

WAYNESBORO BOROUGH AUTHORITY

OCTOBER 15, 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 – Christopher Snively, Lee Layman, Jon Fleagle, S. Allen Stine and William Pflager

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

Others – Craig Houghton, Penn-State Forestry Department

APPROVE MINUTES: Lee Layman made a motion to approve the minutes of the September 17, 2013 meeting, as written. Allen Stine seconded; the motion passed unanimously.

UPDATE – WATERSHED SUMMER ACCOMPLISHMENTS & GRANT APPLICATION: Craig Houghton provided WBA members with a summary of accomplishments from the summer internship program at the watershed. He discussed areas of concern (encroachments) discovered during their work on the watershed boundaries, and reviewed items which still need to be accomplished. He reported that the Borough's maintenance staff is finished rebuilding the roadway. A list of the encroachment concerns will be provided to the WBA to address at some time in the future. Mr. Fleagle commented that “nothing but good reports” were received from the staff regarding the interns' work.

Mr. Houghton noted that one of his graduates (who works for DNR) suggested including the Waynesboro watershed in a grant proposal for sustainable management of water supply watersheds. Funding would be provided for a forest management plan and certification of the property by the American Tree Farm System. Allen Stine made a motion to proceed with the proposal by writing a letter of support. William Pflager seconded; the motion passed unanimously.

ANTIETAM DAM INSPECTION REPORT: WBA members received a copy of the Antietam Dam Inspection Report, which was very similar to those received in the past. Mr. Pryor noted there were minor maintenance issues with some of the valves, and he is working on having them repaired. Several small leaks were found at the outlet pipe and on the carrier bearings – it was noted that the repair would be very expensive; and as they have been there for years and have not worsened, it is not feasible to attempt the repair. Mention was also made about the evacuation plan. Mr. Pryor noted it was returned for revision ... he will prepare a response and return it to

DEP once again (with Chairman Fleagle's signature). It was noted that the staff maintains the dam area well. In addition, Mr. Pryor noted the reservoir is full again.

Lee Layman made a motion to accept the Antietam Dam Inspection Report prepared by Dennis Black Engineering on 08/05/2013. Christopher Snively seconded; the motion passed unanimously.

UPDATE - SEWER PLANT UPGRADE: Mr. Pryor prepared an updated project costs spreadsheet for the WWTP project. He reported that the contractor continues to work on process control for the denitrification facility and phosphorus removal, as well as the alarming instrumentation equipment. The rehabilitation work on primary clarifier #2 has been completed and it is back in-service. Work on primary clarifier #1 is probably 90% completed - the manufacturer is coming out later this week to do start-up - and the tank will most likely be back in-service by the middle of next week.

Contract work on biotower #1 included replacing the arm that sprays water over the media. There was an issue with start-up, however, because the orifices in the arm were incorrectly sized. They were re-designed and should arrive tomorrow. In the interim, several of the holes were plugged shut so the arm would rotate. As it was a design issue, Mr. Pryor assumes that Gannett Fleming will bear the costs. He noted that the biotower seems to be running fine (as far as the bearing), and the crew did an excellent job. Rehab work on biotower #2 will begin in a few weeks, and the arm on #2 will have the same design issue. Mr. Pryor noted there was a spike in the ammonia nitrogen for several days while the biotower was out-of-service, and one test exceeded the maximum contaminant level on the NPDES permit. A monthly average is calculated, so the numbers should be fine. The spike will be noted on the discharge monitoring report sent to DEP, with an explanation that the unit was out-of-service. Mr. Pryor added that they are operating under the new permit now ... the nitrogen and phosphorus removal took effect. He stated that the required limits should definitely be met, and added that they are on semi-automatic mode at the present time.

The site crew is currently working on grading, seeding and tapering contours for the rain gardens. Some of the rough grading for the roadway was done; and they are hoping to do base paving in some of areas, but it will not be completely paved until spring.

Mr. Pryor noted that the new generator did not have an access platform for the controls, and several options have been pursued. Pump Solutions, Inc. quoted \$18,057.06 in the form of a change order to fabricate an "L" shaped platform. Cleveland Brothers offered a factory-supplied platform, which would cost approximately \$15,000. He feels that this is a much better option, and it could be done outside the contract. Christopher Snively made a motion to authorize Mr. Pryor to proceed with the equipment to be supplied by Cleveland Brothers. William Pflager seconded; the motion passed unanimously.

Mr. Pryor added that he spoke with three (3) suppliers/buyers about the old gen-set: Critical Power Exchange offered \$2,000, Quantum Technologies offered \$2,500 (or a \$1,500 trade-in allowance for a 1992 generator that could be used at the Third Street Pumping Station) and Cleveland Brothers offered a \$1,500 trade-in allowance for a new generator at the Third Street

Pumping Station with a purchase price of \$37,635. Mr. Fleagle suggested that it be moved inside until a decision can be made on its disposal.

Mr. Pryor explained a change order submitted for a time extension of substantial completion to 12/04/2013 for Phase I of the project; and extending Phase II (rehabilitation work on the digester) to 06/01/2014. He noted, however, that Kinsley Construction (general contractor) is asking for an additional \$2,970 for extension of their builders' liability insurance. The change orders are not signed by Gannett Fleming, and this matter will be discussed with them prior to approval. WBA members felt it was not appropriate to pay for the contractor's insurance, as the time extension for Phase I was done for their convenience. They noted that they (WBA) have also incurred additional costs as a result of extending the initial completion date from 06/01/2013.

One of the control panels that is integrated into the methanol feed system was built by a third-party vendor, pursuant to Gannett Fleming's specifications. All the other control panels in that room have UPS back-up, except this control panel. Every time the power goes out, the methanol pumps go down and won't come back up unless a manual restart is done ... so a UPS system is needed for that panel. A quote of \$3,200 was received from Geiger (thru Kinsley's contract). Kinsley will prepare a change order for approval at the next WBA meeting. Christopher Snively made a motion authorizing Mr. Pryor to proceed. Lee Layman seconded; the motion passed unanimously.

Leiter Pryor provided a quote from Hach Company for service contracts on the instrumentation for the phosphorus and nitrogen removal analyzers. As this is extremely complicated (and expensive) equipment, he suggested that service contracts for the Phosphax, Filter Probe and Nitratax be purchased, for a total price of approximately \$9,000/year. The contracts would cover preventative maintenance, repairs, repair parts, labor, travel, software upgrades, certifications and calibrations. He has included money in the Sewer Budget to accommodate this, but he recommended that the service contracts start when the substantial completion date is realized (as the contractor's warranty is only for misinstalled or broken equipment). Allen Stine made a motion to proceed with the Hach service contracts (as recommended by Leiter Pryor), effective 12/01/2013, for a total of \$8,970. William Pflager seconded; the motion passed unanimously.

Mr. Pryor noted that the final clarifier is scheduled for minor rehabilitation, but the "cat walk" at that location was overlooked when the specifications were written. Kinsley quoted \$34,000 to replace it, but Mr. Pryor is pursuing having it sand-blasted and repainted. He contacted D. L. George and Rebuilders Unlimited for quotes; but another option is having it done by the painting contractor (who will be on-site with his equipment). Those quotes will be available for discussion at the next meeting (or he will poll WBA members if a decision needs to be made before that time).

It was noted that the next job meeting is scheduled for 11/06.

UPDATE – FAIRVIEW AVENUE WATER LINE PROJECT: Mr. Pryor noted that the Maintenance Department is currently short-staffed and hasn't been able to begin the Fairview

Avenue water line project yet. Denny Benshoff has assured him it will be soon (the materials have been ordered).

LAND APPLICATION PERMIT: Mr. Pryor noted that the required 30-day notification period has ended, so a permit should be received “any day now”. He added that new sludge hauling bids will be opened shortly.

D. L. GEORGE PROPERTY: Chairman Fleagle noted that D. L. George will be hauling fill behind his property (the former Landis Tool Company). As there is a sewer line through the area where he is dumping the fill, he requested that the Engineering Department check to ensure there are no issues with the sewer line depth, right-of-way, etc.

WAYNESBORO HOSPITAL MEDICAL OFFICE FACILITY: Chairman Fleagle shared plans for the Hospital’s proposed medical office facility. They plan to consolidate the individual properties they own between Enterprise Avenue, Sunnyside Avenue, Roadside Avenue and Main Street; and would like the Borough to vacate Prospect Avenue, where they plan to place the building. In addition, they will be keeping (and remodeling) the large house at the corner of Prospect and Roadside Avenues.

There are currently water and sewer lines in Prospect Avenue, which served all the individual properties at one time. Mr. Fleagle requested that Scott Crum “model” this scenario to determine what will happen if the water line is removed. In addition, he feels the Hospital should pay the WBA for the loss of infrastructure. Leiter Pryor added that the Hospital will need additional water and sewer service for their building – he suggested reviewing their utility plan, and holding discussion regarding the abandonment and appropriate tap fees. WBA concurred.

RESCISSION AGREEMENT (PERPETUAL WATER RIGHT) - HAVEN HILL, LLC: Mr. Pryor noted that WBA members received a copy of the Rescission Agreement for Perpetual Water Rights for the property known as Haven Hill. The document was signed by Steve Beck and, upon execution by the WBA, will be recorded at the Courthouse. Christopher Snively made a motion to authorize Chairman Fleagle to execute the agreement. Allen Stine seconded; the motion passed unanimously.

2014 WATER AND SEWER BUDGETS: Preliminary budget information was provided to WBA members. A budget meeting will be scheduled for 11/05 at 3:00 p.m. It is their hope that the budgets can be adopted at the 11/19 regular meeting.

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

Water Revenue Fund Requisition #13-35 - Dennis E. Black Engineering, Inc. - \$3,606.00
- 2013 Antietam Dam Inspection

Water Revenue Fund Requisition #13-36 - Borough of Waynesboro (Clearing Account) -
\$341,601.00 - 4th Quarter, 2013 Water Allocation

Sewer Revenue Fund Requisition #SA-109 - Borough of Waynesboro (Clearing Account)
- \$227,981.00 - 4th Quarter, 2013 Sewer Allocation

Sewer Construction Fund Requisition #1073 - Gannett Fleming Companies - \$2,602.95 -
Engineering assistance to Waynesboro Borough Authority associated with
PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project

Sewer Construction Fund Requisition #1074 - Gannett Fleming Companies - \$11,790.32
- Construction Management related to WWTP Nutrient Upgrade Project for the
period of August 24, 2013 through September 20, 2013

Sewer Construction Fund Requisition #1075 - Gannett Fleming Companies - \$3,887.86 -
Construction Phase Services for WWTP Upgrade and Rehabilitation for the
period of August 24, 2013 through September 20, 2013

Sewer Sewer Construction Fund Requisition #1076 - Kinsley Construction, Inc. -
\$98,873.80 - Estimate No. 19 for Contract One (General Construction -
Wastewater Treatment Plant Upgrade) for work performed up to and including
September 29, 2013

Christopher Snively seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 5:07 p.m. on a Snively/Pflager
motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant