

WAYNESBORO BOROUGH AUTHORITY

SEPTEMBER 20, 2011

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, 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
Scott Crum, Chief Draftsman-Inspector

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the August 23, 2011 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

On behalf of the WBA, Chairman Jon Fleagle thanked the staff for their efforts in making preparations for the cookout held prior to the meeting.

UPDATE – SEWER PLANT UPGRADE: Leiter Pryor reported that the bid opening was rescheduled from 09/20 to 09/27, due to a request for an extension by many of the general contractors because of their response to emergency flooding situations in the Harrisburg area. Mark Malarich is requesting that the WBA schedule a special meeting following the bid opening to issue an “Intent to Award” to the contractor in order to keep the award process moving. It was suggested that a special meeting be scheduled on 10/04 for this purpose and discussion regarding the 2012 budget. Leiter Pryor was instructed to advertise the special meeting(s): 09/27 at 3:00 p.m. for bid opening, and 10/04 at 7:30 p.m. for budget and any other business which may come before the WBA.

Mr. Pryor noted that Mark Malarich received minor comments from Accredited Services regarding the local plan review. All issues have been addressed and the building permit is ready. Mr. Pryor is currently negotiating with Mike Cermak regarding an appropriate fee.

Mr. Pryor noted that discussion was held at the pre-construction meeting regarding rebuilding Cemetery Avenue. Kevin Grubbs has estimated the cost of reconstructing Cemetery Avenue from S. Church Street to the edge of the golf course parking lot at \$231,725. Mr. Fleagle noted this matter will be discussed further after the bids have been received for the plant upgrade. It was mentioned that there was a “good turn-out” of contractors at the pre-bid meeting; and many other contractors expressed interest in bidding to Gannett Fleming.

UPDATE – PENNVEST LOAN CLOSING/STOP UPGRADES: Leiter Pryor reported that the PENNVEST closing will be held on approximately 12/13. He and Lloyd Reichard participated recently in a pre-closing conference call with PENNVEST representatives, and they are currently gathering various items for the closing. These items are required to be submitted to PENNVEST 29 days prior to the closing; and he assured the WBA that that will happen. No action was required of the WBA at this time.

Chairman Fleagle asked for an update on the H2O grant. Mr. Pryor noted that all documents have been executed and submitted. WBA members agreed that this funding should be spent as soon as possible ... perhaps on the denitrification filters.

Discussion ensued regarding rehabilitation of the digesters. Mr. Pryor explained the process proposed by Envirex, which was provided to the contractors (prior to the bid opening) on Gannett Fleming's website.

UPDATE – BRIMINGTON FARMS BONDING: Leiter Pryor reported that another set of correspondence was sent to the surety indicating that Brimington Farms/DLM did not fulfill their obligations in reference to the letter sent previously; and accordingly, the bonds will be called (which is in the process now). The surety has responded and asked for a multitude of documents, which the Borough staff and solicitor are taking care of. He noted that this is a lengthy process; and nothing is required of the WBA at this time. He added that the WBA's bond amount is much more than the value of the work remaining; and it is his understanding that an engineer's statement regarding the cost to complete the work (among other items) will be required.

UPDATE – LEAK DETECTION: Scott Crum reported that the new leak detection equipment recently purchased is "working good" ... in fact, he noted that he has already located a significant leak. Information was provided to WBA members indicating the area which he has scanned; and he noted there are several locations he would like to re-assess again at a later date. He added that he has been learning to use the equipment on his own thus far; and he should be receiving formal training on correlation in several weeks.

2012 WATER AND SEWER BUDGETS: As discussed earlier in the meeting, a special meeting will be held on 10/04 to discuss the budgets. Mr. Pryor provided information on capital items requested, and will forward "rough" information on the water/sewer budgets prior to the 10/04 meeting.

ANTIETAM DAM INSPECTION REPORT: WBA members received copies of the 2011 Antietam Dam Inspection Report prepared by Dennis E. Black Engineering and reviewed it briefly.

Leiter Pryor advised that the recent earthquake experienced in the area did not cause any problems that they are aware of.

METER REMOVAL FEE: Leiter Pryor reported that the issue of a meter removal fee arose several days ago. Currently, there is no charge if a customer requests their meter be removed for the winter (and there weren't many requests of this nature in the past). Recently, however, the requests have increased due to the numerous foreclosures and defaults; and many realtors have been requesting that meters be removed and reinstalled when the property changes hands.

The current charge for installation of a meter is \$25; and the WBA discussed increasing this fee when they established the current tap fees. It was suggested that a fee of \$75 be charged for removal of a meter and an additional fee of \$75 be charged for the re-installation. After discussion on the matter, Allen Stine made a motion to establish a \$75 disconnect fee and a \$75 re-connect fee (as discussed), if this procedure is done at the customer's request. Lee Layman seconded; the motion passed unanimously.

FIRE HYDRANT FLUSHING: Leiter Pryor provided WBA members with a copy of the fire hydrant flushing schedule, which is scheduled to begin on 10/03. He also reported that water is still going over the spillway at the dam.

MEMORANDUM OF UNDERSTANDING - WTMA: WBA members received a copy of the proposed Memorandum of Understanding with WTMA with regard to the Indirect Water Service Area. Chairman Fleagle noted there were no changes since the WBA reviewed the draft at their last meeting. The agreement was reviewed and explained in detail; and it was clarified that the WBA is still in control per

their original agreement (they are simply designating WTMA to do various billing/collection items instead of the Borough of Waynesboro).

It was noted that if the WBA is agreeable, this modification will take effect with the next quarterly billing. A 30-day grace period will be provided for acceptance of the payments at the Borough Office (Leiter Pryor will deliver the payments to WTMA), but they will not be deposited into WTMA's account as is done at the present time. A letter will be mailed out to customers in the Indirect Water Service Area advising of this change and where they should now make their payments. (WTMA will be requested to prepare a letter for WBA's approval prior to distribution to the customers.)

Lee Layman made a motion to approve the proposed Memorandum of Understanding with WTMA, as presented. Christopher Snively seconded; the motion 3-1 (Allen Stine opposed).

CHLORINE MONITORING: Leiter Pryor noted that a discussion was held recently with DEP representatives regarding the way chlorine data is collected at the Borough's facilities. Currently, data is "captured" every few hours, and a daily average is calculated and submitted to DEP. Now, however, DEP is requesting the data be recorded every 15 minutes. Mr. Pryor added that the programming required for this modification will cost approximately \$1800. Discussion ensued, and Leiter Pryor was instructed to contact other municipalities to determine if they are also required to comply with this demand.

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

Water Revenue Fund Requisition #11-22 - Gannett Fleming Companies - \$111.32 - 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 July 30, 2011 through August 26, 2011

Water Revenue Fund Requisition #11-23 - Exeter Supply Co., Inc. - \$12,620.00 - Zonescan-820 (Leak Detection Equipment)

Water Revenue Fund Requisition #11-24 - D. Lloyd Reichard, II - \$913.50 - Professional services for October, November and December, 2011

Sewer Construction Fund Requisition #944 - Gannett Fleming Companies - \$1,933.80 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project for the period of July 30, 2011 through August 26, 2011

Sewer Construction Fund Requisition #945 - Gannett Fleming Companies - \$108,168.73 - Engineering services to the Waynesboro Borough Authority associated with the upgrade and rehabilitation of its wastewater treatment plant for the period of July 30, 2011 through August 26, 2011

Sewer Construction Fund Requisition #946 - Gannett Fleming Companies - \$11,738.82 - Bid Phase Services for WWTP Upgrade and Rehabilitation for the period of July 30, 2011 through August 26, 2011

Sewer Revenue Fund Requisition #SA-67 - D. Lloyd Reichard, II - \$913.50 - Professional services for October, November and December, 2011

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:35 p.m. on a Snively/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant