

WAYNESBORO BOROUGH AUTHORITY

FEBRUARY 18, 2014

MINUTES

Authority Chairman Jon Fleagle called the meeting of the Waynesboro Borough Authority to order at 3:00 p.m., with the following in attendance:

Borough Authority Members – Jon Fleagle, Christopher Snively, S. Allen Stine and Lee Layman (William Pflager was absent)

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

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the January 28, 2014 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

REQUEST FOR RIGHT-OF-WAY (R. LEE ROYER): R. Lee Royer was present and provided maps for the WBA's review. He noted that, while surveying a property owned by Dave East on Coldsprings Road (just past Newman Road), it was determined that their driveway is actually situated on the WBA's property. He noted that the property was last surveyed in 1894 and subdivided to create three (3) lots in the 1930's. Accordingly, they are asking for a 20' wide, 100' long, right-of-way for access. WBA members noted no problem with the request, provided that the right-of-way is for ingress/egress only and that no vehicles will be stored on it. Chairman Fleagle advised that the Easts' attorney should contact Lloyd Reichard in order to draft an agreement for execution. WBA members concurred.

UPDATE – SEWER PLANT UPGRADE: Leiter Pryor commented that there is not much to report since the last meeting. The electrician has been on-site to do punch-list items and add some receptacles. Allied Controls have been there several times to do punch-list items and work on the mud well pump controls. Gordon Cruickshanks has been working with the staff on calibration of the online instrumentation, as there have been some discrepancies between the lab results and the online monitor readings. Mr. Pryor noted they are almost ready for Leopold's five-day performance testing.

Mr. Pryor noted that several change orders have been prepared for items which were discussed previously. Change Order #4 is for modifications to the air wash header for the blowers and the effluent valves. As Kinsley Construction took care of these items, they should be paid and the amount deducted from Leopold's final payment. Change Order #5 is a combination of several items – issues with the excavation subcontractor, mechanical parts for one of the primary clarifiers and the UPS system for the methanol feed system – a total of \$7,499. Both change orders are included in Kinsley's Payment

Estimate #22. Mr. Pryor noted that an additional change order will be forthcoming for heat trace installation, but he feels this issue was a design flaw.

Mr. Pryor reported that phosphorus levels are in line with what was anticipated; the nitrogen averages should be satisfactory, but they seem to be “up one day and down the next”. He noted that the online monitors may not be functioning properly.

Mr. Pryor noted they have seen no leaks in any of the buildings and the heat is working well. Clean-up is a slow process. Sidewalks were poured the day before extremely cold weather hit and there may be some resultant issues.

Work will begin in mid-March on the digester (hopefully in time for spring application). On that note, Mr. Pryor noted that the only hold-up for the biosolids application permit is DEP’s site visit (which will be done as soon as the snow melts).

Mr. Fleagle noted that once the digester work is done, they will need to discuss the condition of the road. Mr. Pryor will talk with Denny Benshoff to see if that is something the Borough crew can do or if it will need to be bid out.

UPDATE - LANDLORD/TENANT BILLING CHANGE POLICY: Leiter Pryor reported that several individuals (landlords) have voiced complaints that this change in policy is unfair and an undue burden on them. They were instructed to attend a WBA meeting to voice their concern. Leiter Pryor noted that he, Jason Stains and Lloyd Hamberger met recently with the Borough’s software vendor regarding implementation. It was determined that the database is not up-to-date, and the County Tax Office will be providing an electronic copy of tax rolls for the cost of approximately \$120.00. In addition, Mr. Pryor noted that the billing software needs an upgrade, as it is “several versions behind”. He will keep the WBA apprised of progress made. Mr. Pryor added that their target date for implementing the landlord/tenant billing change continues to be April 1st.

Discussion followed regarding any PC’s or laptops that are running Windows XP ... Mr. Pryor stated he feels that most are utilizing Windows 7. As they will no longer be supported by Microsoft, upgrades may be needed. He added that the system machines are all Windows 7 based (as far as the data acquisition, etc.) and, because they have dial-up internet service, they must bring the information to Borough Hall or the Sewer Plant for reporting to DEP. He also noted that high-speed internet service is only available at the Water Plant through satellite, which is cost-prohibitive.

2013 WATER/SEWER FUND AUDITS: Leiter Pryor noted that Smith Elliott Kearns & Company will begin the 2013 Water and Sewer Fund audit in the near future. Accordingly, an engagement letter will need to be signed for this purpose. The cost for the audit is \$8,100, which is a slight increase since last year. Lee Layman made a motion to authorize Smith Elliott Kearns & Company to conduct the water, sewer and PENNVEST audits for 2013. Christopher Snively seconded; the motion passed unanimously.

DIFFICULTY WITH CHEMICAL SUPPLIER: Leiter Pryor reported there has been an issue with delivery of a product being utilized at the well. For whatever reason, the supplier is unable to meet the specifications and they will need to go to the next lowest bidder (20¢/drum difference). He explained the situation and noted there is a performance bond with the original bidder in case that has to be pursued. Solicitor Reichard recommended that Mr. Pryor “put them on notice” regarding the matter.

WATER LEAKS: Leiter Pryor noted that the Borough’s maintenance crew has repaired several water leaks; and, as a result, flow from the plant has dropped off significantly. He feels there is still leakage system-wide and more may be found when the weather improves. These were all found by Borough personnel so far, but Aqua-Tech can be called in (if need be).

FAIRVIEW AVENUE WATER MAIN: Chairman Fleagle asked when work will begin on the Fairview Avenue water main project. Mr. Pryor will discuss the matter with Denny Benschoff.

ADDITION TO FIRING RANGE: Leiter Pryor noted that Gannett Fleming has reviewed the proposed drawing for an addition to the police firing range at the WBA’s Water Plant property. They noted no problem with the use of old railroad ties, as they have been in the weather for so long they wouldn’t pose any risk/problem. The Police Department would like to proceed when the weather breaks, and Gordon Cruickshanks is in agreement with their proposal. Discussion was also held with Police Chief Sourbier about the hiking trail that runs parallel to the driveway to the plant, and the fact that there should be a way to indicate to individuals using the trail when there is active fire – he has some ideas and it will be worked out.

LIST OF ISSUES - WWTP CONSTRUCTION PROJECT: Chairman Fleagle asked Leiter Pryor to provide a list of issues with the WWTP construction project to the WBA members (via email).

MEETING TIME CHANGE: In order to accommodate Bill Pflager’s work schedule, WBA meetings will be moved to 6:00 p.m., beginning with the March meeting.

Chairman Fleagle commented that an executive session is required at the end of the meeting.

CHANGE-ORDERS (WWTP): As discussed earlier in the meeting, Mr. Pryor presented Change Orders #4 and 5 for Kinsley Construction for the WBA’s approval. Christopher Snively made a motion to approve both change orders, as presented (subject to deducting the appropriate amount from Leopold’s final payment). Allen Stine seconded; the motion passed unanimously.

PAY BILLS: Allen Stine made a motion to approve payment of the following requisitions

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Water Revenue Fund Requisition #14-03 - Borough of Waynesboro (Clearing

Account) - \$643,478.00 - 1st Quarter, 2014 Water Allocation

Sewer Revenue Fund Requisition #SA-112 - Borough of Waynesboro (Clearing Account) - \$410,673,00 - 1st Quarter, 2014 Sewer Allocation

Sewer Construction Fund Requisition #1094 - Gannett Fleming Companies - \$6,299.85 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of December 28, 2013 through January 24, 2014

Sewer Construction Fund Requisition #1095 - Gannett Fleming Companies - \$5,576.33 - Construction Management related to WWTP Nutrient Upgrade Project for the period of December 28, 2013 through January 24, 2014

Sewer Construction Fund Requisition #1096 - Gannett Fleming Companies - \$935.40 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of December 28, 2013 through January 24, 2014

Sewer Construction Fund Requisition #1097 - Kinsley Construction, Inc. - \$27,306.52 - Estimate No. 22 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and including February 10, 2014

Lee Layman seconded; the motion passed unanimously.

WBA members adjourned to executive session at 3:50 p.m. for the purpose of discussing legal matters. They reconvened to regular session at 4:20 p.m. and adjourned on a Snively/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant