

## WAYNESBORO BOROUGH AUTHORITY

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

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

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the October 15, 2013 meeting, with a minor correction. Allen Stine seconded; the motion passed unanimously.

**REVIEW OF WAYNESBORO HOSPITAL UTILITY PLAN:** Rob Holmes (Frederick, Seibert & Associates) presented a consolidation plat – they are proposing to vacate public streets, public alleys and consolidate the individual parcels into one (1) lot. A 15' sanitary easement will be established along the proposed sewer line (which is currently a 12' alley). The utilities in Prospect Avenue are proposed to be vacated and no longer needed (except that the new building's service line will come off the existing water line). Leiter Pryor noted there should be no impact on fire flow or distribution in that sector.

Mr. Holmes reviewed the proposed plans for water and sewer services for the medical office building, noting that the estimated sewage flows are 2160 gallons/day (or 11 EDU's). Bryan Salzman (Salzman Hughes, PC) suggested that a note be placed on the plans mandating that the water line will be protected/maintained at all times. Chairman Fleagle asked for additional time to review the utility plan, as this was the first opportunity WBA members have had to look at it. Further discussions will be held with Leiter Pryor regarding capacity and distribution fees, and a letter indicating agreement on the fees will be prepared for the WBA's next meeting.

**UPDATE – SEWER PLANT UPGRADE:** Leiter Pryor reported that progress at the WWTP is moving slowly. The contractor is currently working on the punch-list and other items which surfaced during commissioning some of the processes and equipment. He reviewed a list of items discussed at the most recent job meeting and gave an update on what has been completed and/or is still outstanding:

- Still having problems with getting Allied Control Systems (a subcontractor for the

general contractor) on-site for the phosphate analyzer, which has not worked since it was installed. The necessary part has been delivered, and Mr. Pryor continues to express his dissatisfaction to the general contractor about getting this matter taken care of. WBA members instructed Mr. Pryor to hold Kinsley's check (which is pending approval later in the meeting) until this issue has been resolved.

- Control issues with the mud-well pumps and the back-wash pumps have been taken care of. Mr. Pryor added that they are "running on automatic" now.
- Some level sensors and switches need adjustment and/or replacement.
- Chains for the pumps are taken care of.
- Still trying to resolve problems with the pressure relief valve. Several more weights are needed.
- Design flaw with how the chlorine analyzer is looped into the feed system. The analyzer is taking a reading downstream of the injection point so far that there is a 30-40 minute delay. Gannett Fleming is working on this.
- Plant water pump issues have been resolved.
- Still do not have the auto-dialer (and so there are no alarm functions on any of the equipment). This is another Allied Controls item.
- A lot of issues with the methanol-feed system. There are problems with signals coming back to the pumps (and therefore erratic feed rates). Geiger (another of Kinsley's subcontractors) is to take care of this.
- Level indicator on the methanol tank has been installed, but needs to be calibrated by Allied Control Systems.
- Mechanical mixer on the magnesium hydroxide tank has a seal failure and is leaking grease. The manufacturer will provide a replacement unit (scheduled to arrive on 12/02).
- Windows are to be installed later this week.
- Heisey Mechanical has been "tweaking" the boiler and recirculation pumps, and all are working now. Unit heaters in the buildings are also all working in the buildings.
- The drive for the final clarifier was mounted yesterday, and the walkway was delivered last Friday (which looks good).
- Vents in the biotowers are completed.
- Site grading was also done - they plan to get curbing and stone in before it gets too cold.
- The catwalk for the new gen-set will be installed on 11/22; and the old gen-set is stored inside at the Maintenance Center.

Chairman Fleagle asked what needs to be done in the garage. Mr. Pryor suggested it needs painted (which can be done in-house after the contractor has removed all their stored materials). Mr. Pryor noted that the new analyzer has arrived and Gordon Cruickshanks will set-up training with a Hach representative in the near future.

Effluent limits were discussed. Mr. Pryor advised that they are "just below the maximum" at this point in time.

Mr. Pryor will send WBA members an email regarding the next job meeting once it has

been scheduled. He added that a walk-thru was conducted with the plumbing and HVAC contractors, who are 99% finished. An extensive punch-list was generated for them (mostly minor items), which they are currently working on. Those two (2) contracts should be concluded around the first of the year. Kinsley is also mostly done and will be moving out once the clarifier is finished. (One or two guys will probably stay to work on punch-list items.) Discussion followed regarding storage of the extra media.

**DISCUSSION WITH BOROUGH STAFF RE: PROPOSED LEASE OF MUNICIPAL GOLF COURSE:**

Lloyd Hamberger advised that Borough Council is looking at leasing the golf course; and years ago, it was discovered that the actual land is on the deed with the Sewer Plant. Some type of “understanding” will need to be worked up. Specifications are currently being drafted and proposals will be requested back by early-January. Chairman Fleagle instructed Mr. Hamberger to provide the draft agreement (when prepared) to Leiter Pryor for the WBA’s review/consideration. Discussion followed regarding paving of the golf course parking lot. Mr. Fleagle noted that the WBA will take care of paving Cemetery Lane to the parking lot.

**UPDATE – LANDLORD/TENANT BILLING CHANGE NOTIFICATION:**

Leiter Pryor asked if WBA members still want to proceed with this change. They all agreed that landlords (property owners) should be responsible for utility bills at their properties. Mr. Pryor noted he has discussed the matter with the Billing Department and prepared a rough list of the tenants/landlords. A notification letter will be sent out by the end of this week; and a notice will be displayed in the lobby and on the website. Discussion followed regarding the effective date – and WBA members agreed to make the change effective April 1<sup>st</sup>. Clarification was given that, effective immediately, no additional landlord/tenant agreements will be issued. Discussion was held regarding property management companies who are acting as agents for the property owners. It was felt that this would not be a deviation in the policy, as they are acting on behalf of the property owner.

**POLICE CHIEF’S REQUEST RE: FIRING RANGE:**

Chairman Fleagle noted that Police Chief Sourbier would like to build a structure (from railroad ties) behind the firing range at the Water Treatment Plant. This structure would provide an opportunity to train his officers in building-type situations (entering buildings and navigating through corridors, etc.) No problems were noted, but the WBA would like to see a proposed drawing prior to construction.

**PART-TIME MAINTENANCE PERSONNEL:**

Mr. Fleagle noted that Denny Benshoff advised that his personnel has had difficulty posting required shut-off notices because of their reduced manpower, and he would like the WBA to consider hiring someone part-time to assist. Discussion followed regarding the need to review fees for late payments, bad checks, shut-offs, etc. Comparisons can be done with neighboring municipalities, and the matter will be on the agenda for the WBA’s next meeting.

**ADDITIONAL ITEMS:** Chairman Fleagle reported that he and Mr. Pryor attended a seminar the previous week regarding water regulations.

Mr. Pryor noted that the permit for West Branch Farms is still in a "holding pattern" and there is some type of issue with the PA Fish & Boat Commission. He will ask Gordon Cruickshanks to contact Material Matters again regarding the matter.

Mr. Fleagle asked for an update on the evacuation plan for Antietam Dam. Mr. Pryor noted he will revise and re-submit it soon.

Mr. Fleagle shared proposed plans for the new Martin's Food Market at Waynesboro Mall. He noted they plan to remove the former Jubilee Foods, Kmart and the area where the nail salon is currently located. The former Blockbuster and bank building will also be removed.

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

Water Revenue Fund Requisition #13-37 - D. Lloyd Reichard, II - \$500.00 - Preparation of Rescission of Right to Free Water Agreement (Haven Hill, LLC)

Sewer Construction Fund Requisition #1077 - Heisey Mechanical, Ltd. - \$17,854.30 - Estimate No. 4 for Contract Three (HVAC Work - Wastewater Treatment Plant Upgrade) for work performed up to and including September 29, 2013

Sewer Construction Fund Requisition #1078 - Kinsley Construction, Inc. - \$81,868.09 - Estimate No. 20 for Contract One (General Construction - Wastewater Treatment Plant Upgrade) for work performed up to and including October 27, 2013

Sewer Construction Fund Requisition #1079 - PSI Pumping Solutions, Inc. - \$36,461.00 - Estimate No. 10 for Contract Four - Electrical Work (Wastewater Treatment Plant Upgrade) for work performed up to and including October 27, 2013

Sewer Construction Fund Requisition #1080 - D. L. George & Sons Manufacturing, Inc. - \$1,775.00 - Blast and Paint Walkway (WWTP)

Sewer Construction Fund Requisition #1081 - Gannett Fleming Companies - \$9,805.80 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of September 21, 2013 through November 1, 2013

Sewer Construction Fund Requisition #1082 - Gannett Fleming Companies - \$20,363.45 - Construction Management related to WWTP Nutrient Upgrade Project for the period of September 21, 2013 through November 1, 2013

Sewer Construction Fund Requisition #1083 - Gannett Fleming Companies - \$3,480.60 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of September 21, 2013 through November 1, 2013

Allen Stine seconded; the motion passed unanimously.

**2014 WATER AND SEWER BUDGETS:** Jon Fleagle led a discussion of the proposed 2014 water and sewer budgets and highlighted revisions from the previous budget meeting. Allen Stine made a motion to adopt the 2014 water and sewer budgets, as presented. Lee Layman seconded; the motion passed unanimously.

Having no further business to discuss, Chris Snively made a motion to adjourn. Lee Layman seconded; the meeting adjourned at 5:15 p.m.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant