

WAYNESBORO BOROUGH AUTHORITY

AUGUST 20, 2013

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 3:11 p.m. with the following in attendance –

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

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

Others – Wayne Bartholow, Russ Newbold (Comverge), Steve Beck and R. Lee Royer

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the July 16, 2013 meeting, with a name spelling correction as noted. Christopher Snively seconded; the motion passed unanimously.

ENERGY DEMAND RESPONSE PROGRAM: Russ Newbold, Comverge, was present. He explained that, in order to ensure reliability on the electric grid, Comverge is paid to reduce electricity demand during an emergency. Once an entity is enrolled in the program, whether there is an emergency or not, they are still paid a monthly incentive. If they are called upon during an “event”, they are asked to run their generators or shut-down operations temporarily. If there are no real “events”, enrollees are required to do a one (1) hour test.

Mr. Newbold provided a brief written overview of the program, which runs from June thru September (that is the time you could be called upon to curtail some electricity load). Events can only happen on a weekday, on a non-holiday, in the afternoon, for a maximum of six (6) hours. Within that criteria, there is a maximum of ten (10) events per season. He added that, historically, there have been very few times when customers were asked to shut-down (in fact, there has been no real event in the last three years).

Based on the current usage at the WWTP and WTP, he estimated the WBA could net approximately \$17,000 over a period of three (3) years. In order to verify the curtailment, a specific type of meter is required. The WWTP already has that type of meter in place, but one would have to be installed at the WTP (at a cost of \$3,500, which would be deducted from the WBA’s first check).

Enrollment would not take place until January, 2014, when the actual usage figures for 2013 would be available. Mr. Pryor noted that there will be additional usage at the WWTP

due to the expansion/upgrade, and he questioned if usage at that location could be re-evaluated. Mr. Newbold noted it can be re-evaluated/re-enrolled each year, even though a contract has been signed.

Mr. Newbold explained that a two-hour warning is issued in the case of a real event, and a one-week warning is given in the case of a test.

Chairman Fleagle noted that WBA members discussed the program previously, and all seemed to be in agreement to pursue the matter. Lee Layman made a motion to authorize enrollment in the Converge program, as outlined. Christopher Snively seconded; the motion passed unanimously.

HAVEN HILL SUBDIVISION - STEVE BECK/LEE ROYER: Chairman Fleagle noted that Haven Hill is a proposed subdivision off of Northfield Avenue, and is a property that gets free water (a copy of the 1892 agreement was provided for information) in lieu of a right-of-way for, and access to, the transmission mains. The WBA has had discussions in the past about making every attempt to terminate these “free water” agreements – and they have negotiated with other property owners to terminate the agreements when the properties are sold. He presented a similar request to Mr. Beck.

Mr. Beck agreed with the WBA’s desire to terminate “free water”, but noted he doesn’t understand why Borough Council turned down the Subdivision Plan because of this issue. He explained that he plans to subdivide off four (4) acres, including the house where his son currently lives. He would like the agreement to remain if he decides to sell the property to his son, but would agree to terminate it if the property is ever sold outside of his family (he clarified “family” to mean himself, his wife and their three children). WBA members agreed with this stipulation, and Solicitor Reichard was requested to draft an appropriate agreement to finalize the matter. Mr. Pryor was also directed to correspond with Borough Council regarding their tentative understanding, and recommend that the subdivision plan be approved.

SOUTH END VILLAS - LEE ROYER: Mr. Royer noted that the plan for South End Villas has changed from townhouses to duplexes. They plan to run the sewer mains across the front of the lots and provide for a 20’ right-of-way on top of the sewer mains (which will then be conveyed to the WBA). Mr. Fleagle reminded WBA members that discussion was held previously when Hometowne Homes built the townhouses along E. Ninth Street – they had a common sewer line on private property, which required a maintenance agreement with the property owner. WBA members agreed with this proposal, and advised Mr. Royer to make application for a water main extension. Mr. Royer added that they will be submitting a preliminary plan (as currently shown on the drawings) to the Planning Commission, and will submit a final plan for six (6) duplexes on Old Mill Road.

PUBLIC IN ATTENDANCE: Wayne Bartholow was present and mentioned difficulty he experienced in obtaining a copy of the current Drinking Water Quality Report – the reports in the lobby were from last year and the HTML file on the website was not easily viewable. Mr. Pryor explained that the Consumer Confidence Report (CCR) for this year was placed on the Borough’s website as “CCRD” (Consumer Confidence Report - Direct) and “CCRI”(Consumer Confidence Report - Indirect) in both HTML and PDF format, as per DEP requirements. The URL address was provided on each customer’s utility bill and copies

are available at the front desk or mailed upon request.

Mr. Bartholow's second concern was in regard to the buses and privately-owned vehicles on the WBA's well property off Route 316. He noted that this has been an ongoing problem for several years, and he has not seen any progress made on removal of the vehicles. He stressed his concern that the drinking water be protected, and asked what is being done to correct the problem. Chairman Fleagle noted that the WBA appreciates his comments. He assured Mr. Bartholow that the matter is being pursued, but he is not able to comment further at this point in time.

UPDATE - SEWER PLANT UPGRADE: Leiter Pryor reported that the contractors have been quite busy since the last WBA meeting. Equipment start-up on various pumping processes has begun. The chemical feed pumps are in operation, and the vendors have conducted required staff training. The integrators (computer technicians) have been tying all the electronic systems together. There were some issues with delivery of fiber-optic cable, which finally arrived late last week.

Tank registrations have been issued and chemicals are being delivered; and the methanol feed system is up and running. They are now feeding plant water to many of the pumps where city water was being used, so water usage at the plant will decrease. Parts for several of the valves are still on back-order, but they should be received in approximately two (2) weeks and then they will be able to have complete electronic control of the effluent valves. They began running water through the denitrification facility on Monday and started cultivating bacteria ... in the next 3-4 weeks, they should start to see an improvement in the denitrification process and lower nitrogen in the effluent. Mr. Pryor noted that they are running much of the equipment manually (by both the staff and contractors), but each day it gets a little better.

Mr. Pryor reported that some of the Phase 2 work for the contract has started also. Primary clarifier #2 has been gutted and they are beginning the reconstruction. He explained that once #2 has been completed, they will begin with primary clarifier #1. The next big hurdle will be the digester, which they are considering postponing until the spring of 2014 (it must be emptied for painting and sludge hauling is done normally in November, which is not a good time for painting). The roof on the utility building is 90% complete ... it just needs coping around the rooftop A/C units.

Change Order #3 for Contract 1 was presented, which includes the roof on the utility building and several deletions, and totals \$21,118,06 (net). It was noted that several other credits will be forthcoming.

Mr. Pryor noted that the next job meeting will be held on Wednesday, 08/28 at 9:00 a.m.

WATERSHED ACCESS ROAD REPAIR/MAINTENANCE: Chairman Fleagle noted that Craig Houghton attended the last meeting to discuss some recommendations for the watershed. The WBA agreed to pay for some additional herbicide and boundary markers ... the remaining item was repair/maintenance of the access road (Antietam Lane). Mr. Pryor noted that he and Denny Benshoff met with Mr. Houghton to view the work needed. Denny estimates the work can be completed in 1½ days and would probably utilize 10 loads of stone, at an approximate cost of \$3,500. Mr. Fleagle noted that the last timber sale

resulted in proceeds of \$23,600, and some of that will need to be spent to maintain the road to allow the Forestry Department students access to continue their work. Mr. Pryor noted that he will discuss the possibility of an upcoming harvest/cutting with Beth Brantley and Craig Houghton, as they have indicated that the prices are starting to increase.

Mr. Pryor also noted that he was very pleased with the summer interns provided by Penn State. They both worked hard and didn't need a lot of direction. As was mentioned by Beth Brantley, he is hopeful that they will be able to receive grant money to continue the program into the fall (at Penn State's costs).

Allen Stine made a motion to authorize Leiter Pryor to proceed with maintenance/repair to the access road, at a cost of approximately \$3,500. Lee Layman seconded; the motion passed unanimously.

FALL WBA MEETING AT WATER PLANT: It was announced that the WBA's next meeting will be held on 09/17 at 3:00 p.m. at the Water Treatment Plant, with a picnic to follow. Borough Council members will be invited to attend also.

PENNVEST DISBURSEMENTS: Mr. Pryor stated that PENNVEST disbursements have been arriving in a more timely fashion than previously reported. Another disbursement is expected in approximately two (2) weeks. In addition, the H2O grant documents will soon be finalized. Christopher Snively made a motion to authorize Mr. Pryor to execute the required documents for the H2O grant application submission. Allen Stine seconded; the motion passed unanimously.

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

Water Revenue Fund Requisition #13-29 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for October 1, 2013 to December 31, 2013

Water Revenue Fund Requisition #13-30 - Gannett Fleming Companies - \$250.10 - 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 June 1, 2013 through June 28, 2013

Sewer Revenue Fund Requisition #SA-108 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for October 1, 2013 to December 31, 2013

Sewer Construction Fund Requisition #1060 - Gannett Fleming Companies - \$1,940.55 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of June 29, 2013 through July 26, 2013

Sewer Construction Fund Requisition #1061 - Gannett Fleming Companies - \$9,373.75 - Construction Management related to WWTP Nutrient Upgrade Project for the period of June 29, 2013 through July 26, 2013

Sewer Construction Fund Requisition #1062 - Gannett Fleming Companies - \$7,462.35 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of June 29, 2013 through July 26, 2013

Sewer Construction Fund Requisition #1063 - Kinsley Construction, Inc. - \$142,590.52 - Estimate No. 17 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and including August 4, 2013

Sewer Construction Fund Requisition #1064 - Heisey Mechanical, Ltd. - \$99,228.78 - Estimate No. 2 for Contract Three (HVAC Work - Wastewater Treatment Plant Upgrade) for work performed up to and including August 4, 2013

Sewer Construction Fund Requisition #1065 - PSI Pumping Solutions, Inc. - \$211,840.50 - Estimate No. 8 for Contract Four - Electrical Work (Wastewater Treatment Plant Upgrade) for work performed up to and including August 4, 2013

Lee Layman seconded; the motion passed unanimously.

APPROVE CHANGE-ORDER: Lee Layman made a motion to approve Change Order #3 for Contract #1, in the amount of \$21,118.06, as presented earlier in the meeting. Christopher Snively seconded; the motion passed unanimously.

EXECUTIVE SESSION: WBA members went into executive session at 4:25 p.m. to discuss a legal matter, and returned to regular session at 5:07 p.m.

Christopher Snively made a motion to approve the Comverge Energy Demand Response proposal. Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 5:10 p.m., on a Snively/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant