

# WAYNESBORO BOROUGH AUTHORITY

APRIL 15, 2008

## MINUTES

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

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

Others – Tim Glessner (Gannett Fleming, Inc.)  
Craig Houghton (Penn State-Mont Alto Forestry Technology Department)

**APPROVE MINUTES:** Lee Layman made a motion to approve the minutes of the March 19, 2008 meeting, as written. William Pflager seconded; the motion passed unanimously.

**SEEDLING REPLANTING ALONG COLD SPRINGS ROAD:** Craig Houghton reported on the planting program at the watershed (Glatfelter Pulpwood Company donated several thousand seedlings, which should plant almost ten acres.) He requested that the Authority consider the installation of a fence for approximately one (1) acre of American Chestnut plantings, the cost of which would be approximately \$2,000; and also, the purchase of some seedlings to plant the remainder of the clear-cut area (approximately 11 acres), which would cost approximately \$2,500 to \$5,000 (depending on the species).

Leiter Pryor reported that the Authority received approximately \$22,000 from the recent timber sale (and \$10,000 for pulpwood from the other area that was salvaged, but won't need to be replanted). Mr. Houghton noted that the fence installed two years ago is weathering well; and it is anticipated that it will need to remain for "a while", as they are waiting for a good seed year.

Lee Layman made a motion to approve Mr. Houghton's requests for a total not-to-exceed \$7,500. Allen Stine seconded; the motion passed unanimously.

**MEMBRANE FILTRATION PLANT CONSTRUCTION MANAGEMENT PROPOSAL:** Tim Glessner noted that he will discuss Gannett Fleming's construction management proposal and the SCADA system upgrade for the Water Plant. He provided the Authority members with a written description for their reference.

Mr. Glessner noted that part of the Well #2 project was to get the information from the well station to the water treatment plant, so the operator could monitor the well station remotely from the plant (as it is manned 24 hours). He explained difficulties with this process, because the Wunderware system at the water plant is outdated and becoming obsolete. A newer version of the software program is required, but the computer hardware needs to be updated in order to run the more recent version. The system at the plant uses a serial communication with a card built into the computer, but computers with that card can't be purchased anymore. Because of these numerous difficulties, it was felt that it would be a good opportunity to expand the scope of the project to upgrade the SCADA system at the

plant as well. He explained the procedures required, which will cost approximately \$25,000 for the equipment and \$20,000 for re-programming. There will be a minimal amount of down-time at the plant. Square D (who furnished the old PLC's) can do the work, and an addendum to the contract was issued to request a price quote once the contract is awarded. Mr. Glessner noted that this problem was not discovered until the end of the design, when they were ready to advertise for bids. Two approaches were considered – to issue a change-order to the contract or issue this work as an addendum. He explained the benefit in proceeding with an addendum. There were some additional engineering costs of approximately \$5,000 also associated with this discovery. Leiter Pryor noted that there was a rather large contingency (approximately \$200,000) built into the PENNVEST funding, which would cover these costs. Mr. Glessner, accordingly, requested the Authority's affirmation of these actions.

Mr. Glessner also discussed Gannett Fleming's proposal for construction management services, a copy of which the Authority members received in their packets. He reviewed the proposal and services to be provided – for a total not-to-exceed \$252,800. It was noted that the contractor is responsible for plant start-up. There is a one-year warranty period on the plant through the general contractor; beyond that time period, issues would need to go back to the manufacturer. Chairman Fleagle noted his hope that there are no specification issues which would not allow the warranties to be transferred from the contractor to the WBA beyond the one-year period; and that Gannett Fleming would take care of any design errors that "crop up" at no additional cost to the Authority. Mr. Glessner responded that Gannett Fleming "stands up" and takes care of things when they are truly their fault; and if they are not their fault, they will advise accordingly. He added he feels that they are always fair and reasonable.

**ENTERPRISE AVENUE PUMP STATION UPDATE:** Leiter Pryor reported that the project is approximately 95% complete, and they are currently waiting for the general contractor to do the equipment start-up. The electrical upgrade has been completed by Allegheny Power and the Gas Company has also provided service. Generator start-up and training was held last week. He provided two (2) additional pay estimates for approval (no formal invoices have been received yet): Johnston Construction Company for \$28,623.10 and D & M Electrical for \$4,217.92.

Mr. Pryor gave a report on expenditures for the project. When bids were originally opened, Gannett Fleming gave an estimate of \$360,000 for the construction. Other issues came up (power upgrade and engineering/construction management costs), however, and the total to date is \$437,498 . He noted there is an agreement with the Hollengreen developer that they are responsible for 81% of the total project cost. He has attempted to contact the developer to explain the situation, and noted that the WBA can control the utilities until payment has been received. The total owed by the developer would be \$230,309 (they already contributed \$291,600). Mr. Pryor requested the Authority's approval to transfer their portion of the upgrade costs (\$122,423.15) from the Construction Fund into the Hollengreen Account in order to keep the contractors paid.

Leiter Pryor also noted that the project included a motor-operated valve (so the flow can be diverted without someone crawling into a manhole), but the equipment won't be installed until after start-up.

William Pflager made a motion to authorize Leiter Pryor to transfer \$122,423.15 from the Sewer Construction Fund to cover the WBA's 19% obligation of the station upgrade. Lee Layman seconded; the motion passed unanimously.

**WTMA FOG RESOLUTION:** Leiter Pryor reported that WTMA recently passed a FOG (Fat, Oils and Grease) resolution which controls the amount of these materials contributed to the sanitary sewer system. Some of the Borough's customers discharge into their collection system under the Sewage Transportation Agreement (and he is not aware of any of them having grease traps). He noted that grease is an issue on some occasions. He understands that WTMA will formally approach the WBA regarding this matter. He added that the Borough has a Sewer Use Ordinance that contains limits with regard to the discharge of fats, oils and grease. It is mainly monitored for the industrial facilities, not

the commercial establishments. He feels that it might be beneficial to look at a similar resolution for the Borough – he will research the matter and report back.

**MEMORANDUM OF UNDERSTANDING - WKRD PARTNERSHIP:** Leiter Pryor noted that the WBA received a copy of a proposed Memorandum of Understanding with WKRD Partnership, which was discussed at their last meeting. Borough Council recently opened bids for paving materials, and C.V. Avenue is slated to be paved this summer. WKRD made a request for utility services for their new laundromat and entered into an agreement with the WBA and Council regarding utilities. One of the items which was discussed was the installation of a 4" fire service line and the need for a Water Main Extension Agreement from North Street to the front of the Gsells' property. It was decided that the Borough should do the installation work on that main extension to keep things moving (in order for it to be done before the paving project begins). The Gsells verbally agreed to allow the Borough to do that (and pay for it). A Memorandum of Understanding was drafted and delivered to the Gsells last week, and Mr. Pryor was informed earlier today that they aren't satisfied with the indemnification clause recommended by the Borough Solicitor. Lloyd Reichard agreed that the indemnification should be included.

Allen Stine made a motion to approve the Memorandum of Understanding with WKRD Partnership, as written. Lee Layman seconded; the motion passed unanimously. Mr. Pryor noted that he will present the document to Borough Council at their meeting the following evening and inform them of the situation.

**TEMPORARY EASEMENT - MCCLEAF WELL SITE:** Mr. Pryor noted that the temporary easement at the McCleaf well site was discussed at the Authority's last meeting. The agreement regarding this matter was reviewed. Basically, if the temporary easement is removed, the Authority would be required to provide other access at their expense. Discussion ensued regarding Highway Occupancy Permits and various other difficulties. Scott Crum noted he feels that it "looks worse on paper than it will actually be", and that certain field adjustments can be done when the excavation begins to make it a little straighter. The Authority agreed to allow the staff to work on the matter. No official action was required.

Chairman Fleagle asked for the Authority's opinion regarding upgrade of the monitoring system for the water treatment plant. After discussion on the options, Allen Stine made a motion to authorize the contract addendum to include the monitoring system upgrade for the water treatment plant. William Pflager seconded; the motion passed unanimously.

Chairman Fleagle asked for the Authority's opinion regarding Gannett Fleming's construction management services proposal. Leiter Pryor was instructed to keep track of the costs as the project progresses. Lee Layman made a motion to authorize Gannett Fleming to provide construction management services for the well project in an amount not-to-exceed \$250,000. Allen Stine seconded; the motion passed unanimously.

Leiter Pryor noted that when the Waynesboro Area School District applied for a water utility service, they entered into a Water Main Extension Agreement to extend the line down from Virginia Avenue to Second Street, and agreed that they would terminate the existing service off Virginia Avenue before putting the new service on-line. It was recently discovered, however, that the valve for the new addition has been turned on. School District representatives stated that they needed to turn it on because they were going to occupy the new wing in a few weeks, and it cannot be terminated now. In order to keep the project moving, Mr. Pryor agreed to call this a temporary service for one (1) year (at which time they will have to pay a tap fee or turn one service off). In the meantime, they will be paying two (2) 4" minimum bills. The Authority concurred.

Mr. Pryor added that, while at the School District's construction site, a control box was discovered hanging on the Authority's fence at the Enterprise Avenue Pumping Station. After pursuing the matter

further, it was determined that the School District was using a duplex receptacle (which they requested, on a temporary basis, several years ago). Apparently they tied into that line and are now powering their entire irrigation system on it. The Authority instructed Mr. Pryor to write a letter to the School District advising that the control box will need to be removed from the Authority's fence and they will have to contact Allegheny Power regarding obtaining their own service.

Chairman Fleagle requested information on several issues:

- Infiltration project – Scott Crum noted that the monitors have arrived and are in the field recording
- Corp of Engineers funding – Leiter Pryor noted that the Authority is on the schedule for funding this year (and the request must be processed by September)
- Billing software - Scott Crum noted that data conversion is being done at this time
- Roof at treatment plant – Leiter Pryor is working on the specifications
- Water system modeling – Scott Crum noted he is waiting for the contract documents to obtain the head pressures of the pumps
- Secured lobby – Scott Crum noted that a panic button will be added, but no enclosure has been specified. Leiter Pryor was advised to inform Mr. Hamberger (and Borough Council) that concern was raised regarding this matter

**PAY BILLS:** William Pflager made a motion to approve payment of the following requisitions –

Hollengreen Utilities Escrow Account Requisition #HE-40 - 4-M Construction Services Company - \$16,083.50 - Enterprise Avenue Pumping Station Rehabilitation (Contract One - General Construction) – Estimate No. 6 for work performed up to and including April 4, 2008

Hollengreen Utilities Escrow Account Requisition #HE-41 - Gannett Fleming Companies - \$1,514.68 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of December 20, 2007 through February 1, 2008

Hollengreen Utilities Escrow Account Requisition #HE-42 - Gannett Fleming Companies - \$1,261.26 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of February 2, 2008 through February 29, 2008

Sewer Requisition #889 - The Pennsylvania State University - \$820.00 - 4 DEP Permit 271-Soils

Sewer Revenue Fund Requisition #SA-44 - Borough of Waynesboro (Sewer Fund) - \$223,747.00 - 2<sup>nd</sup> Quarter Sewer Allocation

Sewer Revenue Fund Requisition #SA-45 - Material Matters, Inc. - \$1,810.00 - Environmental services in connection with locating and qualifying new farm sites under PADEP Chapter 271 for beneficial use of biosolids for the period of January 19, 2008 to February 15, 2008

Water Requisition #08-11 - Borough of Waynesboro (Water Fund) - \$504,623.00 - 2<sup>nd</sup> Quarter  
Water Allocation

Allen Stine seconded; the motion passed unanimously.

Lee Layman also made a motion to approve the two (2) additional invoices mentioned earlier (Johnston Construction Company - \$28,623.10 and D & M Electrical - \$4,217.92).

William Pflager seconded; the motion passed unanimously.

Having no further business to discuss, the meeting adjourned at 9:28 p.m. on a Pflager/Layman motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant