

WAYNESBORO BOROUGH AUTHORITY

MARCH 20, 2012

MINUTES

Authority Chairman Jon Fleagle called the regularly scheduled meeting of the Waynesboro Borough Authority to order at 7:30 p.m. with the following in attendance:

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

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

APPROVE MINUTES: Allen Stine made a motion to approve the minutes of the February 21, 2012 meeting, as written. Lee Layman seconded; the motion passed unanimously.

UPDATE - SEWER PLANT UPGRADE: Leiter Pryor reported that the general contractor is subcontracting the excavation work to D. L. George & Sons Construction Company, which constituted another meeting with the Franklin County Conservation District. Subsequently, the erosion and sedimentation controls have been installed; and Gannett Fleming reviewed the bench marks and control points on-site. Underground utilities have been marked and reviewed with the contractors. The contractors should be moving their office and construction trailers on-site this week, and excavation should begin next week.

Mr. Pryor noted that the first draw was received from PENNVEST, and he applied it to the balance of the revolving line-of-credit to pay it down to “zero”. He also reimbursed the Sewer Construction Fund for payments made previously. He added that one (1) requisition has been received from the contractor for reimbursement for his insurance and bonding.

REVISED SCOPE OF WORK & PROPOSAL - WATER SYSTEM STUDIES: Chairman Fleagle noted that “new numbers” were received back from Gannett Fleming for the water distribution system and water treatment plant evaluation studies. Mr. Pryor explained that more items were left in the scope for the treatment plant than the distribution system, because much of the proposed modeling can be done in-house. He added that Scott Crum is currently looking at all sectors of the distribution system on an individual household basis, and including that information in the model as far as consumption is concerned.

Mr. Fleagle recommended that approval be given for the water distribution evaluation at this meeting, with the understanding that Gannett Fleming will be asked not to proceed until the required operational data has been supplied to them by the Borough. Discussion followed regarding the WBA’s request to tour another recently-built or upgraded plant. Mr. Fleagle stated he doesn’t want to approve the Water Plant evaluation until they have visited another plant to observe what is considered to be state-of-the-art. WBA members agreed. Christopher Snively made a motion to authorize Gannett Fleming to proceed with the water distribution system study, subject to the Borough providing the required operational data to them; and further, to table approval of the water treatment plant evaluation until Gannett Fleming can arrange a tour of a recently-built or upgraded plant. Lee Layman seconded; the motion passed unanimously.

REVISED ENGINEERING SERVICES PROPOSALS - CHURCH STREET WATER MAIN: Chairman Fleagle noted that two (2) proposals have been received for engineering services for the N. Church

Street water main project – from Gannett Fleming (\$39,950) and Dennis Black Engineering (\$27,800). The WBA members agreed there should be no problem with Dennis Black Engineering doing this work, as it is a stand-alone type project. Leiter Pryor pointed out that Gannett Fleming's figure is not-to-exceed (they will bill for time and material), whereas Dennis Black Engineering's figure is a flat rate. He added that the project will be impacted dramatically because PENNDOT will be paving that roadway next year – this means that the restoration costs will be less and the permitting will be easier.

Discussion followed regarding the timeframe involved in this project. Dennis Black Engineering will begin their work within one (1) week of receiving the Notice-to-Proceed, and a firm commitment will be required from the Borough for the construction. Chairman Fleagle noted that he will meet with Borough Manager Hamberger to discuss their expectations.

Mr. Fleagle noted difficulty with the 15-day invoicing included in the proposal from Dennis Black Engineering. It was noted that the WBA will require 30 days. Lee Layman then made a motion authorizing Dennis Black Engineering to proceed with engineering work for the N. Church Street main, subject to modification of the terms. Christopher Snively seconded; the motion passed unanimously.

UPDATE - WELL 2 WELL HEAD PROTECTION: This item will be discussed in executive session at the end of the meeting.

UPDATE - MT. AIRY PUMP STATION: Leiter Pryor advised that the contractor began work today, and expects to be completed by the end of the week.

On a related matter, Jon Fleagle asked about the Northfield Avenue pumping station. Mr. Pryor noted they "gave it some CPR" and it is running again, but some kind of upgrade will be required in the near future. He suggested that the matter be discussed during 2013 budget deliberations. He also noted he is confident that the design work for this project can be done in-house.

FUND BALANCES: Leiter Pryor distributed information to WBA members regarding the current fund balances as of this day.

MODIFICATIONS TO EQUIPMENT AT N. BROAD STREET TANK (CELL SERVICE PROVIDERS): Mr. Pryor noted that he spoke recently with an AT&T design engineer regarding the procedure required for installing additional equipment – he advised that the WBA would require drawings and a structural analysis. Electronic drawings will be forthcoming.

In the meantime, Shentel called and would like to upgrade their existing equipment from 3G to 4G (which is within their existing contract). Written notice of their intentions has been provided, and they need WBA's approval. Lee Layman made a motion to approve Shentel's request to upgrade their equipment, as presented. Christopher Snively seconded; the motion passed unanimously.

COMMENDATION - SCOTT CRUM: Mr. Pryor advised that Scott Crum has achieved certification as a Distribution System Operator (which means he can determine if public notification is required when there is a water leak, etc. within the system; he certifies whether positive pressure in the main was lost; and reviews disinfection procedures at new pipe installations, as well as proper sampling techniques). Mr. Pryor noted that Mr. Crum does a good job, is very knowledgeable, and is an invaluable resource to the Borough. WBA members recognized Mr. Crum for receiving his certification, and acknowledged their appreciation for his contributions.

SEWER TRANSPORTATION AGREEMENT; WBA members were provided with a revised Sewer Transportation Agreement, as proposed by WTMA. WBA members noted no problems. A copy will be forwarded to Solicitor Reichard for his review. .

SEWER LINE INSPECTION: Leiter Pryor noted that he received an email from Mr. Rehab earlier this week. They are watching the weather and will mobilize shortly to begin the flow monitoring. He will keep WBA members apprised of their progress.

SETTLING BASIN: Chairman Fleagle asked if the settling basin needs to be cleaned anytime soon. Mr. Pryor noted that since the Water Treatment Plant was put online, they have been diligent about shutting the valve, thereby reducing the amount of sediment. Gordon Cruickshanks looked at it two (2) years ago when some valve work was being done, and the tank seemed to be in good shape. He noted that the sediment can be checked again in the near future.

WEDGEWOOD DRIVE: Lloyd Reichard reported that he has made some progress on the deed search, and hopes the matter will be handled by the WBA's next meeting.

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

Water Revenue Fund Requisition #12-07 - Gannett Fleming Companies - \$48.64 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized for the period of January 28, 2012 through February 24, 2012

Water Revenue Fund Requisition #12-08 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for April 1, 2012 thru June 30, 2012

Water Revenue Fund Requisition #12-09 - Debbie J. Gift - \$538.63 - 2012 Franklin County Real Estate Taxes (Rattlesnake Run Road - Parcel #19-0L15.-001A-000000)

Water Revenue Fund Requisition #12-10 - Debbie J. Gift - \$116.90 - 2012 Franklin County Real Estate Taxes (Blue Rock Road, Lot #1 - Parcel #19-0L18.-058B-EX0000)

Water Revenue Fund Requisition #12-11 - Smith Elliott Kearns & Company - \$3,000.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2011

Sewer Revenue Fund Requisition #SA-73 - D. Lloyd Reichard, II - \$941.25 - Base Retainer for Legal Services for April 1, 2012 thru June 30, 2012

Sewer Revenue Fund Requisition #SA-74 - Smith Elliott Kearns & Company - \$2,000.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2011

Sewer Construction Fund Requisition #964 - Gannett Fleming Companies - \$200.55 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project during construction for the period of January 28, 2012 through February 24, 2012

Sewer Construction Fund Requisition #965 - Gannett Fleming Companies - \$6,363.94 - Construction Phase Services for WWTP Upgrade and Rehabilitation for the period of January 28, 2012 through February 24, 2012

Sewer Construction Fund Requisition #966 - Gannett Fleming Companies - \$1,390.46 - Construction Management for the period of January 28, 2012 through February 24, 2012

Sewer Construction Fund Requisition #967 - Gannett Fleming Companies - \$393.00 - Engineering services to the Waynesboro Borough Authority associated with the upgrade and rehabilitation of its wastewater treatment plant for the period of January 28, 2012 through February 24, 2012

Sewer Construction Fund Requisition #968 - Kinsley Construction, Inc. - \$55,168.20 - Estimate No. 1 for Contract One - General Construction (Wastewater Treatment Plant Upgrade) for work performed up to and including February 29, 2012)

The meeting adjourned to executive session at 8:35 p.m. on a Stine/Snively motion, for the purpose of discussing a legal matter. The meeting reconvened at 8:50 p.m.

Allen Stine made a motion to authorize Leiter Pryor to proceed with the appraisal of the property discussed in the executive session. Christopher Snively seconded; the motion passed unanimously.

Having no further business to discuss, the meeting was adjourned at 9:03 p.m.

Respectfully Submitted,

Melinda S. Knott
Administrative Assistant