

WAYNESBORO BOROUGH AUTHORITY

APRIL 16, 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, Todd Blake and William Pflager (via telephone)

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

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the March 19, 2019 regular meeting, as written. Allen Stine seconded; the motion passed unanimously.

PUBLIC IN ATTENDANCE: Leiter Pryor presented drawings with regard to Hunter Gift's property on W. King Street and noted that WBA members had discussed this situation previously. Mr. Gift's property is located in Washington Township, but they are unable to provide water and sewer service to the property and agreed to allow the WBA to provide service. Water service has been handled; and sewer service will be provided via a 2" force main and pumped down an alley to Leshar Avenue. Typically in situations such as this, the property owner(s) are required to enter into a License and Operations Maintenance Agreement with the WBA/Borough because they are constructing private facilities in a public right-of-way. In addition, once the sewer line is installed, the property owner will be required to restore the unimproved alley to grass.

Allen Stine made a motion approving the installation and service to Hunter Gift at 800 W. King Street. Todd Blake seconded; the motion passed unanimously.

WATER PLANT UPGRADE – UPDATE: Mr. Pryor noted that he and several WBA members visited Gannett Fleming on 04/08 to review the construction drawings/specifications and discuss a revision to the proposed construction schedule (the bidding will be "bumped out" several weeks). Pursuant to the WBA's authorization, the preservation company will be on-site for two (2) days beginning tomorrow morning to do investigative work on the back wall of the existing WTP. Once they determine what the problem is (hopefully nothing major structurally), a cost estimate will be provided to be included in the PENNVEST application.

Discussion was also held regarding the telephone, communication and electrical systems. It appears that Gannett Fleming has a good handle on those items, as they have been involved in many retrofits, etc. in the past. At the last meeting, Gannett Fleming was authorized to provide a price quote for the SCADA and computer-related

items ... the scope of work and estimated cost of \$233,000 was received today. Todd Blake made a motion to approve Gannett Fleming doing this work subject to them making acceptable invoicing arrangements with Mr. Pryor. William Pflager seconded; the motion passed unanimously.

Mr. Pryor noted that discussion was also held regarding lighting issues at the WTP. Gannett Fleming provided an estimate for a lighting study, which was very expensive. Since then, it was decided to just replace the bulbs and some of the fixtures, but it “fell through the cracks” and was not included in the specifications. Their proposed estimate to change the bulbs and a few fixtures was \$160,000. After discussion, Chairman Fleagle suggested that a small electrical contractor be obtained after the plant upgrade is completed to change the bulbs to LED and several of the existing fixtures. WBA members concurred.

Mr. Pryor reported that work has been progressing on completion of the PENNVEST application (May 1st deadline). He presented an engagement letter from Jonathan Cox (Eckert Seamans Cherin & Mellott, LLC) as independent legal counsel to assist with the bond issues and financing arrangements in the amount of \$18,500; and Lloyd Reichard, as the Authority’s Solicitor, has duties with regard to the loan as well and has submitted an engagement letter in the amount of \$5,000 for his portion. Lee Layman made a motion approving Jonathan Cox as special counsel for the PENNVEST loan. Todd Blake seconded; the motion passed unanimously. William Pflager made a further motion approving Lloyd Reichard’s engagement letter with regard to the PENNVEST loan. Todd Blake seconded; the motion passed unanimously.

Mr. Pryor also presented the following documents with regard to the PENNVEST loan --

- (1) Resolution to Borrow – Allen Stine made a motion to approve Resolution #2019-01. Lee Layman seconded; the motion passed unanimously.

RESOLUTION NO. 2019-01

RESOLVED, that the Waynesboro Borough Authority (the “Applicant”) shall be, and the same hereby are authorized to submit a Financial Assistance Application to the Pennsylvania Infrastructure Investment Authority (PENNVEST), substantially in the form presented at this meeting for the purpose of financing/partially financing the construction, rehabilitation and/or extension of the water system, and to give such security as shall be required by PENNVEST, and in connection therewith to pay for such professional services and other necessary expenses incurred in connection with obtaining said financial assistance. Appropriate officers of the Applicant are hereby authorized to execute all certifications and documentation required in connection with the application and the Director of Borough Utilities is authorized to make online actions required in connection with the application.”

Complete copy on file at Borough Hall.

- (2) Letter of Responsibility – no Board action was required. Mr. Pryor advised that this is a disclosure statement regarding the sludge spill in 2017 and what was done to ensure that it doesn't happen again.

ANTIETAM DAM - UPDATE: Mr. Pryor reported that he spoke recently with Amanda Hess (Gannett Fleming). She noted that the PMP study is still being evaluated.

UTILITY BILLING SYSTEM - UPDATE: Mr. Pryor reported that work on the new utility billing system is progressing. The second data conversion occurred several weeks ago in conjunction with the latest billing, and everything seemed to match up. Staff training will begin in mid-May and the plan at this point is to “go live” by the end of June. He has also had several conversations with MuniPAY (online credit card processing), and he is very impressed with their security features.

I & I REPAIR (ENTERPRISE AVENUE PUMPING STATION): Mr. Pryor reported that work was done recently at the Enterprise Avenue pumping station, as there was a problem with the overflow line that goes to the Washington Township relief line. It has been repaired and a check valve was installed. The street has also been repaired, but curb/sidewalk work still needs to be completed.

ADDITIONAL ITEMS FOR DISCUSSION: Mr. Pryor reported on an issue experienced recently with a discharge from Fil-Tec at the Zullinger Industrial Park. He explained that they make filaments, candle wicks, etc. and work a lot with dye. When the facility went in at that location, he and Sean McFarland (WTMA) met with them and were told that they would control their release of that product into the sanitary sewer with the use of a large equalization basin. They have since increased production, but did not increase the size of the tank. Around St. Patrick's Day, every tank at the WWTP turned green. A composite sample in the manhole near the facility matched the green at the plant. Borough staff met with them, but they appeared to be unaware; and several weeks later (around Easter), the same thing happened with the WWTP tanks turning pink and purple. Washington Township then put them on notice and advised they can no longer discharge into the system, and there have been no problems since.

It was brought to the WBA's attention that a new company has hooked onto the 4" line at Wharf Road, however no letter of request for water was submitted to the WBA. Mr. Pryor noted he will look into the matter.

Mr. Pryor reported that the developer/property manager who built several townhomes on Linden Avenue paid his tap fees several months ago and asked for the meters to be installed. He was advised by the Borough's maintenance personnel that the meter vaults would need to be insulated and backfilled, and the water was left off at the curb stop. Several weeks later, the water meters froze/broke and he was told that they needed to be replaced. Recently, the Borough's meter reader was unable to obtain a meter reading and after investigation, it was determined that used meters had been installed and the MXU's were not in our system. At this point in time, there is no way of knowing how much water was used (people are living in the homes), but the reading on the meters shows 5,000,000 gallons. It was noted that this situation violates several of the WBA's Rules and Regulations. Additionally, Mr. Pryor asked for direction in

calculating the billing for these properties. After discussion, Chairman Fleagle instructed Mr. Pryor to provide the property owner (and post the property) with 10 days' notice to replace the meters (WBA meters are to be paid for and installed by the Borough's Maintenance Department) or the water will be shut-off. He should also be advised that he will be billed the minimum amount for this quarter and then billed the difference based on the second quarter's usage. If the illegal meters are still in use at the property after 10 days, Mr. Pryor was instructed to have the Police Chief arrest him for theft of service. WBA members concurred.

Mr. Pryor noted that the Borough Manager approached him recently regarding the condition of the chairs in the second floor conference room, and he was hoping that the WBA would assist in the purchase. Guernsey has provided a quote of \$1,500 for 10 chairs. Todd Blake made a motion for approval. Lee Layman seconded; the motion passed 4-1 (Allen Stine opposed). It was noted that the invoice will be paid from the WBA's Tank Maintenance Fund, and any of the old chairs that can still be used will be transported to the WTP and WWTP.

Mr. Pryor reported there has been no progress on the large meter replacement program. He provided a spreadsheet of the required replacements to the Maintenance Department and was told they will work them in when they have the manpower. Chairman Fleagle stressed the importance of this program ... due to the meters' age, many are probably running slow, resulting in a loss of both water and sewer revenue. He noted that if the Borough's Maintenance Department can't get the work done in a timely fashion, they will consider hiring an outside contractor.

Mr. Pryor reported that Aqua Tech is scheduled to do leak detection work in the Borough during the first week of June.

Mr. Pryor reported that Scott Crum has prepared a list of locations for manhole restoration and TV work. He has also identified several sections of line that will need to be replaced but again, he is unsure if the Borough's Maintenance Department will have time to get this work completed.

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

Sewer Revenue Fund Requisition #SA-246 – D. L. Reichard, II - \$1,080.25 – Base Retainer for Legal Services (04/01/2019 to 06/30/2019)

Sewer Revenue Fund Requisition #SA-247 – Borough of Waynesboro (Clearing Account) - \$273,062.00 – 2nd Quarter, 2019 Sewer Allocation

Sewer Revenue Fund Requisition #SA-248 – Gannett Fleming, Inc. - \$50.02 – 2019 Annual Services for the period of January 1, 2019 through February 1, 2019

Water Construction Fund Requisition #WC-134 – Borough of Waynesboro (Clearing Account) - \$909.97 – Reimbursement for WeBoost Connect 4G-X paid on Borough credit card

Water Construction Fund Requisition #WC-135 – Gannett Fleming, Inc. - \$6,211.62 – Revised Conceptual Design of Auxiliary Spillway for the period of February 2, 2019 through March 1, 2019

Water Construction Fund Requisition #WC-136 – Gannett Fleming, Inc. - \$91,788.09 - Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of February 2, 2019 through March 1, 2019

Water Revenue Fund Requisition #19-07 – D. L. Reichard, II - \$1,080.25 – Base Retainer for Legal Services (04/01/2019 to 06/30/2019)

Water Revenue Fund Requisition #19-08 – Borough of Waynesboro (Clearing Account) - \$496,900.00 – 2nd Quarter, 2019 Water Allocation

Water Revenue Fund Requisition #19-09 – Gannett Fleming, Inc. - \$50.02 – 2019 Annual Services for the period of January 1, 2019 through February 1, 2019

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:34 p.m. on a Stine/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor