

# WAYNESBORO BOROUGH AUTHORITY

SEPTEMBER 18, 2007

## MINUTES

Authority Chairman Jon Fleagle called the meeting of the Waynesboro Borough Authority to order at 7:30 p.m. with the following in attendance:

Borough Authority Members – Jon Fleagle, S. Allen Stine, Christopher Snively and Lee Layman (William Pflager was absent)

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

**APPROVE MINUTES:** Lee Layman stated that he was not present at the last meeting as the August minutes stated. Scott Crum will amend the minutes to reflect Mr. Layman as being absent. Christopher Snively made a motion to approve the minutes of the August 19, 2007 regular meeting, as amended. Lee Layman seconded; the motion passed unanimously.

**SOURCE DEVELOPMENT UPDATE:** Mr. Pryor stated that ITT Water Equipment Technologies has submitted the bonding and insurance documents to Gannett Fleming for their review. Mr. Pryor stated that there was a problem with the OCP policy, and Gannett is working diligently to rectify the situation. Gannett Fleming has stressed to the contractor that the shop drawings for the membrane filtration equipment are needed ASAP to keep the overall project on schedule. Mr. Pryor also sent letters to Representative Rock and Senator Punt requesting support of the well project that will be under consideration for financing during the October PENNVEST meeting.

**T-MOBILE LEASE AGREEMENT:** Jon Fleagle met with the Waynesboro Borough Council about the 1979 Lease and Assignment Agreement between the Borough of Waynesboro and the Waynesboro Borough Authority, and requested that Borough Council consider an amendment to the agreement that was prepared by Lloyd Reichard. It was stated that the amendment was forwarded to the Borough's solicitor for review and comment. Leiter Pryor indicated that, initially, the Borough Solicitor felt the amendment should list all properties that were omitted from the 1979 agreement by deed reference. Lloyd Reichard stated that he discussed the amendment with Melissa Dively. She realized that the research involved in listing the properties separately would be monumental, and she would recommend approval at the next Borough Council meeting.

**SALVAGE TIMBER SALE BID DOCUMENTS:** Mr. Pryor stated that he has received and reviewed the draft timber harvest bid documents from Craig Houton. After some minor revisions, he forwarded them to Lloyd Reichard for his review and comment. Lee Layman made a motion to advertise the timber sale, contingent upon Lloyd Reichard's approval. Allen Stine seconded; the motion passed unanimously.

**GYPSY MOTH SPRAYING (WATER SHED):** Mr. Pryor contacted Adams County Commissioners regarding the matter, and was forwarded to the Adams County Exchange Office. Adams County has a

gypsy moth coordinator. She does not know how much money they will receive next year for spraying and stated that we need to do a survey. Penn State Mont Alto will assist us in pursuing gypsy moth spraying in the spring of 2008.

**PA RURAL WATER TRAINING:** Mr. Pryor stated that the PA Rural Water class was a success, and they are interested in holding more training in this area. Scott Crum showed the Authority pictures of the manhole rehabilitation that was completed during the class. He also asked the Authority about adding some of these techniques and vacuum testing of manholes to the Sewer Line Construction Specifications. The Authority thought it would be a good idea to modify the construction specifications to require vacuum testing and “shrink wrap” sealing of all new manholes . Scott Crum stated that he would have proposed modifications for the next meeting.

**SEWER PLANT LAB ACCREDITATION:** Mr. Pryor presented the Authority with the Certificate of Lab Accreditation from DEP. Mr. Pryor stated that Gordon Cruickshanks and the staff at the Sewer Plant did a great job in bringing the lab into DEP compliance.

**2008 WATER AND SEWER BUDGETS:** Gordon Cruickshanks presented the Authority with a list of proposed capital items and projects that should be included in the 2008 water and sewer budgets. There was brief discussion on the items, and more discussion will take place during budget deliberations.

**SANITARY SEWER (WEST FIFTH STREET):** Mr. Pryor showed the Authority some photos and drawings of the reverse-siphon on West Fifth Street. Scott Crum stated that there are some problems that need to be corrected at the siphon. He was instructed to get with the Maintenance Department and have these matters fixed ASAP.

**BILLING AND ACCOUNTING SOFTWARE:** Mr. Pryor distributed a memo from Borough Manager Lloyd Hamberger concerning the billing and accounting software. Mr. Pryor and Mr. Hamberger have reviewed seven (7) proposals for software. Dallas Data Systems’ software seems to best meet our needs now and in the future. Several staff members went to Upper Allen Township on September 14<sup>th</sup> to see the system in operation and to discuss any problems they have had with the software. The staff at Upper Allen Township liked the software and the support they receive from Dallas Data Systems. The cost of this software is more than budgeted in 2007. Therefore, Mr. Hamberger is requesting that the Authority allocate additional money in the 2008 budget to offset the additional cost.

**TIMBER THEFT:** Mr. Pryor reported that the Adams County District Attorney had contacted him about settling on the timber theft case. Mr. Pryor told the District Attorney that the Authority would not settle for less than the value of what was taken, and the Authority wants full restitution (including repairs made to the watershed by the Maintenance Department).

**PAY BILLS:** Allen Stine made a motion to pay the following requisitions –

Hollengreen Utilities Escrow Account Requisition No. HE-15 - D & M Electrical and Automation, Inc. - \$9,832.50 - Enterprise Avenue Pumping Station Rehabilitation (Contract Three - Electrical Work) - Estimate No. 1 for work performed up to and including September 7, 2007

Hollengreen Utilities Escrow Account Requisition No. HE-16 - 4-M Construction Services Company - \$28,333.13 - Enterprise Avenue Pumping Station Rehabilitation (Contract One - General Construction) - Estimate No. 1 for work performed up to and including September 7, 2007

Hollengreen Utilities Escrow Account Requisition No. HE-17 - Johnston Construction Company - \$4,276.08 - Enterprise Avenue Pumping Station Rehabilitation (Contract Two - HVAC

Work) - Estimate No. 1 for work performed up to and including September 7, 2007

Hollengreen Utilities Escrow Account Requisition No. HE-18 - Gannett Fleming Companies - \$921.98 - Bid Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of April 28, 2007 through May 25, 2007

Hollengreen Utilities Escrow Account Requisition No. HE-19 - Gannett Fleming Companies - \$555.95 - Bid Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of May 26, 2007 through June 22, 2007

Hollengreen Utilities Escrow Account Requisition No. HE-20 - Gannett Fleming Companies - \$712.07 - Bid Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of June 23, 2007 through August 3, 2007

Hollengreen Utilities Escrow Account Requisition No. HE-21 - Gannett Fleming Companies - \$617.40 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of June 23, 2007 through August 3, 2007

Christopher Snively, seconded: the motion passed unanimously.

Having no further business to discuss, Lee Layman made a motion to adjourn at 9:10 p.m. Allen Stine seconded; and the motion passed unanimously.

Respectfully Submitted,

Scott Crum  
Chief Draftsman-Inspector