

# WAYNESBORO BOROUGH AUTHORITY

OCTOBER 21, 2008

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

\_\_\_\_Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
Scott Crum, Chief Draftsman-Inspector  
D. Lloyd Reichard, II, Authority Solicitor

Others – Tucker Lahr (Shentel PCS)

**APPROVE MINUTES:** Allen Stine made a motion to approve the minutes of the September 16, 2008 meeting, as written. Lee Layman seconded; the motion passed unanimously.

**SHENTEL LEASE AGREEMENT:** Leiter Pryor noted that, at the Authority's direction, Shentel modified the proposed lease agreement to incorporate the items requested by the WBA. Shentel has indicated that they are satisfied with the proposed agreement. Lloyd Reichard has reviewed the agreement and also noted it is satisfactory. An additional analysis was conducted to address a structural issue raised by Gannett Fleming; and Scott Crum has reviewed the drawings and site plans, and found them to be acceptable. Discussion ensued regarding the maximum stress on the roof, and Jon Fleagle noted that should not be a problem.

Hearing no comments from the Authority members, Christopher Snively made a motion to approve the proposed lease agreement with Shentel PCS. Allen Stine seconded; the motion passed unanimously. Mr. Lahr advised that work will now begin on permitting, and then on to construction in the near future.

**SOURCE DEVELOPMENT UPDATE:** Leiter Pryor reported that the project (treatment facility at the well site) is moving along. He shared several recent pictures with the Authority members. The footers for the walls will be poured soon, the clear well walls have been completed and backfilled, the steel for the deck on top of the clear well is in place, the underground utility piping and the interior drain pipes are in place, and the masons are lined up to start on the walls when the footers are completed (they will lay some sample block for the staff's approval).

Mr. Pryor advised that there had been an issue with the amount of top soil (28') when the contractor began excavating for the footers, and it would not compact sufficiently. Several options were reviewed; and ultimately, 2A stone was placed and compacted. This delayed the project by approximately one (1) week, but it is "back on track" now. The Borough's Maintenance Department will utilize much of the topsoil at various other sites, but there is still a lot left to be stripped at the site. Mr. Pryor suggested that this could perhaps be used to develop a park or recreational facility "sometime down the road". He added that the contractor has projected mid-December for the building to be under roof.

Mr. Pryor also noted that, before the roof is placed on the building, the membrane filtration equipment will need to be installed. They will coordinate efforts between the contractors, and he expects no major problems.

**PENNVEST UPDATE:** Leiter Pryor reported that the PENNVEST loan was closed on September 18<sup>th</sup>, and the first pay request was mailed several weeks ago. He anticipates receiving the money in 4-6 weeks; but after that, it should arrive in a more timely fashion.

He also reported that he is working on the payment request for the grant through the Corp of Engineers. As they require everything to be submitted in a specific format, he mentioned that he may need to get Gannett Fleming involved in its preparation. The Authority members concurred, but requested that he attempt to keep their involvement to a minimum.

Mr. Pryor noted that an on-site inspector has been involved with various phases of the project, and Scott Crum has been doing some internal work to help keep costs down. Chairman Fleagle requested that Mr. Pryor prepare a spreadsheet showing expenditures to-date on the entire project (including a monthly breakdown, total, and estimates to see if the expenses are on-track with the budget).

Leiter Pryor presented Change Order #1 for Contract #2, for a credit in the amount of \$5,870.00 (for deletion of a job trailer). Allen Stine made a motion to approve Change Order #1 for Contract #2. Lee Layman seconded; the motion passed unanimously.

**ENTERPRISE AVENUE PUMP STATION UPGRADE:** Leiter Pryor reported that the project is completed, as well as the punch-list. The contractors did quality work, and the station is running well. A completion certificate is attached to the final requisition; and there should be one (1) more requisition next month from Gannett Fleming to process this paperwork. Chairman Fleagle requested a summary of the total costs of the project.

Mr. Fleagle commented that the Third Street and Enterprise Avenue Pump Stations were recently rebuilt, and the West Penn Pump Station is scheduled for upgrades in 2009. Only the Fifth Street and Northfield Avenue Pump Stations remain – it was noted that there is not a lot of flow at either station; and, therefore, not a lot of maintenance is required.

**DAM INSPECTION:** Leiter Pryor reported at the last meeting that they were still working on the valve at the control tower at the dam. After many different attempts, a diver was utilized to aid in the rebuilding of the valve and it is now in operation. The valve will be exercised every six (6) months, and a log will be kept to show the inspector. In addition, the dam inspection will be conducted in the next week or so.

Leiter Pryor also advised the Authority that he had received correspondence from DEP indicating that the Antietam Dam Emergency Operations Plan was approved, but they required the County EMA signatures to be in blue ink. Those were obtained and re-submitted to DEP, but approximately three (3) weeks later, deficiencies in the Plan were noted. Mr. Pryor explained that they are requesting revisions to the inundation and traffic control maps, along with an engineer's seal. Chairman Fleagle (who is a Professional Engineer) noted that he will sign the cover letter when it is sent the next time.

**1912 HOOVER HOUSE:** Leiter Pryor noted that he made a recommendation to owners of the 1912 Hoover House to run all their sewer out the back of their building (instead of having two services), and no tap fees would be required (only a relocation fee). He also informed them that it would be extremely expensive to acquire an additional water service line, as the new line would need to come off the opposite side of Main Street. So they opted to tie into the existing building's water service line.

**BUILDINGS OWNED BY CRAIG MAHRLE:** Mr. Pryor noted that he sent a letter to Craig Mahrle regarding tap fees for the former Beck & Benedict building, however he has received no response.

With regard to the former Biser Furniture property, he discussed the matter with the Borough's Sewage Enforcement Officer, who stated there is not a lot he could do unless the Borough would have an ordinance regarding on-lot septic systems. The Plumbing Code dictates that a property within 500'

of the sanitary sewer lines must connect. As this requirement is enforceable by the Borough, the WBA recommended that a letter be sent to Borough Council to make them aware of the situation. They are concerned, not only environmentally, but in case of a future malfunction since the Borough plans to repave the Rotary parking lot.

**BAER PROPERTY:** Lloyd Reichard had forwarded correspondence to the Baers regarding abandoned vehicles/equipment on the Borough's property at the proposed well site off Route 316. Discussion ensued regarding the assumption that the equipment had been moved, and Leiter Pryor was requested to ensure that fact. If it has not been moved, the WBA has the right to move it. Procedures regarding abandoned vehicles were reviewed, and the Authority concurred with proceeding.

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

Water Requisition #08-21 - Borough of Waynesboro (Water Fund) - \$288,356.00 - 4<sup>th</sup> Quarter Water Allocation

Water Requisition #08-22 - M & T Investment Group - \$900.00 - Paying Agent Fee for the period of 10/02/07 - 10/01/08

Water Requisition #08-23 - Gannett Fleming Companies - \$2,772.48 - Annual services of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period of August 30, 2008 through September 26, 2008

Water Construction Fund Requisition #WC-07 - Gannett Fleming Companies - \$7,497.68 - Annual services of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period of August 2, 2008 through August 29, 2008

Water Construction Fund Requisition #WC-08 - Gannett Fleming Companies - \$2,722.60 - Annual services of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period of August 30, 2008 through September 26, 2008

Sewer Revenue Fund Requisition #SA-47 - Borough of Waynesboro (Sewer Fund) - \$223,747.00 - 4<sup>th</sup> Quarter Sewer Allocation

Hollengreen Utilities Escrow Account Requisition #HE-52 - D & M Electrical and Automation, Inc. - \$3,870.00 - Enterprise Avenue Pumping Station Rehabilitation (Contract Three - Electrical Work) - Estimate No. 9-Final for work performed up to and including October 3, 2008

Hollengreen Utilities Escrow Account Requisition #HE-53 - 4-M Construction Services Company - \$9,225.00 - Enterprise Avenue Pumping Station Rehabilitation (Contract One - General Construction) - Estimate No. 8-Final for work performed up to and including October 3, 2008

Hollengreen Utilities Escrow Account Requisition #HE-54 - Gannett Fleming Companies - \$1,135.08 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of May 24, 2008 through July 4, 2008

Hollengreen Utilities Escrow Account Requisition #HE-55 - Gannett Fleming Companies - \$808.50 - Construction Phase engineering services relative to the Enterprise Avenue

Wastewater Pumping Station Upgrade for the period of July 5, 2008 through August 1, 2008

Hollengreen Utilities Escrow Account Requisition #HE-56 - Gannett Fleming Companies - \$1,431.49 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of August 2, 2008 through September 26, 2008

Christopher Snively seconded; the motion passed unanimously.

**2009 WATER AND SEWER BUDGET:** Leiter Pryor presented the preliminary capital items and capital project requests to the Authority. He indicated that the first draft of the water and sewer budgets were to be finalized in about a week. Jon Fleagle recommended that a special meeting be held on October 28, 2008 to discuss in detail the proposed budgets. Leiter Pryor was directed to advertise the special meeting and to invite Dennis Benshoff to discuss his capital item requests and the recommended water line rehabilitation/replacement projects.

Having no further business to discuss, the meeting adjourned at 9:00 p.m. on Allen Stine/Chris Snively motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant