

## WAYNESBORO BOROUGH AUTHORITY

MARCH 18, 2014

### MINUTES

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

Borough Authority Members – Jon Fleagle, Christopher Snively, S. Allen Stine and Lee Layman (William Pflager was absent)

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

**APPROVE MINUTES:** Christopher Snively made a motion to approve the minutes of the February 18<sup>th</sup> meeting, as written. Allen Stine seconded; the motion passed unanimously.

**UPDATE – SEWER PLANT UPGRADE:** Leiter Pryor reported that the five-day denitrification performance test has been completed. He explained the process and noted that the system seemed to work the way it should. Results will be forthcoming in approximately 3-4 weeks.

Mr. Pryor stated that the schedule for the digester work will depend on when they can land-apply sludge; and at this point in time, the West Branch Farms biosolids permit is awaiting a site visit from DEP (which depends on the weather). He noted they typically begin hauling sludge in mid-March or early-April. Kinsley (the general contractor) has indicated that they are ready to mobilize and begin work on Phase 2 at any time, and have actually started some initial work. Gannett Fleming will be contacted regarding a cost estimate for re-plumbing the gas collection system in the basement of the digester building – this was not included in the contract and will be an additional cost.

Mr. Pryor noted the electrical contract is 98% complete. They still have some punch-list items to take care of (minor items). He recommended that the substantial completion certificate for PSI for Phase 1 be approved at this meeting. He noted that they have already begun work on Phase 2 in the digester building. It was reiterated that the WBA extended the contract for Phase 2 to 06/01/2014.

Chairman Fleagle noted that he and Mr. Pryor had a discussion recently regarding stormwater running into manholes throughout the collection system, and he asked if water-tight covers were needed. Mr. Pryor has spoken with Denny Benshoff, who will check to see if there are covers on all the manholes. (Covers are in-stock, as they were purchased during the I & I program several years ago.) Mr. Fleagle noted that they should be used where needed, because it costs money to treat any water that flows

through the system (and the chemical costs are greater now, with the upgraded treatment process).

Allen Stine made a motion to approve the substantial completion certificate for the electrical contract (PSI), as presented. Lee Layman seconded; the motion passed unanimously.

Mr. Pryor presented two (2) change orders for the electrical contract for WBA consideration and reviewed each itemized cost. The change orders totaled \$23,661.96 (change order #1) and \$9,550.23 (change order #2). He added that these amounts are reflected in the cost estimates to be presented for approval later in the meeting. Lee Layman made a motion to approve the change orders, as presented. Christopher Snively seconded; the motion passed unanimously.

Mr. Pryor noted that he received a quotation of \$14,000 from Kinsley and PSI for heat trace and insulation of six (6) valves for the mud-well. WBA members concurred with generation of a change order for the work.

**UPDATE – LANDLORD/TENANT BILLING CHANGE POLICY:** Leiter Pryor reported that everything is in place for the conversion next week. Mr. Fleagle distributed copies of a letter from Bob Correll noting his concerns regarding the change, and Mr. Correll was present to discuss the matter. Mr. Fleagle clarified that the individual meters will still be read and recorded individually, but the bills will now be sent to the landlord (property owner) rather than the tenant. It was noted that the WBA doesn't care who pays the bill, they just want to ensure that the bill is presented to the landlord instead of the tenant (as, ultimately, the landlord is responsible for the bill).

Discussion followed regarding the procedure in case of a default/delinquency. Mr. Fleagle noted that the landlord is notified and it is their responsibility to resolve the matter. Solicitor Reichard clarified that the landlord (property owner) is the customer, as water is supplied to the property. Mr. Correll quoted the WBA's Rules and Regulations, which note that the customer is the end user of the product. The rules also indicate that if there is a different billing arrangement, the landlord (property owner) will co-sign for the account. Chairman Fleagle reiterated that the property owner is the one responsible for seeing that the water/sewer bills are paid (and even though the landlord receives the bills, he can provide a copy to his tenant for payment). Mr. Pryor reviewed the delinquent notification process – the owner is notified first and has seven (7) days to pay; and if it is not paid, the tenant is then notified through a 20-day notice, etc.

Mr. Correll requested that the WBA consider delaying the change for a year to provide landlords adequate time to make adjustments to their rents and/or lease agreements.

**NPDES PERMIT RENEWAL FOR STP:** Leiter Pryor reported that WET testing for four (4) events will need to be done again, as the NPDES permit expires on 02/28/2015. The NPDES application is to be submitted to DEP six (6) months prior, which should be approximately September of this year. He is currently getting prices from labs (it may

cost between \$20,000 and \$30,000) and will do much of the work in-house again. WBA members agreed that Mr. Pryor should obtain three (3) price quotes and contract with the cheapest lab. Mr. Pryor noted that the first event should begin in the near future.

**SYSTEM-WIDE LEAK DETECTION:** In light of the harsh winter, Mr. Pryor requested the WBA's approval for Aqua-Tech to conduct a leak detection study on the distribution system. Scott Crum has been doing some when weather permits, but it would be beneficial to do a system-wide audit (as one hasn't been done for several years). He noted that unaccounted-for water is currently at 20%, which is high. Aqua-Tech quoted \$15,695 to do the complete system, which will take approximately ten (10) days. Allen Stine made a motion to authorize Leiter Pryor to engage Aqua-Tech for a system-wide leak detection. Christopher Snively seconded; the motion passed unanimously.

**FIRE HYDRANT FLUSHING:** WBA members were provided with a schedule for upcoming fire hydrant flushing, which is scheduled to begin on 03/31.

**WALNUT KNOLLS - DEDICATION OF UTILITIES:** Mr. Pryor received a document (which he forwarded to Solicitor Reichard for review) regarding dedication of the utilities in Walnut Knolls back to the WBA. They are dedicating a street back to the Borough and it was suggested that the utilities be handled at this time as well. Christopher Snively made a motion to approve execution of the document. Allen Stine seconded; the motion passed unanimously.

**SHEFFIELD MANOR EXPANSION:** Leiter Pryor noted that he had a discussion recently with Lee Royer regarding the Sheffield Manor Development. He recalled that several years ago, Mike Henicle approached the WBA about an expansion. Gannett Fleming did a hydraulic analysis at that time – they indicated that some additional units should be placed on the high-pressure system off the standpipe and noted some concerns about fire flows. Since that time, there has been a re-design of the development (drawings should be forthcoming in the near future) and they are planning to convert some of the single-family units to townhomes. His main question is how to provide fire service to the townhomes, because it is required that each have their own private sprinkler system (a 1" line). He noted that Scott Crum can do a preliminary review when the drawings are received; but he suggested that the WBA may want to have Gannett Fleming review the drawings again in light of the proposed changes.

Chairman Fleagle requested an executive session at the end of the meeting.

**PAY BILLS:** Christopher Snively made a motion to approve payment of the following requisitions --

Sewer Construction Fund Requisition #1098 - Gannett Fleming Companies - \$401.80 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of January 25, 2014 through February 21, 2014

Sewer Construction Fund Requisition #1099 - Gannett Fleming Companies - \$7,720.86 - Construction Management related to WWTP Nutrient Upgrade Project for the period of January 25, 2014 through February 21, 2014

Sewer Construction Fund Requisition #1100 - Gannett Fleming Companies - \$2,137.71 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of January 25, 2014 through February 21, 2014

Sewer Construction Fund Requisition #1101 - Keystone Pump & Power, LLC - \$1,245.24 - Pump Rental for Five (5) Day Filter Performance Testing

Sewer Construction Fund Requisition #1102 - PSI Pumping Solutions, Inc. - \$135,149.49 - Estimate No. 11 for Contract Four (Electrical Work - Wastewater Treatment Plant Upgrade) for work performed up to and including March 13, 2014

Sewer Revenue Fund Requisition #SA-113 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for April 1, 2014 to June 30, 2014

Water Revenue Fund Requisition #14-04 - Franklin County Assessment Office - \$128.10 - Data Transfer (Waynesboro Borough)

Water Revenue Fund Requisition #14-05 - Franklin County Assessment Office - \$203.70 - Data Transfer (Washington Township)

Water Revenue Fund Requisition #14-06 - Debbie J. Gift - \$553.30 - 2014 Franklin County Real Estate Tax (Rattlesnake Run Road - Parcel #19-0L15.-001A-000000)

Water Revenue Fund Requisition #14-07 - Debbie J. Gift - \$120.09 - 2014 Franklin County Real Estate Tax (Blue Rock Road, Lot #1 - Parcel #19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #14-08 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for April 1, 2014 to June 30, 2014

Allen Stine seconded; the motion passed unanimously.

WBA members adjourned to an executive session at 7:15 p.m. to discuss a legal matter. They reconvened and adjourned the meeting at 8:05 p.m. on a Snively/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant