

## WAYNESBORO BOROUGH AUTHORITY

JULY 16, 2013

### MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 3:04 p.m. with the following in attendance –

Borough Authority Members – Christopher Snively, Jon Fleagle, 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

Others – Craig Houghton (Penn State-Mont Alto Forestry Department)

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the June 18, 2013 meeting, as written. Allen Stine seconded; the motion passed unanimously.

**PUBLIC IN ATTENDANCE:** Mr. Houghton provided handouts on the summer interns' progress at the Waynesboro watershed as of 07/15, and asked for consideration of the following --

- Once the boundaries are cleared and marked, would the WBA be interested in posting property markers? A cost estimate will be provided to Leiter Pryor, but he anticipates it to be approximately \$100.
- As Penn State purchased the first round of herbicide, would the WBA be willing to pay for more? He estimates the cost to be \$935.
- Due to erosion and normal wear/tear, Antietam Lane requires some maintenance (gravel, etc.)
- Craig and Beth Brantley will assess the need for a future timber harvest.

Discussion followed and the WBA suggested that Mr. Pryor view the access road (Antietam Lane) with the Maintenance Department to determine what will be needed. Christopher Snively made a motion to authorize the purchase of boundary markers and herbicide. Allen Stine seconded; the motion passed unanimously.

Mr. Houghton indicated that he will provide another progress report in August; and he is working toward having the interns continue in the fall (at Penn State's cost).

**UPDATE – SEWER PLANT UPGRADE:** Leiter Pryor reported that the WWTP upgrade project is on schedule, for the most part; although there have been several delays in getting equipment suppliers to do start-ups. There has been a lot of progress made by the electrician since the last WBA meeting. He noted that main electric feeds have

been installed to all the buildings, and they are working on the control wiring now. The emergency generator has been started up and certified, so they are ready to store or sell the old set. (He discussed several options.) Generator training has been conducted with the staff. The under-drain systems for the filters have been installed, but the blower needs to be in operation before they can be tested. The electrician will complete that installation the following day, but then the factory representative must be present to start them. The filter media has been delivered, but the installation will take some time. The chemical-feed systems are ready to be started up, and then bacteria can be cultivated in the filters.

The electrician is concerned that the roof-top air conditioning units for the equipment rooms are too small. Gannett Fleming is looking into the matter and checking their calculations. If a larger unit is required, there may also need to be some structural modifications made.

Regarding the louver issue discussed earlier in the project, Mr. Pryor noted that the general contractor is pursuing a modification to the louvers to make them operable. Another option is to retrofit the existing louvers, and he will review the proposed drawings to determine which option would be best.

Concentration has been centered around the denitrification process and getting the methanol storage in place. There were some issues with grading for the storage tank, and the grading system was completely refigured to accommodate the equipment. An inspection on that equipment is also required for the tank registration.

The next job meeting will be held on Wednesday (07/24) at 10:00 a.m.

Leiter Pryor reported it was discovered that a water line from the basement of the control building to the denitrification facility was not installed deep enough and with no bedding (it was laid over a concrete duct bank and backfilled). It has since been relocated and corrected.

Color selections have been made for the bathrooms. One of the issues that came up was that the walls were to be 6' wrap-around tile, with exposed electrical conduit down the walls. The tile was eliminated, so the walls will be painted (at a savings of approximately \$12,000).

Mr. Pryor also noted that PENNVEST payments have been delayed. A payment request was approved on 05/26, however the money has not yet been transferred to the WBA's account. He added that checks written from the Sewer Construction Account, and approved by the WBA at their last meeting, cannot be mailed until the money has been received. A second payment request has also been submitted for approximately \$800,000.

**UPDATE - NORTHFIELD AVENUE PUMPING STATION:** Leiter Pryor advised that the pumping station was completed today. The job went well and came in under-budget. (All costs will be tabulated and reported at the next meeting.) He added that the

Borough's maintenance crew did a great job on the installation. A slideshow of the construction was on display for viewing.

**FIFTH STREET SANITARY SEWER PROBLEM:** As was reported at the last meeting, there were issues with a sanitary sewer back-up (due to increased stormwater) in a basement apartment at 134 W. Fifth Street. The damages have been presented to the Borough's insurance company for consideration. In the meantime, the WBA approved the installation of backflow preventers at various residences (and those have been purchased). The appropriate authorization form has been signed for this particular home, and the equipment will be installed tomorrow. The Engineering Department is recommending the installation of six (6) others in that area, as a precautionary measure. The Borough's storm sewer work continues, which will (hopefully) eliminate some of these problems. Mr. Pryor noted that he will continue to review the matter with the Engineering Department, and will present a plan of action at the next meeting.

**FAIRVIEW AVENUE WATER LINE PROJECT:** Leiter Pryor displayed drawings of the proposed Fairview Avenue water line project, which is estimated to cost approximately \$88,596 for the area between Main and Third Streets. The Borough's recommendation is to do the project in three (3) segments, due to the costs involved. The first segment, from Main to Third Streets, could be done in either in the fall of 2013 or spring of 2014. (Mr. Pryor reminded WBA members that this project was not included in the 2013 budget, so the money could be drawn from the Water Construction Fund or placed in the 2014 budget for completion in the spring.) The second segment, from Third to Eighth Streets, can then be upgraded at some time in the future.

Christopher Snively made a motion to replace the water line on Fairview Avenue, from W. Main to Third Streets, at an estimated cost of \$88,596 (monies for the project are to be taken from the Water Construction Fund). Lee Layman seconded; the motion passed unanimously.

**COMVERGE DEMAND RESPONSE PROGRAM:** Leiter Pryor noted that he was contacted by Russ Newbold of Comverge Energy regarding the possibility of entering into an agreement to (basically) drop-off the grid in times of high or peak demand periods, pursuant to the request of the electric service provider. In turn, they would provide compensation based on the amount of kilowatt hours the entity is able to drop-off the grid in these times of emergency. If an agreement is entered into, the WBA would be required to commit to dropping-off the grid a maximum of ten (10) times within a calendar year, for a period of six (6) hours during each event. He provided some historical data indicating that, within the last five (5) years, entities enrolled in this program have not been asked to drop-off the grid at all (with the exception of a one-hour test each year). He explained that this is somewhat like a readiness-to-serve charge for which the enrolled entities are paid on a monthly basis. Based on the WBA's current energy usage, Mr. Newbold estimated they would receive approximately \$16,000-\$18,000 over a three-year period. He noted that usage at the WWTP will increase when the new construction is completed, and the well could also be included.

Mr. Pryor advised that he has spoken with several entities who have been enrolled in

this program for several years ... they confirmed Mr. Newbold's statements and reported no problems. He feels it would be beneficial to pursue this matter. WBA members agreed that Mr. Newbold could be invited to give a brief (15-minute) presentation on his proposal at the next meeting.

**HIGH READING - MENTZER GAP ROAD:** Mr. Pryor reported that the property owner at 10775 Mentzer Gap Road experienced a high meter reading; and after investigation, it was determined that the water line had "blown apart" under the house. This resulted in a \$2,125 water bill (for 1,000,000 gallons of water). The customer requested a payment plan for a period of 12 months (\$177.00/month). WBA members concurred.

**SUSQUEHANNA BANK RESOLUTION FOR ONLINE BANKING:** Mr. Pryor advised that, for several reasons, the resolution approved by the WBA at their last meeting for online banking will not be pursued. Any necessary transfers will be made via check.

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

Water Revenue Fund Requisition #13-24 - Borough of Waynesboro (Clearing Account) - \$341,601.00 - 3<sup>rd</sup> Quarter, 2013 Water Allocation

Water Revenue Fund Requisition #13-25 - Smith Elliott Kearns & Company - \$300.00 - Audit of financial statements and financial awards programs under Government Auditing Standards and the Single Audit Act and presentation of the reports thereon for the period ended December 31, 2013 (less progress billings)

Water Revenue Fund Requisition #13-26 - Debbie J. Gift - \$1,691.17 - 2013 WASD Real Estate Taxes (Rattlesnake Run Road - Parcel #19-0L15.-001A-000000)

Water Revenue Fund Requisition #13-27 - Debbie J. Gift - \$367.06 - 2013 WASD Real Estate Taxes (Blue Rock Road, Lot #1 - Parcel #19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #13-28 - Commonwealth of Pennsylvania - \$500.00 - Annual fee for NPDES Permits under Chapter 92A (Permit #PA0084948, Account ID #168151, Client ID #69281)

Sewer Revenue Fund Requisition #SA-105 - Material Matters, Inc. - \$425.80 - Environmental services in connection with locating and qualifying new farm sites under PADEP Chapter 271 for beneficial use of biosolids for the period of April 27, 2013 to May 24, 2013

Sewer Revenue Fund Requisition #SA-106 - Smith Elliott Kearns & Company - \$200.00 - Audit of financial statements and financial awards programs under Government Auditing Standards and the Single Audit Act and

presentation of the reports thereon for the period ended December 31, 2013 (less progress billings)

Sewer Revenue Fund Requisition #SA-107 - Borough of Waynesboro (Clearing Account) - \$227,981.00 - 3<sup>rd</sup> Quarter, 2013 Sewer Allocation

Sewer Construction Fund Requisition #1052 - Gannett Fleming Companies - \$4,767.60 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of June 1, 2013 through June 28, 2013

Sewer Construction Fund Requisition #1053 - Gannett Fleming Companies - \$10,258.89 - Construction Management related to WWTP Nutrient Upgrade Project for the period of June 1, 2013 through June 28, 2013

Sewer Construction Fund Requisition #1054 - Gannett Fleming Companies - \$2,226.15 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of June 1, 2013 through June 28, 2013

Sewer Construction Fund Requisition #1055 - Penn-Mar Oil Company - \$2,419.16 - Diesel Fuel (Ticket #79160 - delivered 05/29/2013; reimbursement to be received from PSI Pumping Solutions, Inc.)

Sewer Construction Fund Requisition #1056 - W. C. Eshenaur & Son, Inc. - \$48,098.80 - Estimate No. 6 for Contract Two (Plumbing Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 30, 2013

Sewer Construction Fund Requisition #1057 - PSI Pumping Solutions, Inc. - \$180,557.00 - Estimate No. 7 for Contract Four (Electrical Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 30, 2013

Sewer Construction Fund Requisition #1058 - Kinsley Construction, Inc. - \$657,422.53 - Estimate No. 16 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and including June 30, 2013

Sewer Construction Fund Requisition #1059 - Heisey Mechanical, Ltd. - \$93,782.34 - Estimate No. 1 for Contract Three (HVAC Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 30, 2013

Christopher Snively seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 4:32 p.m. on a Layman/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant