

# WAYNESBORO BOROUGH AUTHORITY

APRIL 21, 2009

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

\_\_\_\_Borough Staff – S. Leiter Pryor, Director of Borough Utilities  
D. Lloyd Reichard, II, Authority Solicitor  
Scott Crum, Chief Draftsman-Inspector

Others – Ronald Martin, Borough Council Member  
Jeffrey Mace

**APPROVE MINUTES:** A typographical error was pointed out on page 2. Christopher Snively made a motion to approve the minutes of the March 17, 2009 meeting, as corrected. Lee Layman seconded; the motion passed unanimously.

**WATER MAIN REPLACEMENT - CENTER SQUARE:** Leiter Pryor noted he met with members of the Street Committee and Kevin Grubbs regarding the condition of the water lines and utility services under Center Square. Main Street is being resurfaced, storm sewer work is being done, brick sidewalk pavers are being installed, etc.; and it was requested that the WBA consider replacing the utilities under Town Center. He noted that the water lines were installed in 1903.

Kevin Grubbs prepared a sketch for the Authority's review. (Councilman Martin noted this involves approximately 500' of 6", 8" and 10" lines.) The sketch indicates which lines are proposed for replacement and highlights reported leaks over the past several years. All services will be checked to ensure they are copper – if they are not, they will be replaced.

Mr. Pryor added that Council is also proposing that something be done with some of the sewer laterals as well. Councilman Martin advised that the Gas Company is being asked to provide a report and update their lines (as necessary). Mr. Martin noted that Council is hopeful these measures will alleviate the need to tear up new blacktop shortly after it is laid. Mr. Grubbs' cost estimate for the utility work is approximately \$32,000-\$33,000.

Mr. Pryor suggested that another water line replacement could be deferred in order to fund these improvements. Scott Crum reported that after researching the proposed N. Church Street line further, he has determined that the WBA won't be able to provide customers on Harper Drive any more pressure (and only a little more volume) than they have now; and they still won't be able to provide adequate fire services. As WTMA serves the developments on either side of Harper Drive with water, he suggested that discussion be held with WTMA during the upcoming joint meeting regarding the possibility of the WBA running a line to WTMA's main and giving them these customers. It was also mentioned that the development is in WTMA's service area, and it would be cheaper for the WBA than running a water line back there. In addition, this would reduce the run-time for the Mt. Airy Avenue pumps and would take some pressure off the high-service areas. The most important factor is the major benefit to the customers; and if this project were canceled, the money budgeted (\$68,000) could be used for the Square project.

Chairman Fleagle noted that if service lines in the Square need to be replaced, customers are typically required to pay these costs. Councilman Martin stated that they should be happy to replace them now rather than later, because it will be a lot easier. It was noted there are approximately 8-10 services involved.

Discussion followed regarding Mr. Grubbs' proposal for replacement of the sewer laterals and grouting of the main lines. It was noted that this could be done with trenchless technology, but the laterals would have to be dug up. The Square Project is scheduled to start in mid-May, and the contractor (J. D. Eckman) will work with the Borough to coordinate efforts on the project.

Chairman Fleagle voiced his opinion that it "makes good sense" to replace the water service line, making it all 10". He also recommended that the condition of the sewer line be checked, and a "spot check" be done to ensure that no roof drains are connected into the sewer laterals. Other Authority members agreed.

Allen Stine then made a motion that the water mains and service lines (to the curb stop) be replaced. The condition of the service lines should be inspected from the curb stop to the house, and property owners will be advised to replace accordingly (all galvanized service lines will need to be replaced). The sewer main will be "TV'ed" to check the condition. Authority members will be apprised via telephone of the findings; and it will be replaced, if necessary. Christopher Snively seconded; the motion passed unanimously. Chairman Fleagle noted that funding for this work will be taken from the N. Church Street high-pressure line budgeted (the costs for which will be reduced in accordance with discussion earlier in the meeting).

**PUBLIC IN ATTENDANCE:** Jeff Mace reported that he purchased the property at 304 W. Seventh Street at a Sheriff's Sale, and he "inherited" a municipal lien in the amount of approximately \$1,200.00. The house was vacant from 2007 forward, during which time there was no usage. He questioned why the bill continued when there was no usage, and asked that Ronald Martin explain the matter further. Mr. Martin noted there were arrearage charges, late fees, and minimum water/sewer/refuse charges from 2007; and as he understands the WBA's policy, the bills don't stop unless the water meter has been removed. With the current number of re-possessed homes and the difficulty in getting the meter removed (because of out-of-town mortgage companies, etc.), he feels that the WBA should review and modify their policy to reflect how "times have changed".

Mr. Martin suggested it would be appropriate for Mr. Mace to pay the bill up to the time the service was shut-off in 2007. Mr. Pryor was instructed to provide the Authority with background information from the Billing Department for their review; and he will contact Mr. Mace when a decision has been made.

**SOURCE DEVELOPMENT UPDATE:** Authority members toured the building at the well site prior to this meeting, and received an update on the progress of that project. Mr. Pryor noted that there has been a "hold up" on delivery of the motor control centers, which has slowed the overall progress somewhat. He noted that the sewer pumping station will be started and the power switchover will be done on May 21<sup>st</sup>. Mr. Pryor explained that the design and power requirements were based on 240V, as designated on the account with Allegheny Power; but their line engineer viewed the transformer configuration and determined that it was only 208V. Discussion followed on shut-down/reset procedures for future power outages.

Mr. Pryor reported that start-up of the system is scheduled for approximately June 22<sup>nd</sup>. DEP will then be required to do a final inspection, and the plant should be on-line by the second week of July.

**PENNVEST UPDATE:** Leiter Pryor reported that PENNVEST funding has been "flowing smoothly", but they are slow again on making a payment. Mr. Pryor noted that sufficient funds are on-hand to pay

the requisitions to be presented later in this meeting; however if there has not been a draw by the next meeting, he may need to borrow money from the Revenue Fund on a temporary basis.

**IDENTITY THEFT PREVENTION POLICY:** Leiter Pryor noted that he provided Authority members with a proposed Identity Theft Prevention Policy, which is required by the Federal Trade Commission under the Consumer Rights Protection Act. A program must be in place because the office handles sensitive information from customers. Lee Layman made a motion to approve the policy, as presented. William Pflager seconded; the motion passed unanimously.

**ENGINEERING STUDY UPDATE - SEWER TREATMENT PLANT:** Leiter Pryor reported that representatives from Gannett Fleming were at the Sewer Treatment Plant on April 9<sup>th</sup> to evaluate the treatment process and look at the physical condition/overall operation of the plant. Many notes and pictures were taken, and the WBA should receive their report in a few months.

**SEWER MAIN LINE REPAIR - CEMETERY AVENUE:** Mr. Pryor noted that repair of the leak on the sewer main at Cemetery Avenue has been completed. The repairs went very smoothly, and Mr. Pryor added that D. H. Martin was an excellent contractor to work with.

**BIOSOLIDS UPDATE:** Leiter Pryor reported at the last meeting that initial samples had been taken through the various treatment processes, and it looked like the primary digester had concentrations low enough that some land-application could probably be done on at least part of the material, but some would have to be disposed of in the landfill. Further analyses were done, however, and a lot of heavy material was found to be in the bottom of the tank. He spoke with Material Matters, and they noted that DEP will probably say it is not a uniform mixture in the tank. Utilizing a gas mixer, a vigorous mix was done and additional readings were taken. The lab's analysis indicated that the PCB levels were almost as high as in the secondary digester (which is above the land application level). Essentially, there are 1,000,000 gallons of material that needs to be de-watered and landfilled. He is obtaining quotes for this work and estimates over \$200,000 for de-watering and landfilling.

Discussion continued regarding locating the source of the contamination. Mr. Pryor noted that the lab has recommended a sampling procedure to detect low limits of PCB (even off a pipe wall). The staff will try this internally first, but they may need to call in someone more experienced.

Mr. Pryor stressed the urgency in proceeding. He has received two (2) quotes and is awaiting a third; and once those are received, he would like to get on the schedule with a contractor for the work. Some of the work can be deferred until 2010, but some sludge will need to be landfilled now. Mr. Pryor also explained that filtrate from the material goes back through the plant, and someone will need to monitor the operation (collecting turbidity and suspended solid samples) the entire time it is being done.

Chairman Fleagle asked if state or federal monies are available for this type of situation, and Mr. Pryor noted he will contact Congressman Shuster and Senator Alloway regarding assistance (the economic stimulus package has a lot in it for clean-up of contaminated sites, etc.)

Mr. Pryor advised that he has been keeping Tom Sweeney (DEP) apprised of the situation and will continue to do so.

Christopher Snively made a motion to authorize Leiter Pryor to proceed with locating a qualified de-watering firm and proceed with landfilling, as appropriate. Allen Stine seconded; the motion passed unanimously.

**WBA/WTMA JOINT WORKSHOP:** WBA members will hold a joint meeting with WTMA members on Thursday, May 7<sup>th</sup>, at 7:30 p.m., in Borough Hall's second floor Council Chambers. Reminder notices

will be mailed out. Mr. Pryor noted that the "main thrust" of the agenda will be the Sewage Transportation Agreement, Service for Harper Drive (Scott Crum's proposal), and the Chesapeake Bay Initiative.

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

Water Requisition #09-09 - Borough of Waynesboro (Water Fund) - \$542,506.00 - 2<sup>nd</sup> Quarter Water Allocation

Water Requisition #09-10 - Gannett Fleming Companies - \$303.34 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized re: preliminary review of IPRBC Report for the period of January 31, 2009 through February 27, 2009

Water Requisition #09-11 - Smith Elliott Kearns & Company - \$1,200.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2008

Water Requisition #09-12 - Gannett Fleming Companies - \$2,553.62 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized (Part A - 2009 Annual Services and Part C - Preliminary Review of IPRBC Report) for the period of February 28, 2009 through March 27, 2009

Water Construction Fund Requisition #WC-30 - Johnston Construction Company - \$189,489.10 - Construction of Well No. 2 Membrane Treatment Facility (Contract Two - General Construction) - Estimate No. 7 for work performed up to and including March 20, 2009

Water Construction Fund Requisition #WC-31 - Gannett Fleming Companies - \$1,072.03 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized re: PENNVEST Assistance (Well No. 2) for the period of January 31, 2009 through February 27, 2009

Water Construction Fund Requisition #WC-32 - Gannett Fleming Companies - \$9,923.23 - Construction management services related to membrane treatment at Well No. 2 for the period of February 28, 2009 through March 27, 2009

Water Construction Fund Requisition #WC-33 - Gannett Fleming Companies - \$2,050.36 - Water system engineering services related to the performance of the duties of the Authority's consulting engineer and other services as authorized (Part B - PENNVEST Assistance - Well 2) for the period of February 28, 2009 through March 27, 2009

Water Construction Fund Requisition #WC-34 - Allegheny Power (ATTN: Cash Processing) - \$4,743.09 - Charges to convert 3PH 120/208V Transformer Bank to 120/240V and to install new underground service at Pump Station located at 625 N. Grant Street

Sewer Requisition #897 - Smith Elliott Kearns & Company - \$800.00 - Progress billing for services rendered in connection with audit of financial statements for the period ended December 31, 2008

Sewer Revenue Fund Requisition #SA-50 - Borough of Waynesboro (Sewer Fund) - \$246,515.00 - 2<sup>nd</sup> Quarter Sewer Allocation

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 8:55 p.m. on a Christopher Snively/Lee Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant