

# WAYNESBORO BOROUGH AUTHORITY

JULY 15, 2008

## 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 and S. Allen Stine (Lee Layman and William Pflager were 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 June 17, 2008 meeting, as written. Christopher Snively seconded; the motion passed unanimously.

**UPDATE - SHENTEL PCS:** Leiter Pryor reported that Tucker Lahr (Shentel PCS) had provided him with a standard agreement format several months ago. He and Lloyd Reichard reviewed the agreement and made several changes to it. A draft copy was returned to Mr. Lahr for his comment, but he has not yet heard back on the matter. He is hopeful that the agreement will be received by the next meeting for approval or further review/revision. Mr. Lahr also noted that drawings for the structural analysis will be available in the near future.

**SOURCE DEVELOPMENT UPDATE:** Regarding the McCleaf well, Leiter Pryor stated that Gannett Fleming has forwarded copies of insurance and bonding information to Lloyd Reichard. Lloyd Reichard reported that all is in order, and the documents have been forwarded to the contractor for execution. As those should be returned within a week or so, Mr. Pryor requested that the Authority authorize the appropriate signatories to execute the documents. The contractor is requesting to begin doing some site work once the contracts are in place. Discussion followed regarding vehicles on the neighboring property, and Mr. Pryor noted he will “stay after them” to keep vehicles off the Authority’s property. Commonwealth Code Inspection Services has advised that the building permit is ready to go. He noted that negotiations were held regarding the fees, but the total fee will be \$8,804.00 (which includes all inspections necessary to ensure compliance with the Uniform Construction Code).

Christopher Snively made a motion to authorize execution of the contracts upon return from the contractor. Allen Stine seconded; the motion passed unanimously.

**PENNVEST UPDATE:** Leiter Pryor reported that the PENNVEST application is currently “in a holding pattern”. A task list was created to assign duties for the closing. He is gathering information and anticipates having the closing documents available for execution at the Authority’s August meeting. He explained that the actual closing is done electronically, but all information must be submitted to PENNVEST before the closing date.

**UPDATE - ENTERPRISE AVENUE PUMP STATION:** Leiter Pryor noted that the signed agreement and amortization schedule have been received from DLM, LLC (for the Enterprise Avenue Pump Station upgrade). Their first payment is due by August 15<sup>th</sup>. Chairman Fleagle noted that Mr. Pryor has informed Jeff Adams (Waynesboro Area School District) that their electric box should be removed from the Authority’s fence by October 1<sup>st</sup>. Mr. Pryor noted that the required manhole has been installed, but a new frame was ordered because it was too high. A substantial completion meeting has

been scheduled for Thursday, July 17<sup>th</sup>, at 10:00 a.m. Gannett Fleming will attend the meeting, during which time the punch list will be reviewed. He noted that a few minor items need to be addressed (mostly aesthetic), but the station is running very well. Since it has not yet been accepted, however, the Authority can take advantage of an extended warranty period.

Mr. Pryor presented Change Order #3 (for Contracts #2 and #3), extending the contracts for ninety (90) days. Christopher Snively made a motion to approve the change order, as presented. Allen Stine seconded; the motion passed unanimously.

For the record, Chairman Fleagle reported that he received a telephone call from Nancy Funk of Myrtle Avenue. She was concerned about groundwater being pumped out of the manhole at the Enterprise Avenue Pump Station (she thought it was raw sludge). Leiter Pryor advised that the groundwater was being pumping out in order to set the manhole. Mr. Fleagle attempted numerous times to respond by telephone to Ms. Funk, however he was unable to reach her and she has no answering machine.

The Authority suggested conducting a tour of the facility when all the work is completed.

**DEP AWARD:** Mr. Pryor noted that the Authority received a letter from DEP regarding their selection to receive an Area-wide Optimization Program (AWOP) Award. The award will be presented during an AWOP Awards ceremony at the Water Works Operators Association of PA Annual Conference in State College on August 4<sup>th</sup>. He and Gordon Cruickshanks will travel to University Park to accept the award, and would like to take some training sessions as part of the conference. The Authority noted no problems with this request. Mr. Pryor explained that this award is a reflection of the efforts by Gordon Cruickshanks and the Water Plant's personnel, as it was a voluntary program but was quite labor-intensive. He feels that this says a lot for the staff's willingness to go "above and beyond" their normal duties.

Mr. Pryor noted that all is going well at the Water Plant. The calibration company will begin work on the equipment next week, and will then move on to the Sewer Plant. He noted that he is working on the roof specifications. Bonded Applicators will visit the site next week to view the roof and review the proposed specifications.

**LICENSE AND MAINTENANCE AGREEMENT - KOURLIOUROS:** Authority members received copies of the proposed License and Maintenance Agreement for Tom Kourliouros' four-unit townhouse subdivision at Ringgold/Eighth Streets. Lee Royer discussed this matter at the Authority's last meeting. They plan to extend the sewer main from the existing manhole on Ringgold Street to a new manhole and into the property line. The line will be private; and the maintenance agreement is required to ensure that future maintenance will be taken care of by the property owner. Mr. Kourliouros also submitted an Application for Sewer Main Extension/Sewer Main Extension Agreement and appropriate deposit for engineering/inspection services. Discussion followed regarding the fact that Ringgold Street was recently rebuilt with CDBG monies, and this line will go "right up the middle". The Authority noted that it is a shame to tear up the street, but they don't see any other way to take care of the situation. They recommended that the Engineering Department take a good look at the street and specify how it is to be repaired. Lloyd Reichard noted that he reviewed (and approves) the proposed agreement. Allen Stine made a motion to approve the License and Maintenance Agreement for Tom Kourliouros' property at Ringgold/Eighth Streets. Christopher Snively seconded; the motion passed unanimously.

Christopher Snively then made a motion to approve the Application for Sewer Main Extension and Sewer Main Extension Agreement, as presented. Allen Stine seconded; the motion passed unanimously.

**BILLING/ACCOUNTING SOFTWARE:** Leiter Pryor noted that he had a meeting this afternoon with the programmer for the new software. He reported that it has been a monumental task to do the data conversion from the old to the new system. Julie Myers sat in with the programmers today to answer questions and provide clarification/additional information. Leiter Pryor added that “we would be lost without Julie”. He anticipates that the software will be “up and running” in a month or so.

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

Sewer Revenue Fund Requisition #SA-46 - Borough of Waynesboro (Sewer Fund) - \$223,747.00 - 3<sup>rd</sup> Quarter Sewer Allocation

Water Requisition #08-15 - Borough of Waynesboro (Water Fund) - \$288,356.00 - 3<sup>rd</sup> Quarter Water Allocation

Water Requisition #08-16 - Kathy A. Wishard - \$1,614.72 - 2008-2009 Fiscal Year Real Estate Tax Bill (Rattlesnake Run Road)

Water Requisition #08-17 - Kathy A. Wishard - \$350.46 - 2008-2009 Fiscal Year Real Estate Tax Bill (Blue Rock Road)

Water Requisition #08-18 - Donald L. Ambrose - \$789.96 - 2008-2009 Fiscal Year Real Estate Tax Bill (Wayne Highway)

Water Construction Fund Requisition #WC-01 - Commonwealth Code and Inspection Services - \$8,804.00 - Building Permit (McCleaf Well)

Hollengreen Utilities Escrow Account Requisition #HE-45 - Johnston Construction Company - \$2,707.50 - Enterprise Avenue Pumping Station Rehabilitation (Contract Two - HVAC Work) - Estimate No. 6 for work performed up to and including May 31, 2008

Hollengreen Utilities Escrow Account Requisition #HE-46 - Gannett Fleming Companies - \$1,193.85 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of March 1, 2008 through March 28, 2008

Hollengreen Utilities Escrow Account Requisition #HE-47 - Gannett Fleming Companies - \$2,295.12 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of March 29, 2008 through April 25, 2008

Hollengreen Utilities Escrow Account Requisition #HE-48 - Gannett Fleming Companies - \$1,361.81 - Construction Phase engineering services relative to the Enterprise Avenue Wastewater Pumping Station Upgrade for the period of April 26, 2008 through May 23, 2008

Sewer Requisition #892 - Material Matters, Inc. - \$4,353.68 - Environmental services in connection with locating and qualifying new farm sites under ADEPT Chapter 271 for beneficial use of biosolids for the March 29, 2008 to April 25, 2008

Christopher Snively seconded; the motion passed unanimously.

**CLEANING/INSPECTION - N. BROAD STREET TANKS:** Leiter Pryor reported that the contractor began work on cleaning and conducting an underwater inspection of the tanks on N. Broad Street. As the main tank was painted and cleaned approximately 16-17 years ago, he expected a lot of sediment ... but there was only 1/4". A few minor spots have been observed on the walls, but most looks good. He reported that they will conduct video inspection of the standpipe the following day.

Having no further business to discuss, the meeting adjourned at 8:07 p.m. on a Christopher Snively/Allen Stine motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott  
Administrative Assistant