

# WAYNESBORO BOROUGH AUTHORITY

MAY 14, 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 – Todd Blake, Jon Fleagle, Lee Layman, S. Allen Stine and William Pflager

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 April 16, 2019 meeting, as written. William Pflager seconded; the motion passed unanimously.

**WATER PLANT UPGRADE – UPDATE:** Mr. Pryor noted that bids for the project were delayed slightly ... but (in the final hour) the Water Supply Permit was received from DEP, the PENNVEST application was submitted, and bids were advertised only several days late. A pre-bid meeting has been scheduled for 05/16 at 10:00 a.m. Contractor questions will be answered and a tour of the WTP facility will be offered. Bid opening is scheduled for 06/11 at 2:00 p.m.; and the bids will be taken back to Gannett Fleming for technical evaluation. Following the Solicitor's review, the WBA should be in a position to award bids after the PENNVEST meeting on 07/17.

WBA members received a copy of the analysis from MPS (Masonry Preservation Services, Inc.) and Gannett Fleming's comments regarding the failing concrete masonry work on back of the existing Water Treatment Plant building. Mr. Pryor noted that the full estimated amount for the restoration services plus a 20% contingency (total of approximately \$410,000) was built into the PENNVEST application.

Mr. Pryor noted that he has heard back from Comcast regarding a final negotiated price for broadband service at the WTP, which was \$51,697.06. The monthly service fee will be approximately \$160/month. He requested approval to prepare a check to proceed as soon as documentation from Comcast is received. Todd Blake made a motion approving the quote from Comcast and authorizing Mr. Pryor to proceed accordingly. William Pflager seconded; the motion passed unanimously.

**PENNVEST – UPDATE:** As reported earlier, the PENNVEST application has been submitted for their review meeting on 07/17.

**ANTIETAM DAM – UPDATE:** Mr. Pryor reported that Amanda Hess will be meeting again with DEP on 05/23 to finalize the PMP (probable maximum precipitation) number to be utilized in the new model to determine the size of emergency spillway needed. From that point then, a decision will need to be made regarding proceeding with more design work. Based on the soil analysis, Gannett Fleming feels that the rock-cut spillway design will work well.

**2018 AUDIT:** Mr. Pryor reported that Smith Elliott Kearns & Company was very pleased with both the Borough and WBA finances this year. They indicated there were no significant findings with the WBA audit and provided the highest rating possible. Lee Layman made a motion to accept the 2018 audit, as presented. William Pflager seconded; the motion passed unanimously.

**UTILITY BILLING SYSTEM – UPDATE:** Mr. Leiter Pryor reported that the new utility billing system is progressing. Another series of tests was conducted recently and everything checked out good as far as the data transfer, conversion and bill calculations. On-site training will be held next week and additional online training as needed. They are hoping to “go live” the second week of June. He added that QuickBooks has been installed and general ledger codes have been entered into the AR portion of the system.

Mr. Pryor has a webex meeting scheduled with Muncipay regarding online payments (credit card payments and the ACH portal). He noted there is a credit card processing fee of less than 1% if the WBA absorbs it; but if they charge customers a fee, it is approximately 3.5%. After discussion, Todd Blake made a motion that no fees be charged to customers paying water/sewer bills by credit card. Lee Layman seconded; the motion passed unanimously.

**THIRD STREET PUMPING STATION REPAIR:** Mr. Pryor reported there were recently issues with the level controller for the wet well, as well as the float system, at the Third Street Pumping Station. The bottom line is that the main controller needs to be replaced, at an approximate cost of \$5,500. As this is a non-budgeted item, he suggested paying for it from the WBA’s Sewer Construction Fund. William Pflager made a motion to authorize the purchase, as recommended. Lee Layman seconded; the motion passed unanimously.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor noted that the Martin Freeman situation was discussed at the last meeting and he contacted Mr. Freeman for a status update. He contracted Martz Plumbing to change over his plumbing so he can irrigate without paying sewer charges (and this was confirmed with Martz Plumbing.) Mr. Freeman requested that Mr. Pryor convey his appreciation to the WBA for their recommendation to handle the situation this way.

Mr. Pryor noted that the Josh Mummert situation has also been resolved. Mr. Mummert was given notice to either install new meters or water service would be discontinued, and he (soon after) brought in payment for installation of the new meters.

Mr. Pryor was questioned about any progress on the large meter replacement program. He replied in the negative ... a list was provided to the Maintenance Department a while back, but they have been busy with other projects. It was noted that if they are unable to take care of the replacements in the near future, the WBA may need to contract with a plumber to get them done.

It was noted that Otterbein has paid their tap fees and are now connected for service in the multi-purpose building on Welty Road.

Mr. Pryor is still waiting for information requested from WTMA regarding a connection made to the 4" main at the Zullinger Industrial Park. He will pursue the matter further.

Work at the Enterprise Avenue Pumping Station (including the sidewalk restoration) has been completed.

Aqua-Tech is scheduled to do leak detection work in June. Mr. Pryor was instructed to ensure that the Maintenance Department will be available to make any necessary repairs.

Manhole restoration work will also be done this year. No specific time has been scheduled yet, but we are "on the list".

WBA members discussed projects included in their 2019 budget – a sewer line replacement on Virginia Avenue and several water line projects. It was noted that the WBA may need to contract these projects out if the Borough's Maintenance Department is unable to complete them.

**PAY BILLS:** William Pflager made a motion to approve the payment of the following requisitions –

**Sewer Construction Fund Requisition #1153** – Apparatus Repair & Engineering, Inc. - \$8,477.39 – Inv. #CRO732.57

**Sewer Revenue Fund Requisition #SA-249** – Smith Elliott Kearns & Company, LLC - \$600.00 – Audit of financial statements and presentation of report thereon as of December 31, 2018

**Water Construction Fund Requisition #WC-137** – Masonry Preservation Services, Inc. - \$6,900.00 – Work completed in accordance with authorized proposal dated 04/22/2019 at WTP (Inv. #4349)

**Water Construction Fund Requisition #WC-138** – Gannett Fleming, Inc. - \$69,445.77 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of March 2, 2019 through March 29, 2019

**Water Revenue Fund Requisition #19-10** – Smith Elliott Kearns & Company, LLC - \$900.00 – Audit of financial statements and presentation of report thereon as of December 31, 2018

\*It was noted that Water Construction Account Check #1010 to Gannett Fleming, Inc. in the amount of \$13,733.72 for Requisition #WC-126 was lost (in the mail?) and Check #1020 was issued as a replacement.

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:01 p.m. on a Blake/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Office Supervisor