

WAYNESBORO BOROUGH AUTHORITY

JULY 17, 2007

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, Jon Fleagle, Christopher Snively and William Pflager (Lee Layman was absent)

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

APPROVE MINUTES: William Pflager made a motion to approve the minutes of the June 19, 2007 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

TIMBER SALE - CRAIG HOUGHTON: Craig Houghton (Penn State's Forestry Department) was present to report on the timber sale which was completed in late-March. Profits from the sale were \$22,000, of which \$11,000-\$12,000 will be spent in September for spraying weeds and in the spring of 2008 for re-plantings. The Authority's total net income is anticipated to be approximately \$7,850.00. He noted that the deer fencing installed recently is doing well, and the area will probably need some additional thinning at some time in the near future. Information will be forthcoming to Mr. Pryor regarding their proposal for another timber sale.

Chairman Jon Fleagle noted that Authority members received a copy of correspondence from the Solicitor to the Hamiltonban Township Supervisors regarding a property adjoining the Authority's watershed on which an individual is in the process of establishing a permanent residence with a mobile home. Concern was expressed regarding the sewage generated from this permanent residence and the impact created by an inadequate or non-existent on-lot septic system on the watershed. Mr. Fleagle suggested that the Authority consider purchasing the property to prevent further problems "down the road". He suggested that money earned from the timber sale could be used for this purpose, and requested that Leiter Pryor make contact with the property owner to see if he would be interested in selling it.

WATER MAIN EXTENSION AGREEMENT - SHEFFIELD MANOR: Several months ago, discussion was held regarding the possibility of serving this portion of the Sheffield Manor development, and Gannett Fleming was asked to review the matter in light of potential pressure issues. That study was completed and their recommendations reviewed with Lee Royer. Mr. Pryor presented plans prepared by Mr. Royer, which incorporate all of Gannett Fleming's recommendations. After review and explanation of the plans, William Pflager made a motion to approve the Water Main Extension Agreement for Sheffield Manor (Phase II - London Bridge Section), as presented. Christopher Snively seconded; the motion passed unanimously.

AWARD BID - PRE-PURCHASE OF MEMBRANE FILTRATION EQUIPMENT: Leiter Pryor reported that bids were opened for the membrane filtration equipment and bid results were included in the Authority's meeting packets. He explained the results, and noted that Gannett Fleming is recommending award of the bid to the low bidder, ITT, whose bid was \$381,406.00. Lloyd Reichard reviewed the bids and noted they appear to be in order.

Mr. Pryor advised that the Authority's application for PENNVEST funding was not honored during this round of funding. Their next meeting will be held on October 23rd, and it may be worthwhile to re-submit the application for consideration at that time. Mr. Pryor asked for the Authority's direction on award of the bid for the membrane filtration equipment in light of this development. Chairman Fleagle stated that it is the Authority's intent to proceed with the project, and other financing options can be pursued (as well as re-submitting an application to PENNVEST for future consideration). He suggested they award the bid at this meeting, subject to review of the contract to determine how long the bid price "is good". Allen Stine made a motion to award the contract to ITT, subject to Leiter Pryor's review of the bid documents governing how long the price is good for. (If any problems are discovered, notification of the award can be delayed.) William Pflager seconded; the motion passed unanimously.

T-MOBILE LEASE AGREEMENT: Leiter Pryor noted that he has been in contact with T-Mobile regarding the language suggested by the WBA at their last meeting. They noted no problems with the suggestions, but will have their legal department prepare a revised agreement for presentation to the Authority.

He added that T-Mobile has contracted with an individual to do a structural analysis of the standpipe, and they will present information on the proposed design and method of installation of their equipment for Gannett Fleming's review/approval.

DEP CORRESPONDENCE RE: SANITARY SEWER BACK-UP: Leiter Pryor reported that the backflow preventers and water-tight manhole lids have been purchased as a remedy for the sanitary sewer back-up problems experienced in the W. Fifth Street area. Work on the storm sewer is currently being done; and when that has been completed, installation of the lids and preventers will begin. He expects that this work will be completed no later than the end of July.

Mr. Pryor added that DEP received a complaint regarding this matter, and a copy of their correspondence (and Mr. Pryor's response) was included in the Authority's packets.

Scott Crum also noted that the Sewer CAD training will be scheduled soon and this area will be modeled with the assistance of Gannett Fleming. Leiter Pryor discussed DEP's recommendation that some infiltration and in-flow work be done in the area also. He is currently obtaining proposals for portable flow meters to be placed in the system at various locations to review dry-weather flows (for comparison with wet-weather flows). The data gathered from these studies can be placed in the CAD model for future reference and calibration.

DEP LAB INSPECTION/ACCREDITATION: Leiter Pryor reported at the last meeting that DEP had visited the lab at the Sewer Plant, as all labs reporting analyses to the state need to be accredited by DEP. Several minor deficiencies were noted, mostly due to record-keeping, calibration, and quality assurance techniques. Microbiological analyses were also deficient, and Mr. Pryor is recommending that these analyses be outsourced (at an approximate cost of \$30.00/week). He feels it would be cost-effective to have these outsourced, rather than purchasing the equipment and quality assurance materials required to complete them. Sample shuttling to the lab can be coordinated with WTMA. Mr. Pryor requested the Authority's approval of this recommendation prior to the return of his response to DEP.

Christopher Snively made a motion to authorize Leiter Pryor to outsource the microbiological testing at the Sewer Plant, as discussed. William Pflager seconded; the motion passed unanimously.

BIOSOLIDS APPLICATION - GAYMAN FARM: Leiter Pryor reported that he received a call from Mr. Gayman several weeks ago regarding the amount of compaction to his fields from the sludge hauling

vehicles. A meeting was held with the Gaymans and representatives of Material Matters (the firm that prepared the permit application for the farm) to discuss various options. As of this time, however, they are still undecided about continuing to utilize the sludge next spring.

Mr. Pryor noted that they have hauled sludge to the Gayman farm for three (3) years now, but were hoping to continue to do so for ten (10) years. He explained that the nitrate level of the liquid sludge is low, and more must be applied in order to meet their requirements. If the sludge can be dried, less trips would have to be made (which would alleviate some of the compaction). Although the drying beds are used for emergency purposes, they are not adequate to handle the current sludge inventory. In the meantime, the sludge hauler has been instructed to utilize multiple entrances and exits when entering the fields.

Material Matters has informed Mr. Pryor that they are in the process of looking for another application site for WTMA, and suggested that the WBA might want to “do a joint venture with WTMA” on another site.

Mr. Pryor will keep the Authority informed on the status of this issue.

LEASE AGREEMENT WITH CINGULAR: Leiter Pryor informed the Authority that he received another inquiry from a company regarding re-negotiation of the lease agreement with Cingular. He explained that their proposal was for \$900.00/month for a term of 10 years. He advised that the Authority would not be interested. They concurred.

PAYING AGENT - BOND ISSUE: Leiter Pryor noted that he informed the Authority several meetings ago that First Commonwealth was transferring their duties as paying agent for the bond issue to M & T. Their fees will remain the same, and Susquehanna Bank will continue to be the trustee. Mr. Pryor added that re-assignment is permitted under First Commonwealth’s agreement with the WBA.

UNDERWATER INSPECTION - OUTLET PIPING: Leiter Pryor explained that, when the Antietam Dam inspection was done, a deficiency was noted during the underwater inspection of the outlet piping (the drain line couldn’t be located). Three (3) proposals have been obtained to clear the sediment away, conduct an inspection of the drain line, and ensure that the valve inside the control tower can be operated.

He is recommending that the work be done by Underwater Solutions, Inc., for a cost of \$4,550.00. He explained the scope of the work, and noted that he would like to proceed before fall. Allen Stine made a motion to authorize Mr. Pryor to contract with Underwater Solutions, Inc. for the work, at a price of \$4,550.00. William Pflager seconded; the motion passed unanimously.

FORMER WATER TREATMENT PLANT VEHICLE: Leiter Pryor noted that the Fire Chief has requested information on plans for the former Water Treatment Plant vehicle (since a new vehicle has been purchased). The vehicle is currently located at the Maintenance Center, and is scheduled to be sold at the Franklin County Council of Government’s “old equipment” sale. Following discussion on the matter, Allen Stine made a motion to donate the truck for use by the Waynesboro Fire Department, subject to clarification from Lloyd Reichard and Leiter Pryor on the proper procedures to be followed. William Pflager seconded; the motion passed unanimously.

RIBBON-CUTTING CEREMONY: Mr. Pryor informed the Authority members of WTMA’s ribbon-cutting ceremony at the Brookdale Water Filtration Plant on July 23rd at 9:00 a.m.

Mr. Pryor also noted that he met recently with Sean McFarland (WTMA’s new manager) and his staff. Information will be provided to them regarding the Water Management and Sewer Transportation Agreements, and he offered assistance from the Borough’s staff during their transition period.

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

Water Requisition #07-15 - Borough of Waynesboro (Water Fund) - \$285,886.00 - Third Quarter Water Allocation

Water Requisition #07-16 - Kathy A. Wishard - \$335.61 - 2007/2008 Fiscal Year Real Estate Tax Bill (Blue Rock Road)

Water Requisition #07-17 - Donald L. Ambrose - \$756.48 - 2007/2008 Fiscal Year Real Estate Tax Bill (Wayne Highway)

Water Requisition #07-18 - Reichard Law Offices, LLC - \$1,501.19 - Professional services for April, May and June, 2007

Sewer Revenue Fund Requisition #SA-37 - Borough of Waynesboro (Sewer Fund) - \$222,820.50 - 3rd Quarter Sewer Allocation

William Pflager seconded; the motion passed unanimously.

SEWER ODOR - PARK STREET: Chairman Fleagle requested that Leiter Pryor investigate a complaint regarding a sewer odor in the Park Street area. He suggested that water-tight manhole inserts be installed in the area, and requested authorization to purchase a carbon filter for the vent line previously installed by the Maintenance Department. Allen Stine made a motion to proceed with purchasing the manhole inserts and carbon filter, as requested. William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 9:33 p.m. on a Snively/Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant