

WAYNESBORO BOROUGH AUTHORITY

AUGUST 8, 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, Bill Pflager 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: Todd Blake made a motion to approve the minutes of the July 11, 2023 regular meeting, as written. Bill Pflager seconded; the motion passed unanimously.

WATER PLANT UPGRADE - UPDATE: Leiter Pryor reported that they are still working on the telephone system. Representatives from Gannett Fleming, PSI and Kendall Electric were on-site yesterday and were hoping to accomplish converting the old system to VoIP, pursuant to recommendations at the last WBA meeting. That didn't go as smoothly as anticipated, so they still have the analog system (which isn't functioning very well). Another lengthy discussion was held today with Gannett Fleming, and they will delve back into it tomorrow. They now believe there may be a hardware compatibility issue with one of the service providers they contracted with (Ring Central), so they will switch out the necessary equipment and/or provider to determine if that resolves the problem.

Mr. Pryor noted that the transformer in the basement has been making a loud buzzing noise, and this may be a sign of impending failure. If that ceases to function, it would cause a plant shutdown. The replacement cost is approximately \$20,000, which he would like to put in the 2024 budget. He added that it will take probably two (2) days for this work and a coordinated effort to swap it out and keep the plant running as well, because the plant will have to be put on manual operation.

Leiter Pryor advised that he received a call from EPA Region 3 to inform him that Waynesboro was chosen for a Safe Drinking Water Act inspection conducted on all its water facilities. They sent a list of items they want prior to the inspection, which is scheduled for 3-4 days beginning on August 22nd. EPA, DEP and the Water Plant staff

will be involved, and he expects it to be a very thorough review. Rachel Govelovich noted that several of Gannett's clients have gone through these inspections, and she will discuss some of the comments and findings with Mr. Pryor.

Mr. Pryor also noted that Tyler Grove started working at Borough Hall on Tuesdays and Wednesdays several weeks ago. He is currently working on the service line inventory, which is due by the middle of next year. They anticipate for the project to be completed by the deadline.

ANTIETAM DAM - UPDATE: Mr. Pryor noted that he and Rachel Govelovich have had numerous discussions regarding the U. S. Department of Homeland Security High Hazard Potential Dam Grant. Even though Gannett Fleming has been the WBA's engineering firm and we were well into the Dam project before this grant opportunity became available, it appears that this grant requires an RFP for engineering services. As this is a 2021 grant and Gannett was already under contract in 2020 for the work, it is thought that they won't be able to capture a lot of the engineering costs already spent. They estimate that only 65% of \$80,000 in costs going forward will be eligible; and when calculating the additional costs involved with audits, etc., it may not be worth it to pursue the grant.

Mr. Pryor noted that he sent a request to see if they would be willing to modify the performance dates ... he has not yet received a response, but the deadline for signing the grant agreement is August 20th. After further discussion, Leiter Pryor was instructed to "use his best judgement" if any replies to his requests are received.

Mr. Pryor advised that they are still waiting on permits. A discussion was held with Gannett Fleming's Dam Section regarding staff's comments on the 90% drawings for the intake. He felt they were all on the same page with the changes that needed to be made, and they expect to get the final drawings back to us soon.

He recalled that the WBA had authorized Gannett Fleming to revise the Emergency Operations Plan for Antietam Dam several meetings ago. The necessary revisions have been completed and returned to him to obtain signatures from various local emergency management agencies. Once those signatures are obtained, they will need to re-post all the high hazard dam notices. He would like to have this completed prior to the next dam inspection.

SEWER PLANT - UPDATE: Mr. Pryor reported that the methanol tank inspection was conducted recently at the Sewer Plant and some deficiencies were noted in the report –

- 1) Allied Controls was contacted to work on the leak detection probes on the tank.
- 2) Diesel generator tank should be registered by PA because it is above the threshold.

Mr. Pryor commented that the staff did a great job installing the second primary sludge pump. It has been through the start-up procedure with the supplier and is running well.

Pursuant to his discussion on the matter at the last meeting, Mr. Pryor reported that the pump at the Enterprise Avenue Pumping Station needs completely repaired. The repair is estimated at \$23,451; and he has asked for a replacement cost as well, which he expects to be 2.5 times that. He recommended repairing this pump as soon as possible and budgeting for another next year. The pump will be out-of-service for 13-15 weeks, but Mr. Pryor assured WBA members that one pump can handle normal flow. (If there is a high flow, the overflow goes to the relief line, so he doesn't anticipate a problem.) Lee Layman made a motion to authorize Mr. Pryor to proceed with repair of the pump at the Enterprise Avenue Pumping Station. Todd Blake seconded; the motion passed unanimously.

Mr. Pryor also advised that the Vac Truck broke down recently at the intersection of Potomac and King Streets. It was towed to the International dealer in Hagerstown, and they found a loose connection in the wiring harness. This has been repaired and the vehicle is back in-service.

POLE BUILDING - UPDATE: Mr. Pryor noted that stamped engineering drawings of the building were included in the meeting packets. These conform to the building specifications provided. The structure will be 40x18' wide and 14' high. They were proposing to construct the building on the asphalt pad adjacent to the drying beds, but the building inspector advised that a garage cannot be placed on an asphalt pad because asphalt is flammable. He noted that a concrete trench drain is needed in front of the door, so he will obtain price quotes for this work as well as the necessary concrete pad.

WBA members agreed on a not-to-exceed cost of \$15,000 ... if the quotes come in higher, Mr. Pryor will do a telephone poll of the members prior to proceeding. Scott Stine made a motion for approval. Bill Pflager seconded; the motion passed unanimously.

2022 WBA AUDIT: Chairman Fleagle noted that the audit was "pretty straight-forward" and he didn't have a lot of questions. He did note an error on page 11 under the PENNVEST Water Loan (should be 2039 instead of 2029).

Lee Layman made a motion for approval of the 2022 WBA audit, contingent on SEK making the aforementioned revision on page 11. Bill Pflager seconded; the motion passed unanimously.

ADDITIONAL ITEMS FOR DISCUSSION:

1. **WATER METER INSTALLATION – UPDATE** - Mr. Pryor reported that one (1) new meter has been installed at the Hospital and the second is scheduled shortly.
2. **I & I WORK** – Mr. Pryor noted that Scott Crum is currently doing inspection work for the Borough's paving projects, but he will get back to the I & I work as soon

as the paving is done. Mr. Fleagle noted that water-tight manhole covers were installed on C.V. Avenue, but he noticed that the manhole in the alley behind the old Thompson Oil Company is approximately 2” above the street. Maintenance will be advised to reinstall this properly.

3. STAFF AT WATER PLANT – Mr. Pryor noted that an individual was interviewed for a position at the Water Treatment Plant ... he currently has a Water Operator’s license and will sit for the exam for Wastewater this fall. He has accepted our written offer and will begin work in September.
4. STAFF AT WASTEWATER PLANT – Mr. Pryor added that another employee at the Sewer Treatment Plant may also be interested in dual certification as well. WBA members concurred and noted they feel it is a great idea.

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

Sewer Construction Fund Requisition #1166 – Municipal Maintenance Company - \$27,480.00 – Third Street Pumping Station (Pump #2 Repair)

Sewer Revenue Fund Requisition #SA-319 – SEK CPAs and Advisors - \$1,360.00 – Inv. #216803 (Audit of the financial statements and presentation of report thereon as of December 31, 2022, less progress billing)

Sewer Revenue Fund Requisition #SA-320 – Borough of Waynesboro - \$75.14 – Reimbursement for Bid Request (Pre-Engineered Pole Building) Advertisement

Sewer Revenue Fund Requisition #SA-321 – VOIDED

Sewer Revenue Fund Requisition #SA-322 – Commonwealth of Pennsylvania (Department of Environmental Protection) - \$3,750.00 – Annual Fees for NPDES Permits (Permit #PA0020621)

Tank Maintenance Fund Requisition #TM-13 – Underwater Solutions, Inc. - \$14,336.00 – Inv. #5907 (\$6,256.00) and Inv. #5933 (\$8,080.00) for Repairs at N. Broad Street Reservoir

Water Construction Fund Requisition #WC-313 – Gannett Fleming, Inc. - \$3,435.00 - Design, Bid and Construction Phase Engineering Services for WBA Water Treatment Plant Upgrade for the period of 06/03/2023 through 06/30/2023

Water Revenue Fund Requisition #23-21 – Gannett Fleming, Inc. - \$661.85 – Inv. #0000024849 (2023 Annual Services for the period of 06/03/2023 thru 06/30/2023)

Water Revenue Fund Requisition #23-22 – OnSolve, LLC - \$7,952.36 – Code RED Standard Renewal (07/30/2023 – 07/29/2024)

Water Revenue Fund Requisition #23-23 – SEK CPAs and Advisors - \$2,040.00
– Inv. #216803 (Audit of the financial statements and presentation of report
thereon as of December 31, 2022, less progress billing)

Water Revenue Fund Requisition #23-24 – Borough of Waynesboro - \$112.70 –
Reimbursement for Bid Request (Pre-Engineered Pole Building) Advertisement

Water Revenue Fund Requisition #23-25 – Commonwealth of Pennsylvania
(Department of Environmental Protection) - \$500.00 – Annual Fees for NPDES
Permits (Permit #PA010013)

Bill Pflager seconded; the motion passed unanimously.

Having no further business to discuss, Todd Blake made a motion to adjourn the
meeting at 7:10 p.m. Scott Stine seconded; the motion passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary