

# WAYNESBORO BOROUGH AUTHORITY

JULY 19, 2011

## 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, S. Allen Stine, Lee Layman and William Pflager

Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
D. Lloyd Reichard, II, Authority Solicitor  
Scott Crum, Chief Draftsman-Inspector  
Kevin Grubbs, Head of Engineering Services

Others – Glenn Watson, Dennis Black Engineering

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the June 21, 2011 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

**UPDATE - SOUTH POTOMAC STREET STORM SEWER PROJECT:** Kevin Grubbs provided the WBA with an update on the storm sewer upgrade project the Borough is undertaking. He noted that the contractor is currently working along Cemetery Avenue; and when that is complete, they will move to Phase II. He noted that that phase will include a small portion along S. Potomac Street and bypass work in the alleys/rear yards that connect at the intersection of W. Second/Grant Streets and down to Third Street. The final phase (Phase 3) is the main bypass (approximately 3500' along the east side of S. Potomac Street, from just south of Third Street to the outfall just before Cemetery Avenue.)

Mr. Grubbs stated that, in one area of the new bypass along S. Potomac Street, the sidewalk will be replaced and a new sewer line will be installed behind the sidewalk (because of the elevation at that location). This will affect 15-16 residences just south of Eighth Street to the last property (Auto Repair) before Cemetery Avenue. Easements will need to be acquired. Dennis Black Engineering is currently working on those, and they will be presented to the WBA for final approval at a later date.

Glenn Watson, Dennis Black Engineering, was present. He explained that the project involves crossing approximately 59 sanitary sewer laterals, 4 sanitary sewer main crossings, 39 water lateral crossings and 4 water main crossings; and 3 fire hydrants will need to be relocated. The contractor will upgrade each water/sewer lateral, starting at the main and working either to the limits of the road right-of-way or the additional utility easement that needs to be taken. Any sewer laterals that need to go under the box culvert will be ductile iron, and there will be no joints under the box; any sewer laterals that would go over the top would be standard PVC-type. Any water laterals (over or under the box culvert) will be standard type-k copper. He asked for the WBA's feelings regarding laterals placed under the box culvert – would they want the type-k copper pipe to be installed in a sleeve and if so, what are the preferred materials? (Dennis Black Engineering is recommending 4" Schedule 44 PVC pipe.) WBA will consider the matter and report back to Mr. Grubbs.

Another area in the northeast quadrant at Fifth/S. Potomac Street involves three (3) commercial buildings that fall into the same category (the height of the box culvert is prohibiting flow of the existing laterals past the box), so a 225' collector lateral will be installed.

Solicitor Reichard noted his concern regarding the disruption of service to the WBA's customers. Mr. Watson stated that one of the premises would have to be that the contractor would be required to maintain service in some fashion (bypass pumping, for example). Kevin Grubbs added that there have already been periodic disruptions of service for Maple Street customers, and there have been no major issues or complaints. He noted that all affected property owners will be invited to attend a meeting in August to provide them with information regarding these plans.

Mr. Grubbs explained that the final design was just recently completed, and they anticipate bidding the project in the last part of August or the first week of September. The actual work will be done next summer. He also clarified that the Borough has obtained a PENNVEST loan for the project, and this utility work will be done at no cost to the WBA.

**UPDATE - INTERIM FINANCING (STP):** Chairman Jon Fleagle reported that the loan closing for interim financing (\$1,500,000) was held the previous day at Susquehanna Bank.

**UPDATE - PENNVEST APPLICATION (STP UPGRADES):** Mr. Fleagle also reported that the PENNVEST meeting will be held the following day at 10:30 a.m. The WBA received an invitation to the meeting (which indicates there will be an award); Leiter Pryor and Allen Stine are planning to attend. It was noted that the PENNVEST application was for \$11,700,000.

**UPDATE - SEWER PLANT UPGRADE:** Chairman Fleagle noted that a complete set of drawings has been received from Gannett Fleming; and he and Leiter Pryor spent several hours reviewing the plans in-depth the previous day. Several questions were raised, the majority of which were typographical errors. All changes requested previously by the WBA have been incorporated into this set of plans (those were reviewed). WBA members were invited to look through the plans in Leiter's office at their convenience. Mr. Pryor noted that he will also forward a copy of the plans to the Fire Chief for his records.

Christopher Snively made a motion to authorize the bid advertisement, as presented. William Pflager seconded. Discussion followed regarding the bid schedule – the bids will be advertised the week of 08/08, a non-mandatory pre-bid meeting will be held during the week of 08/22, and the bids will be opened on 09/20 (the day of the WBA's regular meeting). WBA members voiced concern regarding the bid opening date, and Mr. Pryor was requested to express their reservations to Gannett Fleming. Members noted their willingness to schedule a special meeting to discuss the bids, if necessary. A vote was called, and the motion to authorize the bid advertisement passed unanimously. No problems were noted with the pre-construction meeting being held during the week of 08/22.

Leiter Pryor added that all permits for the project have been received (the Erosion & Sedimentation permit, the NPDES permit for stormwater discharge, a temporary NPDES permit for the construction activities, and all water quality permits). In addition, Gannett Fleming has prepared some "sign and seal" drawings for submission to Accredited Services for code review and a building permit application.

**T-MOBILE EQUIPMENT UPGRADE:** Mr. Pryor noted that T-Mobile representatives contacted him recently about their intentions to install additional equipment within their existing lease. They plan to add three (3) amplifiers behind the existing antennas, six (6) additional coax cables and one (1) base cabinet. They have performed another structural analysis for the additional equipment, which came back "fine". Allen Stine made a motion to give approval to T-Mobile to upgrade their equipment, as requested. Lee Layman seconded; the motion passed unanimously.

**LEAK DETECTION EQUIPMENT:** Scott Crum noted that the WBA discussed purchasing leak detection equipment at the beginning of the year. He has been exploring various options and is recommending the Zone-Scan 820, at a cost of \$12,620.00. This equipment records several times

during the night, indicates if there is a leak in the area, and pinpoints where the leak is. He described equipment available from L/B Water (Perma-Log), which takes longer to set-up and does not correlate. L/B also has correlating equipment, and both sets would cost approximately \$11,000 each.

Mr. Pryor noted that an average of \$7,000 is usually spent for leak detection services from Aqua-Tech every other year. Whereas, if the WBA purchases its own equipment, leak detection can be done on a continual basis. After a brief description of the process involved in utilizing the equipment, Allen Stine made a motion to approve the purchase. Lee Layman seconded; the motion passed unanimously.

Discussion followed regarding infiltration and the need for a plan to deal with it. The staff will review the matter and report back with a recommendation. Mr. Fleagle stated that if there is not sufficient manpower in-house to do the study, they will have to hire/contract someone to do it. WBA members agreed, noting that the resultant costs would be recouped in a very short time.

**NEW BANK ACCOUNTS:** Leiter Pryor noted that the WBA took action at their last meeting to establish new bank accounts. One of the forms signed at that time was incorrect, and he presented a replacement form for execution. He added that the checks have been received and will be processed internally. (Melinda Knott will be assisting in this process.) WBA members concurred.

Chairman Fleagle noted that a brief executive session will be held at the end of the meeting.

**ACH/CREDIT CARD PAYMENTS FOR UTILITY BILLS:** Mr. Fleagle noted that the issue of ACH/credit card payments will go before Borough Council the following evening. For clarification, he noted that there is no cost involved in the ACH (automatic recurring payments), however customers using credit cards to pay their utility bills will be charged a \$3.50 convenience fee.

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

Water Revenue Fund Requisition #11-15 - Gannett Fleming Companies - \$46.52 - 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 May 7, 2011 through June 3, 2011

Water Revenue Fund Requisition #11-16 - Borough of Waynesboro (Clearing Account) - \$298,124.00 - 3<sup>rd</sup> Quarter, 2011 Water Allocation

Water Revenue Fund Requisition #11-17 - One Call Now - \$6,069.00 - Municipal/Community Notification System (07/30/2011 to 07/30/2012)

Sewer Revenue Fund Requisition #SA-66 - Borough of Waynesboro (Clearing Account) - \$167,965.00 - 3<sup>rd</sup> Quarter, 2011 Sewer Allocation

Sewer Construction Fund Requisition #938 - Gannett Fleming Companies - \$5,921.10 - Engineering assistance to Waynesboro Borough Authority associated with PENNVEST financing for the Wastewater Treatment Plant Rehabilitation Project for the period of May 7, 2011 through June 3, 2011

Sewer Construction Fund Requisition #939 - Gannett Fleming Companies - \$120,314.06 - Engineering services to the Waynesboro Borough Authority associated with the upgrade and rehabilitation of its wastewater treatment plant for the period of May 7, 2011 through June 3, 2011

Lee Layman seconded; the motion passed unanimously.

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

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant