

WAYNESBORO BOROUGH AUTHORITY

JANUARY 17, 2012

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 7:30 p.m. with the following in attendance:

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

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

APPROVE MINUTES: William Pflager made a motion to approve the minutes of the December 20, 2011 regular meeting, as written. Lee Layman seconded; the motion passed unanimously.

EXECUTIVE SESSION: Chairman Fleagle announced that a brief executive session will be held at the end of the meeting to discuss a situation that has occurred.

RE-ORGANIZATION: Christopher Snively nominated Jon Fleagle as Chairman. William Pflager seconded. Nominations for the position of Chairman were closed.

Lee Layman nominated S. Allen Stine as Vice-Chairman. William Pflager seconded. Nominations for the position of Vice-Chairman were closed.

Christopher Snively nominated Lee Layman as Treasurer. William Pflager seconded. Nominations for the position of Treasurer were closed.

Lee Layman nominated Christopher Snively as Secretary. William Pflager seconded. Nominations for the position of Secretary were closed.

The secretary was instructed to cast a unanimous ballot for the aforementioned officers.

UPDATE - SEWER PLANT UPGRADE: Chairman Fleagle reported that a pre-construction meeting was held on 01/11. Gannett Fleming and representatives from the contractors were in attendance. The mechanics of payment requests were reviewed during the meeting, as well as the MBE/DBE requirements and certified payroll. A project schedule should be forthcoming shortly from the general contractor.

UPDATE - PENNVEST CLOSING: Chairman Fleagle advised that the PENNVEST loan closing took place on 12/22, and the first payment request has been submitted.

SEWER TRANSPORTATION AGREEMENT: Leiter Pryor provided Authority members with a spreadsheet showing sewage flows to and from WTMA. He explained that there is an annual deficit of approximately 3.5 million gallons, much of which (he feels) could be attributed to I & I (inflow and infiltration). As money was included in the 2012 budget for a sewer inspection, he recommended that a proposal be obtained from Mr. Rehab (who has done work for the WBA in the past). Christopher Snively made a motion to authorize Leiter Pryor to proceed with obtaining a price quote from Mr. Rehab for I & I work and installing a meter in a manhole upstream from the metering station on Welty Road. Allen Stine seconded; the motion passed unanimously.

Mr. Pryor stated that he met with Sean McFarland (WTMA Manager) several weeks ago to discuss WTMA's request to modify the Sewer Transportation Agreement. It was felt that the only modification needed is to reflect a change that had been made to the maximum gallons per day transferred between WBA and WTMA. (He noted that the agreement includes a daily limit of 200,000 gallons; and the WBA previously approved an additional 100,000 gallons, pursuant to WTMA's request.) Other provisions in the agreement seem to be adequate. WTMA will prepare a modified agreement for the WBA's review and approval.

SCOPE OF WORK - WATER SYSTEM STUDIES: Gannett Fleming submitted a proposal for a study of the distribution system and the Water Treatment Plant; and at the WBA's last meeting, Leiter Pryor was instructed to review the proposal with Gordon Cruickshanks and Scott Crum and submit the staff's recommendations. Mr. Pryor noted that the study proposed for the Water Plant is a lot more detailed than what is needed. Initially, it was everyone's intent for Gannett Fleming to review the plant and capital equipment improvements/replacements based on the age and condition of the equipment ... but their study includes historical operational data, etc. He noted that the Water Plant staff does a great job with record-keeping and, in fact has received numerous water quality awards from the State. He feels that that section of the study could be eliminated, but several others should definitely be included: (1) the filters and under-drains, (2) instrumentation, (3) energy conservation, and (5) rehabilitation of the Antietam intake.

Lee Layman referred to the Memorandum of Understanding received from Johnson Controls, and asked if that could interface with Gannett's study. Leiter Pryor noted that he is not really sure, but suggested that Johnson Controls could make a presentation to the WBA to explain their proposal in detail.

Regarding the distribution system study, again Mr. Pryor suggested that the historical demands can be documented/analyzed in-house. Task #2 (water age) is something that EPA discussed in the past, and may be an item the WBA wants to look at. Population projects should also be included for review/revision.

Mr. Pryor noted that he will prepare a proposed modification to the scope of work for the WBA's review at their next meeting. Following their approval, it will be forwarded to Gannett Fleming.

JOHNSON CONTROLS MOU: Pursuant to discussion held earlier in the meeting, it was noted that this type of study would take a lot of manpower and time on the Borough staff's part. The WBA noted that they may want to revisit the matter after the sewer plant expansion has been completed, and they suggested that Johnson Controls check back next year to schedule a time when they could present their proposal. In the meantime, they should submit a list of references from other utilities that they have worked for.

JOHN KOONS FARM: Chairman Fleagle noted that he was approached by a farming partnership on Prices Church Road who might be willing to accept sludge from the Borough; and based on the location, it would cut down on transportation costs tremendously. Leiter Pryor and Gordon Cruickshanks met with the individuals and viewed the site, which consists of approximately 480 acres (much of which would probably be suitable for biosolids application). When a map of the farm has been submitted, Leiter Pryor would like to contact Material Matters and Gannett Fleming to obtain proposals for permitting the site for land application. He noted that there are currently two (2) permitted sites – the Gayman Farm and the Barr Farm – but when the digester is taken out-of-service for painting, there will be a significant increase in the amount of sludge to be removed. Lee Layman made a motion to authorize Mr. Pryor to solicit the proposals. William Pflager seconded; the motion passed unanimously.

WEDGEWOOD DRIVE WATER LINE PROJECT: Leiter Pryor noted that discussion was held at the last meeting regarding the Wedgewood Drive water line project and right-of-way required. He received additional information which could assist Solicitor Reichard in the deed search. Mr. Pryor stated that he would like to get this project done in early-spring or summer, as there have been a lot of leaks in the area.

BIDS FOR SLUDGE HAULING/APPLICATION: Mr. Pryor noted that bids were opened the previous day for sludge hauling/application. Borough Council will take action at their next meeting on award of the bids to S & L Enterprise at the following rates – 3.08¢/gallon to the Gayman Farm and 2.90¢/gallon to the Barr Farm.

PAY BILLS: Christopher Snively made a motion to approve the payment of the following bills –

Water Revenue Fund Requisition #12-01 - Gannett Fleming Companies - \$46.52 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized for the period of November 5, 2011 through December 2, 2011

Water Revenue Fund Requisition #12-02 - Gannett Fleming Companies - \$771.64 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized for the period of December 3, 2011 through December 30, 2011

Water Revenue Fund Requisition #12-03 - Pepper Hamilton, LLP - \$8,915.52 - Professional Services rendered through September 30, 2011 for 2002 Bond Redemption

Water Revenue Fund Requisition #12-04 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for January 1, 2012 through March 31, 2012

Water Revenue Fund Requisition #12-05 - Borough of Waynesboro (Clearing Account) - \$598,072.00 - 1st Quarter, 2012 Water Allocation

Sewer Construction Fund Requisition #954 - Gannett Fleming Companies - \$10,788.94 - Bid Phase Services for WWTP Upgrade and Rehabilitation for the period of September 24, 2011 through November 4, 2011

Sewer Construction Fund Requisition #955 - Gannett Fleming Companies - \$2,375.74 - Bid Phase Services for WWTP Upgrade and Rehabilitation for the period of November 5, 2011 through December 2, 2011

Sewer Construction Fund Requisition #956 - Pepper Hamilton, LLP - \$16,100.00 - Professional Services rendered as Bond Counsel re: 2011 PENNVEST Loan

Sewer Construction Fund Requisition #957 - Gannett Fleming Companies - \$4,538.73 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project for the period of November 5, 2011 through December 2, 2011

Sewer Revenue Fund Requisition #SA-71 - Borough of Waynesboro (Clearing Account) - \$345,121.00 - 1st Quarter, 2012 Sewer Allocation

Sewer Revenue Fund Requisition #SA-72 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for
Legal Services for January 1, 2012 through March 31, 2012

Leiter Pryor stated that he will need to make a draw from the revolving line-of-credit in order to pay some of the Sewer Construction Fund requisitions. Once money is wired in from PENNVEST, he will pay that back onto the line-of-credit. WBA members concurred.

The Authority members adjourned to executive session at 8:30 p.m. and reconvened to regular session at 9:10 p.m.

Having no further business to discuss, the meeting adjourned at 9:11 p.m. on a Lee Layman/Allen Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant