

WAYNESBORO BOROUGH AUTHORITY

JUNE 18, 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 and S. Allen Stine (William Pflager was absent)

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 May 21, 2013 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

UPDATE – SEWER PLANT UPGRADE: Leiter Pryor reported that a job meeting was held the previous Wednesday, at which time an update on the completed construction was given. He noted that the general contractor continues to work on the denitrification building; and the painters did the last coating on the filter cells, the clear well and the mud well (hydrostatic tests were conducted prior to the painting, and no leaks were found). The general contractor is also working on the filter under-drain systems, and a representative from Leopold (ITT) is on-site providing installation instructions. Part of this process will require the need for additional water, which will be sold (at the retail rate) to the contractor. The methanol storage tank arrived (and was installed) last week. A representative from Allied Control Systems was on-site to review the instrumentation systems with the general contractor and discuss proper mounting, etc. The stairwell is now installed in the denitrification building, the pads for the composite samplers have been poured for the influent and effluent stations, and all the storm sewer piping is now completed. Most of the excavation/underground work is done – the electrician had several small conduit runs to make, which will be completed soon.

The plumbing contractor has been working on the methanol fill station, the emergency eye-wash plumbing and tempered water lines ... all of which have been tested and passed. The plumbed-in water heaters in the denitrification and chemical building and domestic water piping is approximately 99% complete; and they are ready to install fixtures. Colors for the bathrooms need to be chosen – WBA members agreed that Melinda Knott should assist with the color coordination.

The HVAC contractor (Heisey Mechanical) has completed the chase HVAC rough-in in the denitrification building, and the masons will be returning to block-in the opening left

for the piping. They set a rooftop unit on the chemical building; the other rooftop unit for the utility building has been ordered and should arrive next week. There are some wall units to be installed in the denitrification and chemical buildings (in the electrical portion), and those should be shipped within a week or so.

Change-over of the electrical service from 240 to 480 volts has been done, and the new equipment can now be powered-up when the wiring has been pulled to it. The generator has been load-bank tested and everything was satisfactory. Training will be conducted when there is some load on the transfer switch, which should occur within a month or so. They are still working to complete the underground conduit and have pulled some main-feed wire from the pole into the garage. They have the motor control center wired up in the garage (for the most part) and will start running feeder wire later this week to the denitrification and chemical buildings. Mr. Pryor noted it is his understanding that another crew will start on Thursday for the purpose of pulling wire.

Mr. Pryor noted that everyone (contractors) seemed to be in agreement at the meeting the previous week to aim for the end of July (07/31) for substantial completion, but he received a revised schedule a short time ago that coincides with the electrician's request for an August 15th extension. Mr. Pryor noted it is his opinion that the contractors should be pushed to get the work done by the end of July. From a process standpoint, in case there is a "snag", that would provide a buffer to ensure that the process is up and running correctly (and meeting the permit limits) by October 1st. Chairman Fleagle noted that the electrician is the only contractor who wants to go beyond the July 31st extension (which was agreed upon by the WBA at their last meeting). He added that "good effluent" doesn't happen right away ... it takes awhile for the process. Leiter Pryor noted that the electrician's request was sent to Dave Weiss (Gannett Fleming), and he forwarded it on as a topic of discussion for the next job meeting. Discussion also ensued regarding the possibility of withholding partial payments after 06/01. Mr. Fleagle instructed Mr. Pryor to respond that the WBA agreed to the 07/31 date for substantial completion, and they will begin withholding partial payments for anything beyond the 07/31 date. Mr. Pryor clarified that they can withhold the liquidated damage amount per day times seven (7) days on all four (4) contracts – and the money is held until the water year is up, which is September 30, 2014. WBA members concurred. Mr. Fleagle added that no discussions will be held regarding purchasing nutrient credits. The next job meeting will be held the following Wednesday at 10:00 a.m.

Leiter Pryor noted that the tank inspector will be back the following week to look at the chemical storage facility to ensure it is compliant. Paperwork will then be submitted to DEP for the registration process. He added that the methanol tank registration is mandatory, but he will also register the other two before they are filled. The old fuel tank has been removed and is out of DEP's system. Soil samples were satisfactory.

UPDATE - NORTHFIELD AVENUE PUMPING STATION: Leiter Pryor reported that excavation has begun on Northfield Avenue next to the existing station. They formed up and placed the base slab, and the station will be set in place tomorrow. An anti-flotation concrete collar will be poured, and backfill will be done the following day.

He has been in contact with West Penn Power regarding switching power over, and a local electrician is on-board to do that work. The station should be up and running by next week.

CODE RED NOTIFICATION SYSTEM ENROLLMENT FORM: Leiter Pryor reported that he spoke with the Borough Manager and Assistant Borough Manager regarding the Code Red notification system. There is no formal policy in place to enroll customers, but a link is provided on the Borough's website for them to enroll. Code Red formulates a database from the White Pages, etc.; however there are individuals who have unlisted numbers and are not included in that database. A form has been prepared for individuals who don't have internet access ... and a disclaimer statement is listed at the bottom acknowledging their authorization for the Borough staff to provide the information to Code Red. Solicitor Reichard has reviewed and agreed that the form is satisfactory.

Mr. Pryor noted this is not a mandatory requirement, but it is suggested that people enroll in order to receive notifications regarding boil water advisories, etc. Mr. Pryor noted that the Code Red system has been utilized several times in the very recent past. He explained the requirements for public notification and how the Code Red system is utilized; adding it is a good system, but it is only as good as the database.

Lee Layman made a motion to approve the Code Red form, as presented; and further, that the staff is authorized to distribute it to new customers or those who are not currently in the system. Allen Stine seconded; the motion passed unanimously.

CONSUMER CONFIDENCE REPORT: Mr. Pryor noted that the 2013 Consumer Confidence Report for the direct water system (CCRD) was handled electronically this year. A note was included on the bills and an article was placed in the newspaper advising that the CCRD is available on the Borough's website. It is WTMA's responsibility to distribute the CCR for the indirect customers – they have mailed out postcards advising that the CCR is available online and at either municipal office. Appropriate certifications will be provided to DEP.

SUSQUEHANNA BANK RESOLUTION FOR ONLINE BANKING: Mr. Pryor noted that, when the new WBA bank accounts were established at Susquehanna Bank, a resolution was prepared authorizing signatories, etc.; and a provision was included for "view only" online access. He feels it would be beneficial, however, to be able to make inter-fund transfers (which was necessary recently because PENNVEST allocations have been slow and requisitions needed to be paid), and a resolution is required for this purpose.

Allen Stine made a motion to permit online banking access for inter-fund transfers within the WBA's accounts for Leiter Pryor and Melinda Knott, provided that prior approval be granted by WBA members. Lee Layman seconded; the motion passed unanimously.

Mr. Pryor noted that a transfer was approved last month (via check) to cover the negative balance in the Sewer Construction Fund ... and that money will need to be transferred back into the Sewer Revenue Fund at some time. However, the

PENNVEST allocation has still not arrived. It is his understanding that the request was approved and has been in the Comptroller's Office for approximately three (3) weeks. Checks for the WWTP contractors will be approved at this meeting, but won't be mailed out until the PENNVEST money is received.

FIFTH STREET SANITARY SEWER PROBLEM: Mr. Pryor reported that the Borough's storm sewer was not able to handle the 1½ " rain which occurred several days ago. Streets were flooded, but the backflow preventers that were installed several years ago alleviated problems where they were experienced before. Unfortunately, the problem was shifted uphill and sewage backed up in the basements of several other residences. One individual (134 W. Fifth Street) has filed a claim for damages to her rental unit – she has submitted clean-up costs to her insurance company, and the remaining costs will be submitted to the Borough's insurance. A backflow preventer should be installed at this location as soon as possible. It was also suggested that additional backflow preventers (and water-tight manhole lids) be installed throughout the problem area. Mr. Pryor was instructed to prepare a plan for this work for discussion at the next WBA meeting.

Lee Layman made a motion to install a backflow preventer, immediately, at 134 W. Fifth Street. Christopher Snively seconded; the motion passed unanimously.

FAIRVIEW AVENUE WATER LINE PROJECT: Mr. Pryor requested that discussion on the Fairview Avenue water line project be deferred, as Kevin Grubbs had been off work (ill) for over a week and they haven't had an opportunity to discuss the matter thoroughly.

SUMMER INTERNS/WORK AT WATERSHED: Mr. Pryor noted that he attended a meeting last week with the summer interns and Craig Houghton. A lot of work has been accomplished around the chestnut plantation; and Craig and Beth Brantley will attend the next meeting to give a report. (They will probably ask for financial assistance for some herbicide.) Discussion followed regarding the possible sale of pulpwood, which can also be discussed at that meeting.

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

Water Revenue Fund Requisition #13-22 - Gannett Fleming Companies - \$100.04 - 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 March 23, 2013 through May 3, 2013

Water Revenue Fund Requisition #13-23 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for July 1, 2013 to September 30, 2013

- Sewer Revenue Fund Requisition #SA-103 - Material Matters, Inc. - \$1,175.00 - Environmental services in connection with locating and qualifying new farm sites under PADEP Chapter 271 for beneficial use of biosolids for the period of March 30, 2013 to April 26, 2013
- Sewer Revenue Fund Requisition #SA-104 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for July 1, 2013 to September 30, 2013
- Sewer Construction Fund Requisition #1044 - D. L. George & Sons - \$100.00 - Leased Space for Wastewater Plant Upgrades (June, 2013)
- Sewer Construction Fund Requisition #1045 - PWI Incorporated - \$3,077.50 - Equipment and installation per Proposal #072612-11583
- Sewer Construction Fund Requisition #1046 - Gannett Fleming Companies - \$1,842.15 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of May 4, 2013 through May 31, 2013
- Sewer Construction Fund Requisition #1047 - Gannett Fleming Companies - \$11,870.68 - Construction Management related to WWTP Nutrient Upgrade Project for the period of May 4, 2013 through May 31, 2013
- Sewer Construction Fund Requisition #1048 - Gannett Fleming Companies - \$4,238.77 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of May 4, 2013 through May 31, 2013
- Sewer Construction Fund Requisition #1049 - Kinsley Construction, Inc. - \$296,089.12 - Estimate No. 15 for Contract One (General Construction - Wastewater Treatment Plant upgrade) for work performed up to and including June 2, 2013
- Sewer Construction Fund Requisition #1050 - W. C. Eshenaur & Son, Inc. - \$52,378.88 - Estimate No. 5 for Contract Two (Plumbing Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 2, 2013
- Sewer Construction Fund Requisition #1051 - PSI Pumping Solutions, Inc. - \$361,358.70 - Estimate No. 6 for Contract Four (Electrical Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 2, 2013

Allen Stine seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 4:12 p.m. on a

Layman/Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant