

# WAYNESBORO BOROUGH AUTHORITY

MARCH 18, 2008

## MINUTES

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

Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
Scott Crum, Chief Draftsman-Inspector

**APPROVE MINUTES:** A clarification was made regarding discussion on the Sewer Transportation Agreement Request for WTMA in the February 19<sup>th</sup> minutes. Allen Stine made a motion to approve the minutes, with a clarification that “contractors/developers in the western portion of the Township will be required to finance the upgrade of sections of pipe once the current 200,000 GPD agreement limit is reached”. William Pflager seconded; the motion passed unanimously.

**UTILITY EASEMENT - NORTHFIELD AVENUE:** David Fair was present to discuss his request regarding a proposed two-lot subdivision on Northfield Avenue. Leiter Pryor explained that he is working with Borough Council to abandon a portion of the alley in which there is an existing sewer line; and asked if the Authority would be amicable to having a utility easement there. The Authority members noted that there is currently a utility easement there; and accordingly, they saw no problems with the request. Chairman Fleagle advised that a 16' right-of-way should be shown on any final subdivision plans.

**SOURCE DEVELOPMENT UPDATE:** Leiter Pryor reported that some of the suggested revisions discussed at the last meeting were made to the previous plans, and Gannett Fleming is finalizing the contract documents. Bid requests should be advertised the following week. Leiter Pryor and Lloyd Reichard have reviewed the technical and “front-end” legal portions of the documents and noted no problems. Revised drawings were presented to the Authority for review. Specific attention was focused on the entrance to the plant, and discussion followed regarding the neighboring property. Concern was noted regarding the number of abandoned vehicles which is accumulating (and the possibility of leaking oil, etc.); and Leiter Pryor was directed to write a letter of complaint to Washington Township for Jon Fleagle’s signature.

Scott Crum pointed out that the driveway was to extend to the rear fencing, but those revisions were not yet made to the drawings. Discussion followed regarding location and formation of the driveway. Allen Stine expressed discontent with the fact that the proposed driveway will not be straight in order to benefit the neighboring property (Baer’s). In actuality, he stated that they could have access to Route 316 in front of their property if some of the abandoned vehicles were removed. After further discussion on the matter, Leiter Pryor noted he will research the purchase documents and meeting minutes to determine if any temporary access agreement was made until the Washington Township Boulevard has been completed. It was noted that bids will be opened on April 23<sup>rd</sup>.

Mr. Pryor also noted that the issue regarding chemical handling has been resolved. A drum truck handler has been located for use, as well as a containment pallet (skid). Day tanks have been considered, but he noted that the staff has decided to pump directly from the drums (except for the scale inhibitor). Mr. Pryor also noted that an “eye” will be requested for a hoist at the high-service pump in case it needs to be pulled.

Regarding the construction management proposal requested, Mr. Pryor noted that a draft has been prepared by Gannett Fleming. Estimated figures indicate the services to be rather costly. Those will be finalized and reviewed at the Authority's next meeting.

**ENTERPRISE AVENUE PUMP STATION UPDATE:** Leiter Pryor noted that the project is progressing. They are still waiting on the power upgrade – he added that the service should be installed within 1-2 weeks. Gas service is scheduled to be installed this week. The doors and most of the windows are in, and he anticipates that the project is approximately 95% complete.

Mr. Pryor presented and explained Change Order #2 for the electrical contract in the amount of \$840.00. Lee Layman made a motion to approve the change order, as presented. William Pflager seconded; the motion passed unanimously.

**PENNVEST UPDATE:** Leiter Pryor reported that he contacted the Corps of Engineers last week, and was informed that the WBA is “on the list” and they are working on the WBA's application. Funds are to be distributed by September. The costs submitted previously still hold true, so it should just be a matter of them cutting a check.

Mr. Pryor added that information is being “pulled together” for the PENNVEST application. He presented a resolution (Certificate of Incumbency) for the Authority's approval, which is required to be included with the application. He has completed some online training and talked with Gannett Fleming representatives who are familiar with PENNVEST procedures. Once the bids are opened, the next step is to set a closing date. Once the loan is closed, there is a process for funds drawdown (which is all done electronically, but by requisition).

**GSELL UTILITIES:** Leiter Pryor noted that he has received a drawing from the Gsells for a proposed laundromat on C.V. Avenue. They are ready to demolish the existing laundromat and would like to “swap” utilities. He reminded the Authority that they and the Borough entered into an agreement which allowed the Gsells to stub-in future lines in exchange for the property requested by the Borough, and they are requesting a 4" domestic water line and a 4" fire line. They were informed previously, after a hydraulic analysis was conducted, that they will need to tie-in off of North Street for the 4" fire line.

Mr. Pryor noted he has no problems with the tap fee request – the Gsells will pay a relocation fee (time and material) for the Borough to run the new services for the laundromat. Regarding the sewer line, as well as the water line, he recommended that the Borough do the required work and charge the Gsells for “time and material”. He recommended that a Memorandum of Understanding be entered into with the Borough and the Gsells regarding this matter. He stated that C.V. Avenue is planned for reconstruction later this summer. Scott Crum also mentioned that a 4" meter pit should be added when the utilities are installed.

Lee Layman made a motion to authorize Leiter Pryor to develop a Memorandum of Understanding between the Borough, the WBA and WKRD Family Limited Partnership on installation of the street portion of the 2 and 4" water lines and the required sanitary sewer manhole. William Pflager seconded; the motion passed unanimously.

In his discussions with the Gsells, Leiter Pryor noted that there is a 3/4" water service and 6" sanitary sewer service on the former West property. They would like to keep the tap (basically as a credit toward any future construction that they do) – current tap fees would be charged at that time. This will be spelled out in the Memorandum of Understanding. Discussion ensued regarding the abandoned service lines and the shut-off locations. Chairman Fleagle suggested that the water and sewer lines be cut off at the main when the Route 16 construction work is done.

**MARTIN GREENHOUSE:** Mr. Crum noted that Jeff Martin ran a water and sewer main in for his home and greenhouse in Zullinger several years ago, and would now like to put in a farmers' market with a restroom. It was noted that this is in the Authority's indirect water service area. Mr. Martin would be billed for two (2) units.

Christopher Snively made a motion to approve the request, and advise WTMA that the WBA is willing to serve the additional unit. William Pflager seconded; the motion passed unanimously.

Chairman Fleagle asked if Allen Stine had heard any comments from Zullinger residents regarding water pressure and/or quality issues. Mr. Stine noted he had not.

**PROGRESS REPORT REVIEW:** Updates on the following items were given --

- The projected date for the Borough's new billing software is April 1<sup>st</sup>. Data conversion is being done at this time.
- Flow monitoring equipment for the sewer system has been ordered.
- Some infiltration work is planned for this summer.
- The new sludge pump at the Sewer Plant has been installed and is "up and running".
- Proposals have been requested from several contractors for relocation of electrical boxes and the air conditioner at the Sewer Plant.
- Specifications are being prepared for roof work at the Water Plant.
- Applications need to be submitted to PENNDOT for permits for work on N. Church Street – Scott Crum noted that the Engineering Department is busy on various other projects, and he is not sure when this will be done.

**NOTICES OF VIOLATION;** Mr. Pryor noted that Notices of Violation were received for monitoring the Zullinger water system. Upon further examination, it was noticed that one referenced the Mont Alto Water Company and was not the WBA's. The other, however, was because the contract laboratory submitted the test results under WTMA's PWSI ID# (a clerical error), but it was still considered a violation because it was entered into DEP's system late once the correction was made. This will need to be noted in the Consumer Confidence Report. A copy of the response was sent to WTMA to inform them of what happened.

Shortly thereafter, Mr. Pryor noted that DEP called to congratulate the WBA on their outstanding performance in compliance monitoring – they will receive an award at the AWWA convention this summer.

**STAFF TRAINING:** Mr. Pryor also reported that two (2) members of the Sewer Plant staff are currently in Mansfield, OH for a tour and training of the Gorman-Rupp plant.

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

Hollengreen Utilities Escrow Account Requisition #HE-35 - Borough of Waynesboro - \$7,141.36 - Reimbursement of Electrical Upgrade (Enterprise Avenue Pump Station)

Hollengreen Utilities Escrow Account Requisition #HE-36 - 4-M Construction Services Company - \$28,720.88 - Enterprise Avenue Pumping Station Rehabilitation (Contract One - General Construction) - Estimate No. 5 for work performed up to and including March 7, 2008

Hollengreen Utilities Escrow Account Requisition #HE-37 - Johnston Construction Company - \$20,560.15 - Enterprise Avenue Pumping Station Rehabilitation (Contract Two - HVAC Work) -

Estimate No. 4 for work performed up to and including March 7, 2008

Hollengreen Utilities Escrow Account Requisition #HE-38 - D & M Electrical and Automation, Inc. - \$27,490.26 - Enterprise Avenue Pumping Station Rehabilitation (Contract Three - Electrical Work) - Estimate No. 5 for work performed up to and including February 8, 2008

Hollengreen Utilities Escrow Account Requisition #HE-39 - D & M Electrical and Automation, Inc. - \$37,505.52 - Enterprise Avenue Pumping Station Rehabilitation (Contract Three - Electrical Work) - Estimate No. 6 for work performed up to and including March 7, 2008

Water Requisition #08-06 - Donald L. Ambrose (Tax Collector) - \$252.02 - 2008 Franklin County Real Estate Tax - Wayne Highway, Lot #2

Water Requisition #08-07 - Kathy A. Wishard (Tax Collector) - \$99.93 - 2008 Franklin County Real Estate Tax - Blue Rock Road, Lot #1

Water Requisition #08-08 - Smith Elliott Kearns & Company - \$2,400.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2007

Water Requisition #08-09 - Gannett Fleming Companies - \$942.92 - Annual services of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period December 29, 2007 through February 1, 2008

Water Requisition #08-10 - Gannett Fleming Companies - \$204.82 - Annual services of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period February 2, 2008 through February 29, 2008

Sewer Requisition #888 - Smith Elliott Kearns & Company - \$1,600.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2007

Source Development Fund (Water Requisition) #SD-158 - Gannett Fleming Companies - \$34,545.22 - Preliminary design, final design and bidding of Well No. 2 membrane facilities for the period of December 29, 2007 through February 1, 2008

Source Development Fund (Water Requisition) #SD-159 - Gannett Fleming Companies - \$25,129.49 - Preliminary design, final design and bidding of Well No. 2 membrane facilities for the period of February 2, 2008 through February 29, 2008

Allen Stine seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:50 p.m. on a Snively/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant