

# WAYNESBORO BOROUGH AUTHORITY

FEBRUARY 19, 2013

## MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled 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, Lee Layman, William Pflager (via videoconference from England) and S. Allen Stine (arrived late)

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

**APPROVE MINUTES:** William Pflager made a motion to approve the minutes of the regular meetings dated December 18, 2012 and January 15, 2013, as written. Christopher Snively seconded; the motion passed unanimously.

**WATERSHED PROJECTS:** Dr. Beth Brantley, PSU Forestry Technology Department, was present. She noted that she and Craig Houghton have been working with Leiter Pryor to develop some work projects for college students on the watershed this summer. They are proposing hiring two (2) students – one student for 16 weeks (would work 20 hours/week with the Water Plant and Maintenance Department, and the other 20 hours/week would work on the watershed). The second student would work for 12 weeks (40 hours/week) strictly on the watershed. Both students would be supervised during their watershed time by Craig Houghton and Beth Brantley. During that time, work would be done to establish the watershed boundaries – which will include deed research at the Adams County Courthouse, location of the property lines, meeting with the landowners, and clearing and blazing the entire boundary of the 1,000-acre watershed. They would like for the students to create a final boundary line GIS map (Penn State can obtain a sub-meter accuracy GPS unit for the students to use). The remainder of the project is all maintenance – maintaining the American Chestnut planting and beginning to tackle the invasive species (the students will need to obtain pesticide licenses to do spot-applications). Discussion followed regarding the possibility of hiring a registered surveyor to assist with the official boundary lines.

Dr. Brantley noted that proper boundary line location and marking is important for three (3) reasons – (1) it gives the Forestry Department a base to set a management plan for the watershed for the next 20-30 years, (2) they can put in timber sales more easily with the boundary lines fully established, and (3) it provides students with an opportunity to actually do something real and something that needs to be done.

In terms of incurring expense for this project, Dr Brantley noted they can move forward into future timber sales. There are areas that are ready to be harvested, and Glatfelter is ready to buy when the WBA is ready to sell. They can take the low-quality hardwoods and softwoods, and Monn's Lumber will take the higher-value trees to recoup the expense that will be incurred with this work.

She noted they have hand-selected two (2) students for the project, and she provided the WBA with their background information. Discussion followed regarding the salary for these individuals; and Dr. Brantley stated the students will have to accept whatever the WBA is willing to pay. The maximum amount that Penn State University could pay (if they were working for them) would be \$8.50/hour.

It was noted that a decision should be made no later than mid-March. Chairman Fleagle stated that the WBA members would like to discuss the matter further and Mr. Pryor will contact Dr. Brantley regarding their decision.

**PUBLIC IN ATTENDANCE:** Darwyn Benedict noted that he attended the last Council meeting, at which time the proposed Rental Inspection Ordinance was discussed. It was his understanding that Councilman Newcomer would be presenting some information to the WBA regarding utility billing issues. Leiter Pryor noted that Mr. Hamberger mentioned to him the possibility of considering billing tenants (and basically being a collection agency for the landlords).

Discussion followed and Mr. Benedict stated the major issues with landlords seemed to be the quarterly billing (a monthly bill would minimize the amount left behind if a tenant "skips out") and a cap (so a tenant can't pay a minimal amount to keep the water on while they continue to run up a large bill). Costs for billing on a monthly basis were discussed - it will involve additional meter reading staff, programming changes, additional stock, postage, etc, Chairman Fleagle suggested that WBA members "think about this" for awhile, and Mr. Pryor was asked to estimate a cost.

Chairman Fleagle noted that the WBA's Rules and Regulations were established by Gannett Fleming approximately 30 years ago, and they should probably be reviewed and/or revised in the near future. Mr. Pryor stated that they were reviewed by the staff approximately 7 years ago, and some changes were made to incorporate new policies (however Gannett Fleming did not review the changes). Mr. Pryor was asked to obtain a quote for this work. Additionally, Mr. Pryor requested an opinion from the Solicitor regarding the WBA's compliance with the Tenant's Rights Act.

**UPDATE - SEWER PLANT UPGRADE:** Leiter Pryor reported that the contractor is continuing work on the denitrification building. The majority of the walls have been poured (only 2 exterior walls and several filter walls still need to be completed). They are working on the shoring for the elevated deck for the second floor. The roofer completed work on the chemical building - the roof is on, masonry complete, and the exterior of the building is looking good. The painter is currently working inside the chemical building doing the chemical-resistant coatings around the tanks and walls -

that should be completed later this week. Then they will start doing some interior piping in the chemical building.

D. L. George continues to work on installation of the yard piping for the denitrification building at the pump station – everything is in, with the exception of a short piece of pipe which will require a bypass pump. A problem was discovered with the new chlorine system – the equipment specified was oversized for our application, and the feed rate can't be turned down low enough. Different metering devices will be required. This is being discussed with Gannett Fleming and the contractor.

Regarding the garage roof, Mr. Pryor noted he obtained estimates from the contractor (via a change order) and Bonded Applicators, which amounted to a \$10,000 difference in price. He noted that Bonded Applicators didn't utilize prevailing wages when preparing their quote, but he feels the contractor can "do better". Once he receives the revised quote, a decision will be made on how to handle the job. If it is done outside of the contract, it will need to be bid.

Mr. Pryor added that, at the last job meeting, discussion was held regarding the construction schedule. There is still a lot of work that needs to be done there, and he feels they will be "pushed" to meet the June 1 substantial completion date. The next job meeting is scheduled for 03/13 – WBA members will be reminded so they can attend (if they so desire).

**UPDATE – NORTHFIELD AVENUE SEWER PUMPING STATION REPLACEMENT:**

WBA members received a copy of the quote from Mid-Atlantic Pump & Equipment Company for a grinder pump station. As the cost is under \$20,000, it does not have to be bid. Mr. Pryor noted that he and Scott Crum have reviewed several pump stations and feel this would be the most cost-effective. He has talked with the Maintenance Department, and they feel they can do the work in-house (with the exception of the electrical work). A total of \$50,000 was budgeted for the project, and Mr. Pryor is sure it can be done for less than that. Allen Stine made a motion to purchase the grinder pump station, as recommended by Mr. Pryor, for a cost of \$18,750. Lee Layman seconded; the motion passed unanimously.

**UPDATE – STORM SEWER UPGRADE PROJECT:**

Mr. Pryor reported that the Borough's contractor for the storm sewer upgrade project ran into a problem with elevations at Third Street. Basically, there are three (3) houses there that had sewer laterals in conflict with the new storm sewer. He explained the planned solution, the costs for which will be part of the storm sewer project. No action is required by the WBA ... this is just for informational purposes.

**AT&T REQUEST FOR EQUIPMENT UPGRADE:**

Leiter Pryor reported that he received correspondence from an AT&T subcontractor regarding a request to upgrade their equipment at the N. Broad Street Tank to provide for 4G-LTE technology. They will use the brackets on the existing crossbar to install four (4) new antennas, and will not be mounting anything more to the tank itself. Since an additional \$500/month (and an

escalator of 15% per year) was recently approved for upgrades, he doesn't feel justified to request another increase. He did, however, request a letter of structural analysis from their engineer. Allen Stine made a motion to approve the request, contingent upon receipt of a letter confirming a favorable structural analysis. Christopher Snively seconded; the motion passed unanimously.

**POLICY CLARIFICATION - FORECLOSED PROPERTY SERVICE RESTORATION:**

Leiter Pryor advised that an issue surfaced several weeks ago regarding service restoration to a foreclosed property. Mr. Pryor noted that the owner of record is still the person who couldn't pay their mortgage, and the mortgage company keeps everything in that person's name for an extended period of time. Lloyd Reichard clarified that the property is not foreclosed until it is actually sold at foreclosure sale; because the ownership is still in the mortgagor's name and he can still redeem the property. He explained that the person who is asking for the service restoration must provide the Borough with documentation to establish the actual state of foreclosure. Mr. Pryor noted that, in the past, that was not required – realtors had called in to pay the outstanding balance on the account so the water could be turned back on and they could show the property, etc. Then bills were mailed to the person who was foreclosed on, and they would call to determine why they were getting a bill when they haven't been in the property for some time.

Mr. Reichard stated that only the owner of record should have the right to request service. He instructed that the realtor and/or agent for the bank must provide proof of the Sheriff's Sale or documentation that would establish that the property has been sold. After more discussion, Chairman Fleagle further clarified that an individual would need to produce a deed or tax record to show they are the **legal** owner, or a letter from the Sheriff's Office indicating that the property was sold to them and they are the **equitable** owner..

**UPDATE ON SEVERAL ISSUES:** Chairman Fleagle requested an update on the following items –

- Englebrecht Property - Mr. Pryor noted that he has had email correspondence with Mr. Englebrecht ... there was a death in a family and he has not yet had an opportunity to speak with his attorney regarding the WBA's offer. He will respond back to Mr. Pryor in the near future.
- Site Permitting for Sludge Application - Mr. Pryor advised that the general permit application was submitted to DEP last week, and the site qualification (for the Koons Farm) was mailed at the same time. He expects to hear something back shortly.
- Filters at the Well - Mr. Pryor reported that replacement of the membranes has improved the membrane feed pressure. He explained that this is apparently the nature of a membrane system, so he anticipates that 5-6

should be budgeted for replacement each year.

- Gannett Fleming's Distribution Study - Mr. Pryor noted that he just received the distribution study the previous today. He provided copies to WBA members for review and discussion at their next meeting.

Chairman Fleagle reiterated the need for a review/revision of the WBA's Rules and Regulations by Gannett Fleming. WBA members agreed that Mr. Pryor should request a price quote from them for this work. Mr. Fleagle also noted that a brief executive session will be held at the end of the meeting to discuss the proposed summer intern program.

Lee Layman asked for an update on discussion from a previous meeting regarding Well #1. Chairman Fleagle indicated that the only time constraint at this point in time is if DEP expands their wellhead protection zone. Mr. Pryor commented that additional land was purchased there, and he feels they have more than sufficient ground for that topography. He added that it will take substantial effort to utilize this well, but he will check into the matter further and report back in the near future.

**PAY BILLS:** Christopher Snively made a motion to approve the payment of the following requisitions --

Water Revenue Fund Requisition #13-07 - Gannett Fleming Companies - \$780.96 - Water distribution system evaluation including extended period simulation, water age simulation and fire flow analysis for the period of December 29, 2012 through January 25, 2013

Water Revenue Fund Requisition #13-08 - Gannett Fleming Companies - \$90.44 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer as authorized under the Annual Services Agreement for the period of December 29, 2012 through January 25, 2013

Water Revenue Fund Requisition #13-09 - The Mahfood Group, LLC - \$316.00 - Waynesboro Sampling Plan (prepare analytical SOW for potable well sampling, review for December, 2012)

Sewer Revenue Fund Requisition #SA-89 - Material Matters, Inc. - \$603.87 - Environmental services in connection with the submission of an application for a PAG-08 General Permit for the period of November 24, 2012 to December 21, 2012

Sewer Revenue Fund Requisition #SA-90 - Material Matters, Inc. - \$2,862.87 - Environmental services in connection with locating and qualifying new farm sites under PADEP Chapter 271 for beneficial use of biosolids for the period of November 24, 2012 to December 21, 2012

Sewer Construction Fund Requisition #1012 - Xylem Water Solutions U.S.A., Inc.  
- \$356,638.91 - Estimate No. 2 for Procurement of Denitrification Filter  
System (WWTP) for work performed up to and including January 18, 2013

Sewer Construction Fund Requisition #1013 - Kinsley Construction, Inc. -  
#809,653.19 - Estimate No. 11 for Contract One (General Construction -  
Wastewater Treatment Plant Upgrade) for work performed up to and  
including January 31, 2013

Sewer Construction Fund Requisition #1014 - D. L. George & Sons - \$100.00 -  
Leased Space for Wastewater Plant Upgrades (February, 2013)

Sewer Construction Fund Requisition #1015 - Gannett Fleming Companies -  
\$7,298.45 - Construction Management related to WWTP Nutrient Upgrade  
Project for the period of December 1, 2012 through December 28, 2012

Sewer Construction Fund Requisition #1016 - Gannett Fleming Companies -  
\$2,382.00 - Construction Phase Services for WWTP Upgrade and  
Rehabilitation for the period of December 1, 2012 through December 28,  
2012

Sewer Construction Fund Requisition #1017 - Gannett Fleming Companies -  
\$1,649.70 - Engineering assistance to Waynesboro Borough Authority  
associated with PENNVEST financing for the Wastewater Treatment Plant  
Rehabilitation Project during construction for the period of December 1,  
2012 through December 28, 2012

Allen Stine seconded; the motion passed unanimously.

The Authority adjourned to an executive session at 4:46 p.m. They reconvened to  
regular session at 4:55 p.m. Allen Stine made a motion to hire two (2) summer interns  
at the rate of \$9.00/hour. William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 5:05 p.m. on a  
Snively/Pflager motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant