

WAYNESBORO BOROUGH AUTHORITY

NOVEMBER 19, 2019

MINUTES

Authority Chairman Jon Fleagle called the regular meeting of the Waynesboro Borough Authority to order at 6:00 p.m. with the following in attendance:

Borough Authority Members – Jon Fleagle, S. Allen Stine and Lee Layman (Todd Blake and William Pflager were absent)

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

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the October 15, 2019 regular meeting and the October 22, 2019 special meeting, as written. Allen Stine seconded; the motion passed unanimously.

WATER PLANT UPGRADE – UPDATE: Mr. Pryor noted that he recently received a tentative project schedule from the general contractor, which was included in the WBA meeting packets. According to the schedule, they plan to mobilize on-site beginning on 12/04. There are some outside construction activities they want to proceed with immediately and will move inside as the weather progressively gets bad. In conjunction with the general contractor, the electrical contractor will do some assessments, etc. inside also.

A meeting was held on 11/12 and discussion was held regarding the media timing (as reported earlier, there is a very long lead-time on that). Because of this issue, they are recommending waiting until fall to do the filters and they can then do them all sequentially at one time. Discussion was also held regarding taking processes off-line and how the operators will run the plant ... basically manually. It will be a challenge, but Mr. Pryor noted he has confidence that the staff will be able to work through it. Substantial project completion is anticipated for February of 2021.

Mr. Pryor also discussed the issue with Comcast and obtaining broadband service. He attended another meeting with one of their subcontractors and they revisited utilizing the complete pole route down to the old treatment building vs. underground at Camp Penn. After talking to DCNR and being informed about several species of bog turtles, rattlesnakes and various plants (it will take a lot of studies and permits to be able to run the underground line and it is still possible that DCNR will not allow it), they decided to continue with the aboveground option. He is waiting to hear back on the cost difference (which should be less) and will email WBA members when that information is received. He continues to stress the importance of timing to Comcast.

UPDATE – SEWER DEBT REFINANCING: Mr. Pryor noted that the loan documents were executed at the last meeting, and F&M Bank has approved them all. They are putting together a document book and final amortization schedule for our files, and those should be received shortly.

PENNVEST – UPDATE: Mr. Pryor advised that they are working on uploading documents to the PENNVEST website and a coordination meeting is scheduled for 12/04. Ninety-eight percent (98%) of the required documents have already been submitted ... one outstanding is Gannett Fleming's certification of the budget, which can't be done until the WBA adopts it. The loan closing is scheduled for 12/17.

BECK MANUFACTURING (REQUEST FOR PROCESS WASTEWATER DISCHARGE): Mr. Pryor reported that he was contacted by Beck Manufacturing's environmental department late last year asking about the possibility of discharging compressor condensate into the sanitary sewer. Not many details were available at that time, but Mr. Pryor explained the Molybdenum problem and asked for an analysis. He provided a copy of Sewer Use Ordinance No. 920 and a Wastewater Contribution Questionnaire for completion.

He hadn't heard back until just recently, and they are still interested in pursuing their request. Mr. Pryor told him that the Wastewater Contribution Questionnaire would need to be completed. The only analysis they had run was for fats, oils and greases. Mr. Pryor explained that they will need to do analyses for metals, molybdenum and BOD's. He also advised that we will be conferring with our consulting engineer and there will be fees to them involved.

BUDGET 2020: Chairman Fleagle noted that the WBA members received a copy of the proposed capital items, which have not changed from the original version.

On the water side, Mr. Pryor prepared two (2) variations ... one with budget figures based on the current rates as well as 10, 15 and 20% increases. A rate comparison sheet was also provided. Discussion was held regarding the various scenarios and WBA members agreed that rate increases will be necessary for the next several years, considering the capital projects currently underway and in the near future.

WATER BUDGET -- Lee Layman made a motion approving the Borough of Waynesboro's Water Operating Fund budget and the WBA's budget, including a 15% increase in water rates (effective January 1, 2020). Allen Stine seconded; the motion passed unanimously.

SEWER BUDGET – Lee Layman made a motion to approve the Borough of Waynesboro's Sewer Operating Fund budget and the WBA's budget, with no rate increase. Allen Stine seconded; the motion passed unanimously.

RESOLUTION TO INCREASE WATER RATES: Lee Layman made a motion to approve a resolution to increase water rates 15%, effective January 1, 2020. Allen Stine 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

Complete copy on file at Borough Hall.

RESOLUTION NOTIFYING COUNCIL OF ADOPTION OF BUDGETS: Lee Layman made a motion to approve a resolution notifying Council of adoption of the 2020 Water and Sewer Budgets. Allen Stine seconded; the motion passed unanimously.

RESOLUTION

WHEREAS, the Waynesboro Borough Authority, a Municipal Authority created and existing under the laws of the Commonwealth of Pennsylvania, holding office at 55 East Main Street, Waynesboro, PA 17268, has entered into a Management Agreement with the Borough of Waynesboro, a municipal corporation of the Commonwealth of Pennsylvania, for the operation and maintenance of the water and sanitary sewer systems dated September 18, 2019, and

WHEREAS, Section-5: Budgets and Accounting of the Management Agreement requires the Waynesboro Borough Authority to adopt the Water System Operation Budget and the Sewer System Operation Budget (Utility Systems Operational Budgets) by resolution on or before December 1st of each calendar year, and

WHEREAS, the Waynesboro Borough Authority has reviewed the Utility System Operational Budgets, and has determined that the Utility System Operational Budgets are acceptable as presented by the Borough of Waynesboro and are attached hereto.

Complete copy on file at Borough Hall.

RESOLUTION TO INCREASE PENALTY ASSESSED TO UNPAID WATER AND SEWER UTILITY BILLS: Allen Stine made a motion to approve a resolution to increase the penalty assessed to unpaid water and sewer utility bills from five percent (5%) to ten percent (10%). Lee Layman seconded; the motion passed unanimously.

RESOLUTION

WHEREAS, the Waynesboro Borough Authority, a Municipal Authority created and existing under the laws of the Commonwealth of Pennsylvania, holding office at 55 East Main Street, Waynesboro, PA 17268, has determined that an amendment to the official Rules, Regulations and Schedule of Charges for water and sewer service is necessary to adjust the penalty assessed to unpaid, past due accounts, and

WHEREAS, the current Rules, Regulations and Schedule of Charges for Water Service, Section XI, C-2, BILLS DUE and PAYABLE states that: Bills remaining unpaid after a period of thirty (30) days from the billing date will be assessed a penalty of five percent (5%), which penalty shall be added to the net (original) bill to constitute a gross bill.

WHEREAS, the current Rules and Regulations of the Sanitary Sewer System contained in Section III-A of Sewer Use Ordinance No. 920 states that all sewer bills not paid within thirty (30) days of the date appearing on the bill shall be subject to a penalty of five percent (5%).

Complete copy on file at Borough Hall.

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

Sewer Revenue Fund Requisition #SA-258 – Gannett Fleming, Inc. - \$884.08 – 2019 Annual Services for the period of June 29, 2019 through September 27, 2019

Water Construction Fund Requisition #WC-148 – Gannett Fleming, Inc. - \$9,137.51 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of August 31, 2019 through September 27, 2019

Water Construction Fund Requisition #WC-149 – Gannett Fleming, Inc. - \$12,634.52 – Design and Bid Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of September 28, 2019 through October 25, 2019

Water Revenue Fund Requisition #19-22 – Gannett Fleming, Inc. - \$305.00 – 2019 Annual Services for the period of August 3, 2019 through September 27, 2019

Lee Layman seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION: Mr. Pryor presented copies of the Water and Sewer Main Extension Agreements for the Armory Estates (executed by Craig McCleaf), as well as a check to cover the cost of engineering and review. He explained that no connection fees are paid until they connect, in accordance with the WBA's Rules, Regulations and Schedule of Charges. A Memorandum of Understanding can be written to delineate how the tap fees are handled for developments. Allen Stine made a motion to approve the Water and Sewer Main Extension Agreements for Armory Estates. Lee Layman seconded; the motion passed unanimously.

Mr. Pryor also reported on a recent discussion with Amanda Hess (Gannett Fleming) regarding Antietam Dam ... the bottom line is that the PMP numbers came down

significantly, which will reduce the costs on the dam project (by approximately 30%). The estimated cost is now \$1,570,000, as the concrete work on the labyrinth design spillway will not be required and it will basically be an open-cut channel through the woods. A resolution is needed authorizing Jon Fleagle and Leiter Pryor to sign documents as part of the H2O grant application. Allen Stine made a motion for approval. Lee Layman seconded; the motion passed unanimously.

RESOLUTION

BE IT RESOLVED, that Waynesboro Borough Authority, a Municipal Authority in Franklin County, Pennsylvania, hereby requests an H2O PA grant through the Commonwealth Financing Authority (CFA), in the amount of \$1,570,000 for Modifications of the Antietam Dam Spillway.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Jon Fleagle, Chairman of the Waynesboro Borough Authority, and S. Leiter Pryor, Director of Borough Utilities, as the officials authorized to execute all documents and agreements between Waynesboro Borough Authority and the CFA to facilitate and assist in obtaining the requested grant.

I, Lee Layman, duly qualified Assistant Secretary of the Waynesboro Borough Authority, Franklin County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by a majority vote of the Waynesboro Borough Authority at a regular meeting held on November 19, 2019, and said Resolution has been recorded in the Official Minutes of the Authority and remains in effect as of this date.

Complete copy on file at Borough Hall.

Having no further business to discuss, the meeting adjourned at 7:04 p.m. on a Stine/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Office Supervisor