

WAYNESBORO BOROUGH AUTHORITY

JULY 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 Bill Pflager (Scott Stine was absent)

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: Todd Blake made a motion to approve the minutes of the June 13, 2023 regular meeting, as written. Bill Pflager seconded; the motion passed unanimously.

WATER PLANT UPGRADE - UPDATE: Leiter Pryor reported that the telephone system is working, but there are still intermittent dropped calls. Since the last meeting, Gannett Fleming came up with several other options with regard to the telephone system: (1) Adding equipment to enable VoIP (Voice-over-IP), which would cost \$4,000 for the equipment and monthly charges of \$144); (2) Eliminate the analog line and go totally digital (VoIP), which would add \$30 - \$50/month in service fees; or (3) Continue with trying to figure out what is wrong with the current system. Mr. Pryor recommended proceeding with Option #2, as no equipment is needed and it is a cloud-based system. He will attempt to arrange a 30-day trial, if possible. He did note that additional costs will be involved for programming, but this seems to be the best solution if they are still unable to determine what the problem is with the existing system. WBA members concurred.

ANTIETAM DAM - UPDATE: Mr. Pryor noted that a Zoom meeting will be arranged next week with Gannett Fleming to discuss updates on this project. There has still been no news regarding permits.

He noted, however, that he received a copy of the U.S. Department of Homeland Security High Hazard Potential Dam Grant Agreement, which he has reviewed with Solicitor Benchoff and Rachel Govelovich. They have several issues with the agreement, particularly with the timing ... he noted that the begin date was moved forward, so there are costs that cannot be included that were expended on design and

engineering to permitting (pre-September 15th). Their thought is to request an extension for the begin date to be the day the engineering agreement was signed with Gannett Fleming, and an extension for the end date through the construction phase ... this would add approximately three (3) years. Otherwise, they may only have \$20,000 in eligible costs from a \$300,000 grant. WBA members agreed that they should request an extension on both ends (begin and start date) and, depending on the response, determine if the administrative costs will outweigh the benefit of pursuing the grant. A decision can be made at the WBA's next meeting.

SEWER PLANT - UPDATE: Mr. Pryor reported that Kinsley Construction has completed the volute replacement on the Third Street Pumping Station, which went well. They were able to get the work done in half the estimated time, which resulted in a 50% savings. They also did an evaluation on the pump and said that it looks good.

He noted that plant staff demoed primary sludge pump #1 in the basement of the control building and replaced it with one of the pumps that were budgeted for. They did a great job with the install and the pump is running great. They are now starting demo on primary sludge pump #2 for replacement, and that should be completed within the next week or so.

Mr. Pryor reported on an issue over the weekend at the Enterprise Avenue Pumping Station during a heavy rain. Due to the high flow situation and I & I, they lost a pump – it will be sent out for evaluation and then either rebuilt or replaced, depending on the recommendation. He noted that WTMA is taking flow now from Enterprise Avenue (he added that the WBA owes them flow anyway, in accordance with the Sewage Transportation Agreement). In addition, he has spoken with Scott Crum regarding the need to install additional air-tight manhole covers in other areas of the collection system.

Mr. Pryor also reported that he received notification from DEP that the above-ground methanol storage tank was due for inspection. During the inspection, it was determined that the leak detection system on the tank was not working ... this will be noted in the report to be sent to DEP. Mr. Pryor contacted Allied Control Systems (the instrumentation supplier). One of their technicians will be down next week to look at it and give a recommendation for either repair or replacement with another unit. He also reviewed the drawings for the plant and indicated they have had a lot of problems with the type of probe we utilize. They may recommend a different probe for the leak detection system, which will hopefully solve the problem. He added that he would like to get this taken care of prior to signing the inspection report, so he can indicate to DEP that corrective action has been taken.

Mr. Pryor noted that the HVAC system is working well.

AUTHORIZATION TO AWARD BID – POLE BUILDING: Mr. Pryor reported that there were seven (7) planholders, but only two (2) bids were received ... many of them didn't want to get involved with prevailing wages. Bids received were as follows –

- GRC General Contractor of Zullinger, PA - \$115,994.00
- Dutchman Contracting of Reinholds, PA - \$59,899.00 (low bidder)

Mr. Pryor reminded WBA members that this price is for the building, installation, trim package and doors, etc., but doesn't include electric or heat (which will be done cooperatively with a local electrician and the in-house work force).

Lee Layman made a motion to authorize award of the bid to Dutchman Contracting, with a completion date prior to October, 2023. Todd Blake seconded; the motion passed unanimously. It was noted that the costs for this project will be split 60% Water and 40% Sewer.

2022 WBA AUDIT – UPDATE: Leiter Pryor noted that the WBA's audit has been completed, and the DCED report was submitted prior to 06/30. There were a few internal control items mentioned, which will be reviewed and implemented by staff. Final hard copies will be forthcoming in the mail and will be forwarded to members upon receipt. He added that he can invite Craig Witmer from SEK to the next WBA meeting to discuss this further, if members so desire.

WATER & SEWER MAIN EXTENSION AGREEMENTS (CRAIG MCCLEAF): WBA members received copies of proposed Water and Sewer Main Extension Agreements for Craig McCleaf's development on Grandview Avenue.

With regard to sewer, Chairman Fleagle noted that grinder pumps will be required in order to service these six (6) lots. He explained that the sewer lines will be located in the alley between Grandview and Fairmount Avenues; and will extend down to the railroad tracks and into a manhole on Fairmount Avenue, to be supplied by gravity from there on. In instances such as this, the property owner(s) are responsible for their tank and maintenance, and the WBA would be responsible for maintaining pressure to the check valve and the lateral coming from the house. It was noted that the fees outlined in the agreement have not yet been paid. Todd Blake made a motion to approve the Sanitary Sewer Main Extension Agreement as presented, subject to the developer paying the fees required by the agreement (\$425.00). Bill Pflager seconded; the motion passed unanimously.

With regard to water, Chairman Fleagle noted that the existing water line terminates at the end of Grandview Avenue (at the former railroad right-of-way), and he pointed out that Lee Royer put a future water line alongside the railroad right-of-way on the plans. It has been WBA policy to attempt to eliminate all dead-end lines, and Mr. Fleagle recommended that the line be looped with the line in Fairmount Avenue. Specifically, he proposed that the developer install the line to the edge of his property and the WBA will pay to install it up to Fairmount Avenue. He noted that looping the line would be to the WBA's advantage, and for that reason he feels they owe the developer some consideration. He added that there will still be a blow-off valve at the end of Grandview Avenue, and an automatic blow-off valve was installed years ago at the end of

Fairmount Avenue to assist with water quality. Another advantage of looping this line is that a fire hydrant could be installed where paving for the new street begins, thereby providing additional water to the fire hydrant than the 4" line they propose for Grandview Avenue. (He noted that fire hydrants are typically installed on a 6" line.) He also indicated there should be adequate valves installed on the line for any future shut-offs required. Todd Blake made a motion for approval of the Water Main Extension Agreement, subject to the water line being looped as discussed, the developer paying the fees required by the agreement (\$425.00), and Lee Royer's drawings being revised to reflect the respective division of workload and costs. Bill Pflager seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION:

1. I & I WORK UPDATE – Mr. Pryor reported that this year to date, water-tight manhole lids and seals have been installed on Roadside Avenue, Virginia Avenue and C.V. Avenue; line repairs were made on Fairmount Avenue and Grandview Avenue; and they will be pursuing another on Sixth Street and several other areas which were identified by the TV work conducted. More of this work will be done later in the year, after paving projects in the Borough have been completed.
2. WATER METER INSTALLATION – UPDATE – Mr. Pryor noted that two (2) new water meters will be installed at the Hospital in several weeks, when they do some internal plumbing configuration. (They will install the meters if we supply them.) He noted that those two (2) meters cost approximately \$28,000, but he added that we should see a difference in their water consumption as well.
3. EMERGENCY OPERATIONS PLAN – Mr. Pryor noted that Gannett Fleming is working on the Emergency Operations Plan. Chairman Fleagle asked for a timeline on completion. Rachel Govelovich will provide that to Mr. Pryor in the near future.

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

Sewer Construction Fund Requisition #1165 – Kinsley Construction, Inc. – \$3,185.00 - Pump repairs

Sewer Revenue Fund Requisition #SA-316 – Kornfield and Benchoff, LLP - \$568.75 – Solicitorship billing thru 06/30/2023

Sewer Revenue Fund Requisition #SA-317 – Gannett Fleming, Inc. - \$560.29 – Inv. #0000024108 (2023 Annual Services for 05/06/2023 thru 06/02/2023)

Sewer Revenue Fund Requisition #SA-318 – Borough of Waynesboro - \$139.94 – Reimbursement for Bid Request (Sale of Equipment) Advertisement

Water Construction Fund Requisition #WC-311 – Gannett Fleming, Inc. - \$866.82 – WTP Raw Water Supply and Intake and Antietam Dam Rehabilitation Project, Final Design, Permitting, and Bid Phase for the period of 05/06/2023 through 06/02/2023

Water Construction Fund Requisition #WC-312 – Gannett Fleming, Inc. - \$1,539.64 - Design, Bid and Construction Phase Engineering Services for WBA Water Treatment Plant Upgrade for the period of 05/06/2023 through 06/02/2023

Water Revenue Fund Requisition #23-17 – Kornfield and Benchoff, LLP - \$761.25 – Solicitorship billing thru 06/30/2023

Water Revenue Fund Requisition #23-18 – Debbie J. Gift, Tax Collector - \$464.28 – 2023 WASD Real Estate Tax (Blue Rock Road – Parcel 19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #23-19 – Debbie J. Gift, Tax Collector - \$2,139.15 – 2023 WASD Real Estate Tax (Rattlesnake Run Road – Parcel 19-0L15.-001A-000000)

Water Revenue Fund Requisition #23-20 – Gannett Fleming, Inc. - \$500.51 – Inv. #0000024110 (2023 Annual Services for the period of 05/06/2023 thru 06/02/2023)

Todd Blake seconded; the motion passed unanimously.

Having no further business to discuss, Todd Blake made a motion to adjourn the meeting at 6:55 p.m. Lee Layman seconded; the motion passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary