

WAYNESBORO BOROUGH AUTHORITY

MARCH 19, 2013

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 3:00 p.m. with the following in attendance –

Borough Authority Members – Jon Fleagle, Christopher Snively, Lee Layman, S. Allen Stine and William Pflager (via videoconference from England)

Borough Staff – S. Leiter Pryor, Director of Borough Utilities
D. Lloyd Reichard, II, Authority Solicitor
Scott Crum, Chief Draftsman-Inspector

APPROVE MINUTES: Christopher Snively made a motion to approve the minutes of the February 19, 2013 meeting, as written. Lee Layman seconded; the motion passed unanimously.

UPDATE – SEWER PLANT UPGRADE: Leiter Pryor reported that the general contractor is continuing work on the denitrification building. They poured the slab for the second floor since the WBA's last meeting, they did several small wall pours within the filter area, and are currently working on the process unit walls. Another pour is scheduled for the following day; and the process section of the building will be finished shortly. The mason is back on-site, and started laying block on Monday for the second floor of the denitrification building. More masons will be on-site later in the week, and they are hoping to complete their work on the exterior walls within three (3) weeks. Spandek has been ordered for the roof; and once that has been completed, they can begin painting and installing conduit on the inside.

The painter has applied a base coat on the interior walls of the chemical storage building. The general contractor is working on the chemical feed piping, the chemical feed pumps are installed, and the building should be “in good shape” within a few weeks (except the electric). The electricians are finally on-site and are making some progress, but there is a lot of work to do. It was stressed at the last job meeting that they need to “pick up the pace” in order to get on schedule. A good bit of duct bank was installed, but there is a lot more to go (they started in the generator area and worked north toward the denitrification building). They set the majority of the large vaults to pull boxes, and now must dig between them to get the lines laid ... and the excavation is the hard part, as there is a lot of stuff buried there.

Mr. Pryor noted there have been no major issues since the last meeting. Several field adjustments needed to be made – they will re-route the process water line to the

methanol feed station, which will make replacement of a valve easier “down the road”. He explained. Mr. Pryor noted that he spoke with the contractor, who re-visited his figures (reduced their profit by 10%) and returned to the roofing manufacturer (lowered his price), so it was almost equal to what Bonded Applicators would have charged. As Bonded had not included prevailing wages, he suggested it would be best to have the roof done via a change-order. The new roof will be adhered-membrane without the ballasts (they will replace the insulation and re-work the skylights). Mr. Fleagle asked if the chlorine-pacing equipment has been installed. Mr. Pryor noted it was installed, but they had to return to the old system because the roto-meters were too large.

The other outstanding item is the louvers. Mr. Pryor noted that he made it clear to Dave Weiss (Gannett Fleming) that the WBA specified “fully adjustable louvers”, and they are not paying for the stationary ones which were ordered/delivered. They are looking at various scenarios, and he is waiting for a proposal.

Mr. Pryor noted that there are no change-orders at this time, and substantial completion of Phase I is still expected in June.

Chairman Fleagle asked if there is any advance training that the staff could take in order to be prepared for operating the new system. Mr. Pryor stated that Thurmont just installed a new wastewater system, which the staff could visit ... but he clarified that the contractor provides start-up training through the supplier. He also noted that the operators will need to obtain another sub-classification for their license (but this is not yet in place at DEP).

Mr. Fleagle asked if the required nitrogen limits will be met. Mr. Pryor noted there should probably be a surplus of approximately 30%, but PENNVEST retains all rights to nutrient credits (per the loan agreement).

Mr. Pryor also noted that he requested a one-year extension for the H2O grant from the Commonwealth Financing Agency, as he doesn't feel that a 06/30 deadline is feasible. Allen Stine made a motion to execute the document regarding a time extension to 06/30/2014 for the H2O grant. Christopher Snively seconded; the motion passed unanimously.

Discussion followed regarding the paving of Cemetery Avenue. Mr. Fleagle noted that a 30' street is not necessary, but they should ensure that the roadway's base is adequate to handle trucks. He clarified that the WBA will only pave the roadway from the intersection of Church/Old Mill/Cemetery to the end of their property, which does not include the parking lot for the golf course (approximately 1/2 mile).

UPDATE – NORTHFIELD AVENUE SEWER PUMPING STATION REPLACEMENT:
Leiter Pryor advised that the pumping station has been ordered. The projected delivery date is mid-April, and the work will probably start in June (after the pool has been opened for the season). Mr. Fleagle suggested that a plan be in place for coordination of the components of this project. .

PROJECT UPDATES AND GENERAL DISCUSSION: Mr. Fleagle asked for an update on the sludge permit for the new farm. Mr. Pryor noted there were some documents which needed to be signed by the owners, but the majority of the information has already been submitted to DEP. Landowner notifications and comment periods will then also need to be done.

Mr. Fleagle asked if the sludge will need to be de-watered when the digester is painted in the near future. Mr. Pryor replied that their plan is to coordinate that with the fall hauling schedule (during Phase 2 of the project). They will haul as much as possible in liquid form to the fields, but there will be some inorganic material on the bottom which will need to be dealt with. While that digester is out-of-service, the old digester will be used for primary containment. Mr. Pryor noted he is trying to get a timeframe from the contractor as to how long it will take to re-hab the digester, in order to minimize the sludge pumping. Mr. Pryor noted that he has also applied to IESI for a land application permit (just in case).

Mr. Fleagle asked when the gen-set will be removed from the garage. Mr. Pryor estimated it will be done sometime in April. The contractor will truck it to the maintenance center and unload it for storage until they are ready to replace it.

Mr. Fleagle asked if Mr. Pryor had heard anything back from Mr. Englebrecht. Mr. Pryor stated that he hasn't heard anything yet, but will check back with him in a month or so.

Mr. Fleagle asked if Mr. Pryor had discussed an update of the WBA's Rules and Regulations with Gannett Fleming. Mr. Pryor noted that he had a brief discussion with them; and they requested an electronic copy to view and provide a price quote. Discussion followed regarding the extent of the review; and as much of the regulations are policies (to be determined by the WBA), it was suggested that a copy be provided to WBA members. The majority of the document can be revised by the WBA and staff, but technical information will be specifically directed to Gannett Fleming for review and comment.

Discussion followed regarding the landlord/tenant issue discussed at the last meeting. Mr. Pryor noted that he conducted a survey of neighboring municipalities, and he found that most bill the property owners (landlords) and not the tenants. WBA members agreed that this would be the best solution. The possibility of issuing monthly bills versus quarterly bills was also discussed – it was decided that this would incur a lot of additional expenses and will not be pursued. Discussion followed regarding implementation of this change. Mr. Pryor noted that, to the best of his knowledge, there is nothing in the Rules and Regulations regarding this procedure. Lee Layman then made a motion to discontinue the practice of billing tenants directly for water service, and all bills will be sent directly to the property owner. Further, Mr. Pryor is directed to develop a plan for executing this decision by the next meeting. Allen Stine seconded; the motion passed unanimously.

Leiter Pryor noted that discussions had been held with Mr. Mahfood regarding a sampling plan for Well #2. A draft plan has been revised, and Gordon Cruickshanks will be obtaining price quotes for the 2013 sampling.

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

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Water Revenue Fund Requisition #13-10 - Gannett Fleming Companies - \$250.10 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period of January 26, 2013 through February 22, 2013

Water Revenue Fund Requisition #13-11 - Gannett Fleming Companies - \$4,459.30 - Water distribution system evaluation including extended period simulation, water age simulation and fire flow analysis for the period of January 26, 2013 through February 22, 2013

Water Revenue Fund Requisition #13-12 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for April 1, 2013 to June 30, 2013

Water Revenue Fund Requisition #13-13 - Smith Elliott Kearns & Company - \$3,300.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2012

Water Revenue Fund Requisition #13-14 - Debbie J. Gift - \$120.09 - 2013 Franklin County Real Estate Taxes (Blue Rock Road, Lot #1 - Parcel #19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #13-15 - Debbie J. Gift - \$553.30 - 2013 Franklin County Real Estate Taxes (Rattlesnake Run Road - Parcel #19-0L15.-001A-000000)

Water Revenue Fund Requisition #13-16 - Borough of Waynesboro (Clearing Account) - \$597,801.00 - 1st Quarter, 2013 Water Allocation

Sewer Revenue Fund Requisition #SA-91 - Material Matters, Inc. - \$400.00 - Environmental services in connection with locating and qualifying new farm sites under PADEP Chapter 271 for beneficial use of biosolids for the period of December 22, 2012 to January 18, 2013

Sewer Revenue Fund Requisition #SA-92 - Material Matters, Inc. - \$65.00 - Environmental services in connection with the submission of an application for a PAG-08 General Permit for the period of December 22, 2012 to January 18, 2013

- Sewer Revenue Fund Requisition #SA-93 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for April 1, 2013 to June 30, 2013
- Sewer Revenue Fund Requisition #SA-94 - Borough of Waynesboro (Clearing Account) - \$398,966.00 - 1st Quarter, 2013 Sewer Allocation
- Sewer Revenue Fund Requisition #SA-95 - Smith Elliott Kearns & Company - \$2,200.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2012
- Sewer Construction Fund Requisition #1018 - D. L. George & Sons - \$100.00 - Leased Space for Wastewater Plant Upgrades (March, 2013)
- Sewer Construction Fund Requisition #1019 - Gannett Fleming Companies - \$196.80 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of December 29, 2012 through January 25, 2013
- Sewer Construction Fund Requisition #1020 - Gannett Fleming Companies - \$720.75 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of January 26, 2013 through February 22, 2013
- Sewer Construction Fund Requisition #1021 - Gannett Fleming Companies - \$5,318.55 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of December 29, 2012 through January 25, 2013
- Sewer Construction Fund Requisition #1022 - Gannett Fleming Companies - \$4,743.30 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of January 26, 2013 through February 22, 2013
- Sewer Construction Fund Requisition #1023 - Gannett Fleming Companies - \$8,316.00 - Construction Management related to WWTP Nutrient Upgrade Project for the period of December 29, 2012 through January 25, 2013
- Sewer Construction Fund Requisition #1024 - Gannett Fleming Companies - \$7,288.46 - Construction Management related to WWTP Nutrient Upgrade Project for the period of January 26, 2013 through February 22, 2013
- Sewer Construction Fund Requisition #1025 - Kinsley Construction, Inc. - \$264,275.49 - Estimate No. 12 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and

including March 4, 2013

Sewer Construction Fund Requisition #1026 - Xylem Water Solutions U.S.A., Inc. - \$98,707.09 - Estimate No. 3 for Procurement of Denitrification Filter System (WWTP) for work performed up to and including March 8, 2013

Sewer Construction Fund Requisition #1027 - PSI Pumping Solutions, Inc. - \$128,367.00 - Estimate No. 3 for Contract Four (Electrical Work - Wastewater Treatment Plant Upgrade) for work performed up to and including February 28, 2013

Christopher Snively seconded; the motion passed unanimously.

WATER DISTRIBUTION SYSTEM EVALUATION: Jon Fleagle led the discussion of the Water Distribution Study conducted by Gannett Fleming. After completion of the discussion, Leiter Pryor was directed to obtain a clarification from Gannett Fleming on Exhibit-2 of the study regarding the correlation between water age and disinfection by-products. The Authority also requested that the Borough's Engineering Department review the capital project listing generated from the 1983 distribution system study to confirm that all the projects were completed.

Having no further business to discuss, the meeting adjourned at 4:45 p.m. on a Layman/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant