised Conceptual Design of Auxiliary Spillway for the period of November 24, 2018 through December 28, 2018t

**Water Revenue Fund Requisition #19-02** – Borough of Waynesboro (Clearing Account) - \$695,659.00 – 1<sup>st</sup> Quarter, 2018 Water Allocation

**Water Revenue Fund Requisition #19-03 – Gannett Fleming, Inc. - \$147.62 –  
2018 Annual Services for the period of November 24, 2018 through December  
28, 2018**

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:14 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor