

WAYNESBORO BOROUGH AUTHORITY

APRIL 21, 2020

MINUTES

Authority Chairman Jon Fleagle called the special meeting of the Waynesboro Borough Authority to order at 6:08 p.m. with the following in attendance:

Borough Authority Members – Lee Layman, Jon Fleagle, Todd Blake and Bill Pflager.

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

Others -- Rachel Govelovich, Gannett Fleming

APPROVE MINUTES: Lee Layman made a motion to approve the March 17, 2020 minutes, as presented. Bill Pflager seconded; the motion passed unanimously.

WATER TREATMENT PLANT UPDATE: Leiter Pryor presented an update of the construction activities at the water treatment plant. He indicated that there was some activity in the last month, but progress was hampered due to the COVID-9 situation. PSI has continued to work outside the plant with site work. The new 4" plant service line is installed through the basement wall into the boiler room. The trench drain/spill containment area has been constructed with the grating installed. An interior coating system will be applied as weather permits.

There was a discussion regarding the finished water bypass installation that is required to allow for uninterrupted water supply while installing the new flow meter. PSI presented a formal quotation to install the 8" bypass and associated valving on the 20" main line at a cost of \$138,900. Rachel Govelovich indicated that the pricing was within range, however it appeared to be on the higher side. Leiter Pryor was instructed to obtain pricing from another contractor for comparison.

The WBA was informed that both PSI and Eshenaur had submitted a COVID-19 safety plan for consideration to allow their workers to perform work inside the plant. The plan basically highlights social distancing from Borough employees and other contractors, and the requirement of face masks as dictated by the State mandate. Each contractor is responsible for sanitizing their work areas and providing their own toilet facilities. The plans were reviewed by Borough staff and the Borough Manager, and were found to be acceptable. If at any time the plant operators feel uncomfortable regarding the interior work being performed, the contractor(s) will not be permitted to continue with work inside the plant.

BILLING COLLECTION POLICY: Leiter Pryor stated that, so far, utility revenues have been fairly consistent, however the impact of the high unemployment rate will not be felt until after the May billing is processed. The Authority concurred that we will continue to not terminate utility service for nonpayment until the nonessential businesses are back up and running.

PAY BILLS: Todd Blake made a motion to approve the payment of the following requisitions –

Sewer Revenue Fund Requisition #SA-266 – D. L. Reichard, II - \$1,107.26 – Base Retainer for Legal Services (04/01/2020 to 06/30/2020)

Sewer Revenue Fund Requisition #SA-267 – Print-O-Stat, Inc. - \$797.50 – Inv. #S0008791 (Civil 3D, 2020, Fundamentals Software)

Water Construction Fund Requisition #WC-163 – Gannett Fleming, Inc. - \$14,466.41 – Design, Bid and Construction Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of February 1, 2020 through February 28, 2020

Water Construction Fund Requisition #WC-164 – Gannett Fleming, Inc. - \$11,595.05 – Design, Bid and Construction Phase Engineering Services for Waynesboro Borough Authority Water Treatment Plant Upgrade for the period of February 29, 2020 through March 27, 2020

Water Revenue Fund Requisition #20-08 – D. L. Reichard, II - \$1,107.26 – Base Retainer for Legal Services (04/01/2020 to 06/30/2020)

Water Revenue Fund Requisition #20-09 – Gannett Fleming, Inc. - \$193.68 – 2020 Annual Services for the period of February 2, 2020 through February 28, 2020

Water Revenue Fund Requisition #20-10 – Print-O-Stat, Inc. - \$797.50 - Inv. #S0008791 (Civil 3D, 2020, Fundamentals Software)

Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 7:10 p.m. on a Layman/Pflager motion which passed unanimously.

Respectfully Submitted,

S. Leiter Pryor
Director of Borough Utilities