

WAYNESBORO BOROUGH AUTHORITY

APRIL 11, 2023

MINUTES

Authority Chairman Jon Fleagle called the meeting of the Waynesboro Borough Authority to order at 6:00 p.m. with the following in attendance:

Borough Authority Members – Jon Fleagle, Lee Layman, Todd Blake and Scott Stine (Bill Pflager was absent)

Borough Staff – S. Leiter Pryor, Director of Borough Utilities
Tyler Grove, Dual Certification Water/Sewer Plant Operator
Andrew Benchoff, Authority Solicitor

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the March 14, 2023 regular meeting, as written. Todd Blake seconded; the motion passed unanimously.

WATER PLANT UPGRADE - UPDATE: Leiter Pryor reported they are finally in a position to close-out Contract #1 (general contract), and a requisition/check in the final payment amount of \$51,192.85 has been prepared for WBA approval at this meeting. Mr. Pryor and Craig Snyder (Gannett Fleming) concur that there is no outstanding work on this contract. He added that 5% retainage will be held for one (1) year. Mr. Pryor presented a completion certificate for execution. He noted that a waiver of lien has been received and all appears to be in order.

Todd Blake made a motion to close-out Contract #1 and authorize execution of the completion certificate presented. Lee Layman seconded; the motion passed unanimously.

Mr. Pryor reported that there are still issues with the telephone system – it has returned from programming and the contractor will be on-site in the near future to install it. They are hopeful that the problems will then be resolved. The only other outstanding item is the HDMI screen, which has been ordered. Once that is received (and the telephone issue resolved), Contract #3 (electrical contract) can then be closed-out as well.

It was clarified that the leak repair work is being done through PSI (outside the contract) on a time and material basis. They have one (1) more spot to be sealed and then the block work can begin. Gordon Cruickshanks has been in touch with a mason to complete that work.

WATER METER REPLACEMENT – UPDATE: Mr. Pryor reported that the Maintenance Department has been very busy installing water meters, and they currently have only 15 more to complete (they are having difficulty making arrangements with the property owners to gain access to those). When those are complete, they will have installed approximately 500 new meters and are willing and available to do more if the WBA so desires. Mr. Pryor noted that no new meters were installed last year because of supply issues and the meters on backorder in 2022 with L/B Water were received in 2023 after new meters had already been obtained from Core and Main. A refund was subsequently received from L/B Water, and he suggested using some of that money to purchase additional meters at the current price of \$300 each.

Scott Stine made a motion to purchase 100 meters at \$300 each from Core and Main. Todd Blake seconded; the motion passed unanimously.

Regarding large meters, Mr. Pryor noted there are two (2) 4” meters at Waynesboro Hospital which haven’t been replaced for approximately 30 years, and one (1) 1½” meter at Waynesboro Dialysis which also needs replaced. The total cost for those meters and fittings would be \$9,600.

Lee Layman made a motion to purchase two (2) 4” meters and one (1) 1½“ meter, for a total of \$9,600, in accordance with Mr. Pryor’s recommendation. Todd Blake seconded; the motion passed unanimously.

ANTIETAM DAM - UPDATE: Mr. Pryor noted that they are still waiting to hear from DEP on permit approvals for the impoundment dam (spillway) portion of the project.

He also received a call from Joel Sipe, who reviews the dam inspection reports at DEP. The current Emergency Action Plan was completed 6-7 years ago, and it is time again for an update. Mr. Pryor recommended that Gannett Fleming be involved with this update and he has requested that they provide a price quote for the work.

Mr. Pryor noted that funding is available through the U.S. Army Corps of Engineers, and he will look into that further. He added that Rachel Govelovich is on medical leave, but he will reach out to Amanda Hess for input and assistance. He will also contact staff at GMS Funding Solutions about any additional sources they may be aware of.

DCNR ROAD USE AGREEMENT: Mr. Pryor noted there is an unimproved road in the state forest, north of the Water Treatment Plant, that staff has used for many years to do quarterly water sampling. After some of the recent bad storms, trees were downed and they reached out to DCNR to have them removed. As DCNR was unaware that our staff utilizes that road, they requested that a Road Use Agreement be executed to memorialize the use. Solicitor Benchoff noted that he has reviewed the proposed agreement and finds it to be satisfactory.

Lee Layman made a motion to authorize execution of the Road Use Agreement with the PA Department of Conservation and Natural Resources for WTP staff to use State

Forest Roads (namely Smokey Hole Trail and an unnamed woods road) in order to access two streams to conduct water testing. Scott Stine seconded; the motion passed unanimously.

SEWER PLANT - UPDATE: Mr. Pryor reported that they have begun hauling biosolids to the Barr Farm.

He also noted there are issues with the HVAC equipment – there is no cooling in the chemical building and equipment room, and there is no heat in the denitrification building. He has asked for quotes and will report back.

Mr. Pryor advised that Andrew McAllister has passed all subcategories of the certification examination and will be advanced to the position of Sewer Plant Operator. This matter is on Council's agenda for action at their next meeting. Also, Terry Wray (who is certified as an Operator in Maryland) has applied for reciprocity.

VACTOR SEWER FLUSHER TRUCK – UPDATE: Mr. Pryor reported that the new flusher truck does not fit (by approximately 2.5') in the garage at the Sewer Plant. The current plan is to park under the covered area at the drying beds, but he is pursuing options for the long-term. No one seems to have an area available to rent that is this large and heated, and he doesn't think that a garage bump-out will work because of the way the vehicle is configured. He will continue to work on a solution and will report back.

A training session on operation of the truck was held the previous day, and another will be held on 04/20 for members of the maintenance crew who were unable to attend the first session.

Mr. Pryor has also forwarded the invoice to Franklin County for full reimbursement.

ZAIGER BUILDERS MOU: Solicitor Benchoff noted that the WBA discussed specific terms at their last meeting in order to approve the extension of water and sewer service to the five (5) lot subdivision proposed by Zaiger Builders. He has prepared a Memorandum of Understanding and Agreement between the Waynesboro Borough Authority and the Zaiger Builders Group in accordance with those details, which he presented for WBA approval.

Chairman Fleagle reiterated the terms contained in the agreement. It was noted that, effective upon completion of the five (5) water and sewer service laterals to the five (5) residential lots, the developer agrees to unconditionally release and relinquish any and all remaining prepaid water tapping fee units and any and all remaining sewer tapping fee units which were purchased at or around the date of execution of the Water Extension Agreement (April 22, 1992) for Cold Spring Estates.

Todd Blake made a motion to approve execution of the Memorandum of Understanding and Agreement with Zaiger Builders, as presented. Scott Stine seconded; the motion passed unanimously.

HAVEN HILL (BECK) SEWER PLANNING MODULE: Mr. Pryor presented a sewer planning module for the Beck property on top of Northfield Avenue (Wynncrest Development), which they are planning to subdivide and are requesting a sewer planning module for four (4) EDUs. He noted that the sewer planning module indicates that the WBA has sufficient capacity to serve these lots and there will be no overflow within five (5) years.

Lee Layman made a motion to recommend approval of the sewer planning module, as presented, to Borough Council. Todd Blake seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION: Mr. Pryor noted that he received a notice from Shentel/Sprint (who has merged with T-Mobile) that they do not want to renew their lease for antenna space on the N. Broad Street water tank. He recommended that they provide the WBA with an inventory of equipment that will remain on the tank so they can determine if discussion needs to be held regarding additional payment. WBA members concurred.

PAY BILLS: Lee Layman made a motion to approve the payment of the following requisitions –

Sewer Construction Fund Requisition #1162 – A & H Equipment Company - \$157,000.00 – Inv. #F01207 (Jet Vac Truck – to be reimbursed by IMPACT! Grant)

Sewer Revenue Fund Requisition #SA-311 – Gannett Fleming, Inc. - \$2,755.68 – Inv. #0000020699 (2023 Annual Services for 01/28/2023 thru 02/24/2023)

Sewer Revenue Fund Requisition #SA-312 – Kornfield and Benchoff, LLP - \$780.00 – Solicitorship billing thru 03/31/2023

Water Construction Fund Requisition #WC-302 – PSI Pumping Solutions, Inc. - \$51,192.85 – Estimate No. 24-Final for Contract 1 (General Construction – Waynesboro Water Treatment Plant Upgrades) for work performed up to and including January 31, 2023

Water Construction Fund Requisition #WC-303 – Gannett Fleming, Inc. - \$2,033.03 – Design, Bid and Construction Phase Engineering Services for WBA Water Treatment Plant Upgrade for the period of 01/28/2023 through 02/24/2023

Water Revenue Fund Requisition #23-11 – Gannett Fleming, Inc. - \$429.29 – Inv. #0000020700 (2023 Annual Services for the period of 01/28/2023 thru 02/24/2023)

Water Revenue Fund Requisition #23-12 – Kornfield and Benchoff, LLP -
\$1,664.75 – Solicitorship billing thru 03/31/2023

Todd Blake seconded; the motion passed unanimously.

Having no further business to discuss, Todd Blake made a motion to adjourn the meeting at 7:03 p.m. Scott Stine seconded; the motion passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary