

WAYNESBORO BOROUGH AUTHORITY

AUGUST 18, 2009

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

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

Others – Craig Witmer (Smith Elliott Kearns & Company)

APPROVE MINUTES: William Pflager made a motion to approve the minutes of the July 21st meeting, as written. Lee Layman seconded; the motion passed unanimously.

2008 WATER & SEWER AUDIT: Craig Witmer of Smith Elliott Kearns & Company was present to explain the Water and Sewer Fund audits for 2008. He reviewed the audit in-depth, and noted there were no major significant problems found.

Discussion took place on the following recommendations made by Smith Elliott in their management letter:

- (1) Changes be made to the procedure regarding deposit of the cell tower rent checks, as they currently are being kept in Borough funds which aren't being reconciled monthly. He suggested that the checks be deposited directly into the WBA's PLGIT account. Leiter Pryor will determine if this is feasible.
- (2) Debt service payments/transfers must be made by the trustee on a timely basis. Leiter Pryor noted that debt service payments and transfers are provided to Susquehanna Trust at the beginning of each year, but the transfers were not done at the appropriate time.

SOURCE DEVELOPMENT UPDATE: Leiter Pryor reported that the well has been running approximately 1-2 hours per day and the equipment is working well. He previously spoke about the possibility of purchasing some new chemical-feed pumps, but the suppliers suggested some adjustments which should provide more consistent and accurate feed rates. This seems to be working, however he would like to wait and see how they manage when the well is operating on a 24-hour basis. The contractors have been working on punch-list items. The hot water heater is still not working – a new unit is ordered and should be installed next week. There was some leakage around the seals on some of the pressure-reducing and pressure-sustaining valves, which seems to be getting worse. Accordingly, they plan to rebuild the pressure-sustaining valves and install new seals. The fire intrusion alarm is approximately 90% completed (there were some components in the main panel that weren't supplied and have been on back-order). Equipment has arrived and should be installed next week for communication between the two plants. He is hopeful that they will move to 24-

hour operation by Wednesday of next week; and the SWIP monitoring will then begin after a day or two.

Chairman Fleagle noted that members should give thought to some landscaping around the site. Leiter Pryor suggested that he will talk with Craig Houghton (Penn State/Mont Alto Forestry Department) to see if they need a class project to work on. The WBA agreed that they would certainly pay for any plants utilized.

BIOSOLIDS UPDATE: Leiter Pryor reported that both digesters were completely cleaned out and look good structurally. There was a lot of inorganic material built-up, and the project took longer than was originally anticipated. He anticipates that the total cleaning and disposal costs will be approximately \$200,000. Mr. Pryor added that the digester is now full and “up to temperature”, and the alkalinity and PH is balanced. He is hoping that biosolids sampling can begin again shortly.

No more work has been done with regard to the PCB investigation. Sampling needs to be done yet at Machine Company, but no one seems to know how they can be granted a confined space entry permit for work in their manhole. Gordon Cruickshanks has been working with Material Matters on this item. He questioned, though, how much more investigation they should do. Sufficient investigation has been done to satisfy DEP that we attempted to determine the discharge cause/source. Mr. Pryor added his suspicion that this could have happened many years ago and was just now “stirred up”. He feels there would have been more “hits” if it had been done recently.

Mr. Pryor also noted he has been working with Mark Malarich (Gannett Fleming) on information needed for their engineering study, and he anticipates receiving information from them within the next several weeks. Discussion ensued regarding the Nutrient Trading Program; and Leiter Pryor noted this is seen as a short-term solution.

PENNVEST UPDATE: Leiter Pryor reported that a PENNVEST audit was conducted last week. No deficiencies or problems were found; and the auditor seemed pleased with their record-keeping, submissions, etc. He also toured the site while he was in the area.

Chairman Fleagle noted that Mr. Hamberger has informed him that the financial situation is “getting under control”. Leiter Pryor stated he has been provided with some “rough numbers”, and it appears that they are tracking close to the budget. In fact, it appears that receipts are up slightly (higher than last year) and capital expenditures are down because some major items were deferred.

Regarding the NPDES permit application, Leiter Pryor noted that the sampling schedule is back from the lab. WET testing will begin next week, as well as additional sampling requested by Gannett Fleming – those should be completed by the end of September. In addition, a survey was mailed out to the major industrial contributors regarding their discharge. He assumed that the Authority would want all six (6) pollutant groups, which includes PCB analyses, to be done. They concurred. He anticipates that the permit application will be submitted by the following week.

AWOP AWARD: Leiter Pryor reported that he and Tom Brennan attended the AWOP conference (and several training sessions) in State College, which were very productive. Chairman Fleagle asked that he convey congratulations to personnel at the Water Plant for receiving the award.

UPDATE ON ITEMS FROM PROJECT STATUS REPORT: Discussions were held previously regarding grease traps. Mr. Pryor noted that he discussed the matter with Mike Cermak (Accredited Services). The Borough’s Plumbing Code requires that any new commercial construction that has a kitchen area is required to have a grease trap. He confirmed that Waynesboro High School does have a grease trap. If there is a pre-existing kitchen and minor remodeling is done to the facilities, no grease trap is required to be installed. He will continue to ensure that all establishments are in

compliance. Leiter Pryor was asked to forward a memo to WTMA that no further action will be taken on a FOG Ordinance.

Leiter Pryor provided the WBA members with a spreadsheet on updated costs for the well. He has estimated that the cost per gallon for water at the well is \$650.00 per million gallons, which is close to (or equal) to water at the main plant.

Jon Fleagle asked if there were any capital items which should be included in WTMA's budget for the indirect service areas. Leiter Pryor noted that he will discuss the matter with Scott Crum.

Mr. Fleagle noted that the Authority's September meeting will be held at the Water Plant. A cookout will be provided prior to the meeting, and Council members will be invited to attend.

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

Water Requisition #09-19 - Gannett Fleming Companies - \$147.16 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized (2009 Annual Services) for the period of May 23, 2009 through July 3, 2009

Water Requisition #09-20 - Smith Elliott Kearns & Company - \$990.00 - Audit of financial statements and preparation and presentation of report thereon as of December 31, 2008 (less progress billings), plus additional work necessary to audit new PENNVEST loan

Sewer Requisition #903 - Mobile Dredging & Pumping Company - \$145,421.59 - Digester & Tank Cleaning (Labor & Equipment)

Sewer Requisition #904 - Smith Elliott Kearns & Company - \$60.00 - Audit of financial statements and preparation and presentation of report thereon as of December 31, 2008 (less progress billings)

Water Construction Fund Requisition #WC-44 - Hickers Associates, Inc. - \$170,190.15 - Construction of Well No. 2 Membrane Treatment Facility (Contract Three - Electrical Construction) - Estimate No. 5 for work performed up to and including July 31, 2009

Water Construction Fund Requisition #WC-45 - Gannett Fleming Companies - \$1,054.08 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized (PENNVEST Assistance - Well 2) for the period of May 23, 2009 through July 3, 2009

Water Construction Fund Requisition #WC-46 - Gannett Fleming Companies - \$12,728.48 - Construction Management Services related to Membrane Treatment at Well No. 2 for the period of July 4, 2009 through July 31, 2009

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:45 p.m. on a Lee Layman/William Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant

