

**WAYNESBORO BOROUGH AUTHORITY**

**JUNE 13, 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, Bill Pflager, Todd Blake and Scott Stine

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

Others – Rachel Govelovich, Gannett Fleming

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the May 9, 2023 regular meeting, as written. Bill Pflager seconded; the motion passed unanimously.

**WATER PLANT UPGRADE - UPDATE:** Leiter Pryor reported that the leak repair and block work on the building is completed, and there is no indication of any further leaks.

Mr. Pryor reported, however, that there is still an issue with the telephone system. PSI has been on-site on several occasions to try to get it straightened out, but they are at a point now where they don't know what else to do. Gannett Fleming doesn't feel it is a design problem, because several other plants they designed with this telephone system have had no similar issues ... they believe there may be a programming issue. Solicitor Benchoff noted that the contractor (PSI) has been very responsive, but he feels the next step is to strongly encourage them to go to the manufacturer. If they don't do that, he will follow-up with written correspondence regarding the matter.

Chairman Fleagle stated that the WBA hired Gannett Fleming to do construction management for this project, and the telephone issue is a part of that ... and they are looking to Gannett Fleming to solve the problem. Although Leiter Pryor has spent much time attempting to facilitate a resolution, the telephone system is still not working and he has other matters of importance to work on. For that reason, Mr. Fleagle advised that no further bills from Gannett Fleming will be paid until the telephone system is working properly to the satisfaction of he and Mr. Pryor. WBA members concurred.

Mr. Pryor added that this is the only outstanding item preventing closeout of the Water Treatment Plant Upgrade project.

**ANTIETAM DAM - UPDATE:** Mr. Pryor noted that the 90% drawings on the intake portion of the Antietam Dam project were received several weeks ago. He, Gordon Cruickshanks and Tyler Grove have reviewed the drawings, and have asked for additional clarification. He requested that Rachel Govelovich make arrangements for a Zoom meeting in the near future to discuss their questions. He added that they have still heard nothing back on the permitting.

Mr. Pryor also noted that Notice-to-Proceed was given to Gannett Fleming for update of the Emergency Operations Plan, and they have begun work on that project as well.

**SEWER PLANT - UPDATE:** Mr. Pryor reported that the HVAC/AC in the chemical building at the Sewer Treatment Plant has been installed and is working satisfactorily. In addition, the heat unit on the roof of the denitrification building was rebuilt and is also working well. The work was done by Rodney B. Smith ... an invoice for the remaining balance on the work will be presented for approval later in the meeting.

Mr. Pryor discussed the WETT testing results, which is a condition of the NPDES permit. Both species passed and they are “good to go” for another year. He noted that the application has been submitted for renewal of the five (5) year permit, and they are hoping to receive word on its approval sometime in July or August.

As indicated at the last meeting, repair work for the volute at the Third Street Pumping Station will be too substantial for the plant staff, and he received a quote from Kinsley of NTE \$7,220. He is hoping to gain the WBA’s authorization to proceed. Todd Blake made a motion to authorize Leiter Pryor to contract with Kinsley to install the necessary equipment in the Third Street Pumping Station, as discussed. Bill Pflager seconded; the motion passed unanimously.

Mr. Pryor reported that the staff has been working on cleaning and annual maintenance of the clarifiers, and they plan to install one of the budgeted primary sludge pumps in the near future. He added that they may need to hire an electrician for some minor wiring.

In addition, discussion was held regarding the need to discuss a plan during the next budget cycle for replacement of the filter media in the biotowers, as there is some visible deterioration. Gannett Fleming gave an approximate price of \$2.5 million for this work, plus some additional work at the headworks. Discussion followed regarding any possible grant opportunities for this work, and Mr. Pryor suggested pursuing PENNVEST funding in 2025. It was noted that the 2024 budget should include design and permitting work for this upcoming project.

**AUTHORIZATION TO BID – POLE BUILDING:** Mr. Pryor noted that he provided proposed bid documents to WBA members for the pole building at the Sewer Treatment Plant to house the new Jet Vac truck. Solicitor Benchhoff reviewed and approved the documents, and Mr. Pryor estimated the cost to be approximately \$40,000 (plus

\$10,000 more for electric and heat). Lee Layman made a motion to authorize Leiter Pryor to proceed with bidding for the pole building. Bill Pflager seconded; the motion passed unanimously. It was noted that these costs will be split between the water and sewer funds.

**COLD SPRING ESTATES WATERLINE – UPDATE:** Per the WBA's agreement with James Zaiger, Mr. Pryor reported that the water line is now 99% complete ... the tie-in by the Third Street Pumping Station still needs to be made. The service lines, taps and laterals are all completed as well; and stormwater work is currently being done.

**WATER METER INSTALLATION – UPDATE:** Mr. Pryor noted that the WBA authorized the purchase of 100 additional water meters, and those (plus the original 500) are almost all installed. The meters are working fine, and he feels that it was a good decision to purchase them from Core & Main.

Regarding the industrial meters, he added that new meters will be installed in the near future at the hospital, as they are some of the oldest in the system. They are doing some internal plumbing work, which will require water shutdowns, so the meters will be installed at that time.

**LICENSE AND MAINTENANCE AGREEMENT (MARY B. MARTIN, 399 E. FOURTH STREET):** Mr. Pryor presented a License and Maintenance Agreement with Mary B. Martin for property located at 399 E. Fourth Street. He explained that this agreement will grant a license to the Martins to construct and maintain the force main of their sewage system within the right-of-way of Fourth Street, and to connect their sewage system to the public sewage treatment facility in order for their sanitary sewage to be received and treated by the WBA. Todd Blake made a motion to approve the License and Maintenance Agreement, as presented. Bill Pflager seconded; the motion passed unanimously.

**ADDITIONAL ITEMS FOR DISCUSSION:** Mr. Pryor noted that several weeks ago, Jason Stains and Melinda Knott viewed a demonstration for software for the electronic recordkeeping of time and other HR-related items. He stated that the Borough is "in the dark ages", as paper time cards are still being used. This software will streamline the timekeeping process, giving department heads a way to track time on various projects, etc.; and it will be beneficial in reducing time and money spent for both onboarding and ongoing employment paperwork. Borough Manager Stains requested that the WBA consider sharing in the cost for this software, which will be approximately \$8,000/year (with a one-time activation fee of \$2,000). He suggested a three (3) way split between water, sewer and general. Lee Layman made a motion for approval. Bill Pflager seconded; the motion passed unanimously.

**PAY BILLS:** As mentioned earlier in the meeting, Chairman Fleagle reiterated that all checks made payable to Gannett Fleming, Inc. will be held until the telephone system at the Water Treatment Plant is functioning properly, based on approval by Leiter Pryor and Jon Fleagle. WBA members concurred.

Todd Blake then made a motion to approve the payment of the following requisitions –

Sewer Construction Fund Requisition #1164 – Rodney B. Smith Plumbing, Heating & Cooling, Inc. - \$3,237.50 (remaining balance) – LG ductless heat pump installation/repairs to existing RTU (WWTP)

Sewer Revenue Fund Requisition #SA-314 – Gannett Fleming, Inc. - \$1,427.43 – Inv. #0000023188 (2023 Annual Services for 02/25/2023 thru 05/05/2023)

Sewer Revenue Fund Requisition #SA-315 – Borough of Waynesboro (Sewer Fund) - \$282,963.00 – 3<sup>rd</sup> Quarter, 2023 Sewer Allocation

Water Construction Fund Requisition #WC-305 – L. T. Rush - \$1,479.55 – Stone installation at Water Treatment Plant

Water Construction Fund Requisition #WC-306 – PSI Pumping Solutions, Inc. - \$1,457.00 – Installation of CAT6 cable for remote read out

Water Construction Fund Requisition #WC-307 – PSI Pumping Solutions, Inc. - \$9,042.36 – Mobilization, labor, material for additional I & I work on tank and building

Water Construction Fund Requisition #WC-308 – Borough of Waynesboro - \$3,770.93 – Reimbursement for credit card charge to Schaedler Yesco Distribution for license for HDMI screen at Water Treatment Plant

Water Construction Fund Requisition #WC-309 – Gannett Fleming, Inc. - \$16,708.14 – WTP Raw Water Supply and Intake and Antietam Dam Rehabilitation Project, Final Design, Permitting, and Bid Phase for the period of 04/01/2023 through 05/05/2023

Water Construction Fund Requisition #WC-310 – Gannett Fleming, Inc. - \$3,737.63 – Design, Bid and Construction Phase Engineering Services for WBA Water Treatment Plant Upgrade for the period of 02/25/2023 through 05/05/2023

Water Revenue Fund Requisition #23-15 – Gannett Fleming, Inc. - \$1,684.22 – Inv. #0000023189 (2023 Annual Services for the period of 02/25/2023 thru 05/05/2023)

Water Revenue Fund Requisition #23-16 – Borough of Waynesboro (Water Fund) - \$465,733.00 – 3<sup>rd</sup> Quarter, 2023 Water Allocation

Scott Stine seconded; the motion passed unanimously.

Having no further business to discuss, Bill Pflager made a motion to adjourn the meeting at 7:10 p.m. Lee Layman seconded; the motion passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Borough Secretary