

WAYNESBORO BOROUGH AUTHORITY

JUNE 17, 2014

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, Christopher Snively, Lee Layman, S. Allen Stine and William Pflager (via Skype)

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

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the May 27, 2014 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

UPDATE – SEWER PLANT UPGRADE: Leiter Pryor reported that an inspection of the digester was conducted last week by structural engineers from JDB (the manufacturer) and Gannett Fleming. It was determined to be structurally sound, and verbal approval was given to proceed with painting. The contractor is now in the process of sandblasting and priming the underside of the lid, and it shouldn't take long to complete the finish-coat. He has been assured that the project is on schedule.

Kinsley continues to work on punch-list items, and windows are scheduled to be installed on 06/27. Work has begun on the curb and sidewalk, and a portion of the sidewalk near the denitrification building (where there is a tripping hazard) will need to be replaced.

Following a high meter reading at the WWTP (and further investigation), it was determined that there was a leak the previous quarter resulting in almost 8 million gallons of water going through the meter. The leak was found and, after looking at the condition of the line, approximately 190' of 4" pipe was replaced.

Paving is expected to begin the following week; and Mr. Pryor described the need for reconstruction (vs. the overlay originally specified at some locations), for an additional cost of \$35,000 – this would include paving from the edge of the control building to Cemetery Avenue and the parking area in front of the digester. It was noted that discussion should be held with Gannett Fleming regarding the cost for widening the radius for delivery trucks (discussed at a previous meeting), which totaled \$3,500 and was clearly a design issue. Mr. Pryor clarified that when the paving is done, it will all be new macadam (5" base with 1-1/2" top) behind the premise fencing. This matter will be discussed further at the next job meeting (06/23).

Leiter Pryor stated that Mark Malarich (Gannett Fleming) contacted him regarding Xylem's final payment. He explained that when they submitted their payment request, it included the amount for valve work done by Kinsley (which is to be deducted, because it was already paid to Kinsley). The revised paperwork has not yet been received, but Xylem is asking for approval pending receipt of the paperwork. Although he has received nothing in writing, the amount quoted to Mr. Pryor for their invoice was \$57,015, which includes the deduction for valve work done by Kinsley. WBA members denied the request to approve payment until the appropriate paperwork has been received.

Chairman Fleagle requested that the Borough's maintenance crew assist with cleaning up some limbs, etc., while they are in the area. Mr. Pryor agreed, but noted that the Telephone Company had cut them down and has never returned to clean them up. Mr. Pryor added that Kinsley has been working on landscaping ... but the contract deadline (06/01) for planting grass has passed; and if there is an issue, they will be responsible for "making it right".

UPDATE – NPDES PERMIT RENEWAL FOR STP: Leiter Pryor reported that the first round of WET testing/chemical analysis for the NPDES permit renewal was acceptable, and the second round is scheduled for next week. He noted that treatment goals are being met for nitrogen, however some "fine tuning" needs to be done for phosphorus. Testing and data tabulation will be completed for the permit renewal in time for the September 30th deadline.

UPDATE – SYSTEM-WIDE LEAK DETECTION: Leiter Pryor reported that Aqua-Tech completed their leak detection review of the entire distribution system last week, and 16 leaks were found (ranging from leaking curb stops on service lines to several major main breaks). All the leaks have been repaired, and a drastic reduction in production has been seen at the Water Plant. It was noted that Aqua-Tech is recommending a yearly review of the system, and will forward a proposal. Mr. Pryor added he feels this would be beneficial to consider.

Discussion followed regarding utilization of the leak detection equipment purchased for the Engineering Department. Mr. Pryor noted that adequate training was provided, but time constraints hinder its frequent use. It was suggested that someone from the Water Plant be trained with the equipment.

WATER AND SEWER MAIN EXTENSION AGREEMENTS – VALLEY HOUSING: Leiter Pryor noted that the WBA executed Valley Housing Authority's Water and Sewer Main Extension Agreements for their proposed 40 new units behind Mt. Vernon Terrace several years ago, but the appropriate fees were not paid until just recently. Accordingly, it was suggested that the WBA re-execute the agreements with current dates. Christopher Snively made a motion to execute Valley Housing Authority's Water and Sewer Main Extension Agreements, as presented. Lee Layman seconded; the motion passed unanimously.

H2O AUDIT: Mr. Pryor reported that the H2O audit is 99% complete. During the audit,

it was noted that a condition of the grant was that WBA officers (who sign checks) were to be bonded. A waiver, however, could be requested; and he is in the process of obtaining such.

PENNVEST PAYMENTS: Mr. Pryor noted that the principal and interest payments on the PENNVEST loan will begin on 07/01, and he would like to schedule automatic/recurring transfers (in the amount of \$56,781.74) from the Sewer Revenue Fund to the Sewer Construction Fund to cover those payments. He added that the amount will need to be modified when the loan is closed-out. William Pflager made a motion to authorize Leiter Pryor to set up automatic transfers of funds from the Sewer Revenue Fund to the Sewer Construction Funds for PENNVEST payments. Allen Stine seconded; the motion passed unanimously.

Leiter Pryor provided an updated spreadsheet on WWTP construction costs to date. It was noted that the 2015 budget review will begin in approximately three (3) months, at which time discussion should be held to determine if a rate increase is needed.

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

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Sewer Construction Fund Requisition #1109 - Gannett Fleming Companies - \$1,666.20 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of March 22, 2014 through May 2, 2014

Sewer Construction Fund Requisition #1110 - Gannett Fleming Companies - \$10,614.17 - Construction Management related to WWTP Nutrient Upgrade project for the period of March 22, 2014 through May 2, 2014

Sewer Construction Fund Requisition #1111 - Gannett Fleming Companies - \$1,089.00 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of March 22, 2014 through May 2, 2014

Sewer Construction Fund Requisition #1112 - Gannett Fleming Companies - \$415.20 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of May 3, 2014 through May 30, 2014

Sewer Construction Fund Requisition #1113 - Gannett Fleming Companies - \$11,098.78 - Construction Management related to WWTP Nutrient Upgrade Project for the period of May 3, 2014 through May 30, 2014

Sewer Construction Fund Requisition #1114 - Gannett Fleming Companies - \$1,699.65 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of May 3, 2014 through May 30, 2014

Sewer Construction Fund Requisition #1115 - Heisey Mechanical, Ltd. - \$18,472.30 - Estimate No. 6 for Contract Three (HVAC Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 6, 2014)

Sewer Construction Fund Requisition #1116 - PSI Pumping Solutions, Inc. - \$3,100.00 - Estimate No. 13 for Contract Four (Electrical Work - Wastewater Treatment Plant Upgrade) for work performed up to and including June 6, 2014

Sewer Revenue Fund Requisition #SA-117 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for July 1, 2014 - September 30, 2014

Sewer Revenue Fund Requisition #SA-118 - Cermak Technologies, Inc. - \$2,412.50 - New computer server

Sewer Revenue Fund Requisition #SA-119 - Material Matters, Inc. - \$4,822.87 - Environmental services in connection with locating and qualifying new farm sites under PADEP Chapter 271 for beneficial use of biosolids for the period of May 25, 2013 to April 25, 2014

Water Revenue Fund Requisition #14-13 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for July 1, 2014 - September 30, 2014

Water Revenue Fund Requisition #14-14 - Aqua-Tech Specialty Services, Inc. - \$15,645.00 - Water line leak detection (complete system survey)

Water Revenue Fund Requisition #14-15 - Gannett Fleming Companies - \$166.68 - 2014 Annual Services for the period of December 28, 2013 through May 2, 2014

Water Revenue Fund Requisition #14-16 - Cermak Technologies, Inc. - \$2,412.50 - New computer server

William Pflager seconded; the motion passed unanimously.

EXECUTIVE SESSION: WBA members adjourned to executive session at 6:59 p.m. and returned to regular session at 8:45 p.m. The meeting adjourned at that time on a Layman/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant