

# Mercersburg Water Authority

Borough Hall, Mercersburg PA

April 19, 2011

Minutes

**Attending:** Michael Myers-Chairman, Ed Twine-Vice Chairman, Larry Nair-Secretary, Gregg Davis, Issa Ziadeh, Dawn Scheller-Assistant Borough Manager, Mark L. Pickering-Senior Project Manager Water and Waste Water Practice, Gannett Fleming, and Brent Ramsey-Assistant Project Manager, Gannett Fleming

**Absent:** Tammy Oberholzer-Borough Manager, and Sam Wisner-Solicitor

**Press:** None

**Guests:** Brent Spangler-Larson Design Group, Dave Sollars-L.B. Waters Service, Inc, and Steve Miller-L.B. Waters Service, Inc.

Chairman Myers called the meeting to order promptly at 7:00 pm.

Chairman Myers welcomed the audience members. L.B. Waters Services Presentation occurred first.

Dave Sollars began thanking for the opportunity to speak. Dave spoke briefly about the new water meters and the new meter reading system. Dave showed the authority a new residential meter that is available now from Census. A composite meter is lead free. He said that it is a very strong meter and the low flow capability can read flow at .03 and that accuracy is guaranteed for 20 years. The meter is battery powered and under warranty for 20 years.

Brent Ramsey entered at 7:03 p.m.

The meter is a smart meter that has all the alarms with it. If someone were to tamper with the meter, an alarm would be sent alerting the Employees that the meter needs to be checked. Dave stated the meter needed to be protected from freezing same as the other meters. It has a data logger on it that would track the usage of the last 30 days and you could see the peaks of the usage. He stated that they come in various sizes as needed but that it is primarily a residential meter. Dave stated that they also have a hand held computer that can store the reading information and upload it directly to the computer. The Employees would be able to choose to either manually enter the readings or if they purchased the system they could obtain them remotely. Dave provided the authority with information to review. The Authority asked Don Shaffer if he needed to order some new meters or if we had, meters that would benefit from the remote. Don stated that they had a few and some that would need to be waterproof. Dave stated that they had options to fit whatever needs the Authority would have. The Authority asked if that system would work with the meters that we have now. Dave stated that it would and the Authority would not have to by the program information for the new meters because they can be touched read. The Authority asked what the cost would be. Dave indicated that the transmitters run about \$140.00 each and the new meter runs about \$130.00 each. Dave stated that there could be trade in options if they had old meters. If the Authority wanted to purchase the hand held computer, charger stand, software would be approximately be about \$7,500.00. The price quoted would allow them to come in install the system train and assist with the conversion process if the hand held computer was purchased. L. B. Waters stated that they would work with the Authority on installation and discount cost. The Authority asked Borough Staff to forward a list of needed meters, examples ones in pits and ones that are not outside, so that they could obtain a quote for the cost and review the information next time.

Steve Miller provided information to the Authority about Leak Detection Equipment. He stated that there were two systems that the Authority could choose from to fit the needs. The two items are the "Lmic" and the "S30 Surveyor". Steve stated that the "S30 Surveyor" comes as a package and they actually asked if they could contact Don and arrange for him to review the equipment and see which he would prefer. Steve stated that he would set up a time with Don Shaffer to schedule the demo. The Water Authority asked Don to try out the equipment and forward his thoughts to the Authority at the next meeting.

Chairman Myers asked Mr. Brent Spangler for his presentation. Mr. Spangler provided the Authority with design information (preliminary plans) regarding the Solar Panel Plans using the grant funding that be awarded. Mr. Spangler stated that he has the project broken into three bids. He stated that he would like the contractors to be able to bid out all three phases this may allow the Authority to have a greater number of panels completed. Brent Spangler stated that he does not have a copy of the Grant Documents. He stated that he would need to see those documents and speak with Tammy to be able to answer his outstanding questions. Dawn stated that she would relay the information that he did not have a copy of the grant paperwork to Tammy and that the office would provide him with the information that he needs. Chairman Myers asked what questions he had. Brent stated that he was reviewing the plans that had been designed and he made some suggested changes. The first was having the panels placed on a bed of stone as opposed to a base of concrete. The Authority Members agreed. They also discussed how to anchor the base. It

was discussed to have two different ways priced; the first was using concrete forms (legs for the panels) and the screw type. The Authority members preferred the concrete forms but wanted both priced. The authority agreed that fencing should be added as part of the grant funds. Don Shaffer was going to move a pile of soil out of the way to address one of Mr. Spangler's concerns. Larry Nair asked how long would it be for the Authority to recoup the cost. Mr. Spangler stated if the Authority were paying for the entire project 27.5 years, however since the Authority is only matching a small portion it will take approximately 3-4 years. Brent Spangler stated that he would like to have this beginning as soon as possible and that he would be continuously contacting the office to obtain the outstanding information needed. Dawn stated that we appreciate that and that he could call anytime. Mr. Spangler stated that the plans are preliminary plans and he will work to complete the final plans. Larry Nair asked if we have many contractors in the area who complete this work. Brent stated that we do and that the Authority should receive a good amount of responses and the Authority can put a 100-mile radius for future maintenance needs. The Authority suggested adding a 75-mile radius. The Authority Members thanked him for the information and are looking forward to hearing more updates in the future.

**MOTION: to approve the Treasurer's Report Month ending March 31, 201 and Bills Payable March 2011 was made by Larry Nair, second by Ed Twine, all ayes motion carried.**

**MOTION: to approve the minutes from March 8, 2011 was made by Larry Nair, second by Gregg Davis, all ayes motion carried.**

Chairman Myers asked if there was any information from the Solicitor.

Dawn Scheller stated that Sam Wiser had a conflicting meeting and he was not able to attend but that he did forward some information. Sam Wiser was able to obtain a resolution for the Findlay Park challenge. Sam was able to meet with Mr. Dorsey after many months of trying to have the issues resolved. Sam was able to obtain a Maintenance Agreement and the Dedication of the Water Line improvements from Mr. Dorsey. Sam Wiser asked that the Water Authority make two separate motions.

**MOTION: to authorize and direct the Chairman to sign the Dedication and Maintenance Agreement with Dorsey Builders was made by Ed Twine, and second by Larry Nair, all ayes, motion carried.**

A question was asked if all the improvements in Findlay Park were all right. Brent and Don stated that all of the items have been fixed including the fire hydrants.

**MOTION: to accept the Water System from Dorsey Builders, and direct the Chairman to sign the Deed of Dedication for the Water System was made by Ed Twine, second by Larry Nair, all ayes, motion carried.**

Dawn stated that Sam Wiser has forwarded the information from the First National Bank of Mercersburg regarding the Loan Documents. The Loan will be set up similar to a line of credit where no payment will be required until funds are used. Sam requested that the Authority grant the Chairman the ability to sign these documents but not date them. These documents would then be used at the Loan Closing.

**MOTION: to authorize the Chairman and the Secretary to sign the closing documentation for the \$210,000 loan with the First National Bank of Mercersburg to be used at the closing was made by Issa Ziadeh, second by Ed Twine; Larry Nair abstained, remaining members ayes, motion carried.**

Dawn stated that Sam Wiser reviewed the Timber Sales Agreement and made recommended changes. The Authority Members reviewed the Agreement and the changes. They did not have any concerns with the changes made. Chairman Myers commented that he was appreciative of the work he had done with the items.

Chairman Myers asked for the Engineer's Report.

Mark Pickering from Gannett Fleming introduced himself to the Authority Members. He stated that he works out of the Camp Hill Office but is responsible for the Management of the Chambersburg Office and all of the customers' request. He introduced Brent Ramsey and stated that he will be continuing to work out of the Chambersburg Office. Mark stated that a change of personnel has occurred in the Chambersburg Office. Mark stated that he understands that the Borough Council and Sewer Authority have approved a request for an RFP for Engineering Services. Mark stated that he would like to continue with the Authority. Mark stated that he understands that for the Buck Run Well Pump and the Tank Painting Project that he was told the project was on hold. Ark stated that he understands after speaking with Tammy and Dawn that those projects were off the table right now. Mark asked the Authority if it would be all right for him to continue to work on these projects, become reengaged, and then present a plan to the Authority at the next meeting. The Authority Members stated that they were not contacted about Garry and the changing situation. They stated that they were not aware that the projects were put on hold and they were surprised by this information.

Dawn stated that we had a meeting with Gannett Fleming on April 5, 2011 and that we reviewed the projects and the status of those projects. Dawn stated that she had recalled that Gannett Fleming did not have a lot completed with either of the projects. That Gannett was not aware that we had the information packet from Garry regarding the Tank Painting Project and that they were unsure where the Authority got the financial estimate regarding the Buck Run Well Pump expansion. Dawn stated that when Tammy informed them that the Buck Run Well Pump Expansion Project estimated at \$210,000 was an estimate received from Garry the Gannett Representatives were surprised and concerned with that estimate. They then stated that they had no design completed and they were not sure if the funding would be enough. Dawn stated that at this point Tammy had asked them to wait until they could speak with the Authority Members and review what information they already had and let the Authority Members decide to move ahead or put out for bid. Dawn also stated that Tammy had spoken with Sam and the Authority could chose to incorporate the projects in the bidding documents should they wish to move ahead with an RFP for Engineering Services and that the Authority did not have to stay with Gannett.

The Authority Members were concerned with the time loss on the projects and adding it to an RFP process maybe to aggressive as a process. They were also concerned with the Annual Contract that had been signed for 2011. The Authority Members also stated that they were not aware that they were looking for an Engineer immediately but they had planned on an RFP for 2012.

Dawn stated that Garry was supposed to have the information for the projects to review at this meeting.

Mark stated that he did not move forward since he was told to hold off and that a lot could have been done during that time. Mark asked for the ability to continue to work on these projects, speak with Paul, and bring back that information. An Authority Member asked Mark if he was prepared to present anything for these projects. Mark stated that he would have been if he had not been on hold. Mark stated that he would have he Standard Specs and the Technical Documents for the Authority and Paul's review. Mark stated that he would like to bring an associate who specializes in projects like the Buck Run Well Project. The associate is Jamie Shambaugh and he would make an appointment with Paul to review and address any thoughts for the project. Mark stated that he would like to meet with Paul and Authority Members about the Technical pieces of the Tank Painting project. Mark stated that once he has hose conversations that they will have the final documents needed to be put out for bid.

**MOTION: a motion made to allow Gannett Fleming to continue to work on the two projects, Buck Run Well Pump Expansion Project and the Tank Painting Project, and bring the information and updates back to the Authority for review was made by Ed Twine, and second by Larry Nair, all ayes, motion carried.**

Mark updated the Authority on the Findlay Park issues. Don Shaffer stated that all of the valve boxes have been repaired. Don stated that the sidewalks are all ok. Mark stated that they just got the information on the Elementary Project requesting a fire flow. The Authority would like the line metered. Don Shaffer stated the estimate for the meter would be approximately \$10,000. Brent stated that he would recommend an easement be added in their drawings for the access drive and the utilities for the fire hydrant. Dawn stated that she would ask them to add the easement or right of ways to the documents. Brent recommended that the Bennett Ave line be increase to a six-inch line. Dawn asked Brent to calculate the tapping fee for the Elementary School Project.

Mark and Brent left at 8:50 p.m.

Chairman Myers then asked for the Manager Report.

Dawn Scheller reviewed Tammy Oberholzer's Manager's Report. Dawn stated that many of the items have already been spoken about. Items such as the Mud Well Expansion, Water Plant Trees, Solar Panel Grant, Findlay Park, and Flock Tank painting. The Authority Member's expressed concern of why they were not contacted about the Gannett Fleming staffing change. Dawn apologized that they were not informed and caught of guard. They asked that the next time a situation like this occurs that all members be informed fully on the situation before they are present for a meeting.

In the Manager's report, she reviewed the Water Leak information on Bennett Avenue. The Authority Members discussed the pros and con is on replacing the line with Ductile vs. PVC Pipe. Ed Twine estimated the replacement of the project if done in house would cost approximately \$24,000. The Authority asked Don if he felt that the Public Works Department would be ok to move ahead and do this project. Don Shaffer stated that he believed they could handle the project in house.

Tammy Oberholzer's report included a fee increase of \$10.00 for an additional late fee to be charged for balances over 60 days. Dawn explained the process of notices sent and then posted at the properties along with the information obtained of what other municipalities charge. The Authority Members discussed the new fee.

Chairman Myers asked for the Secretaries Report.

Dawn Scheller reviewed the report and presented the price information for the Steel Plates needed for the bridge. The Authority agreed to purchase eight – 7'x6'x 3/4" steel plates.

**MOTION: to authorize a purchase of 8 – 7'x 6'x 3/4" in the amount of \$6,856.08 steel plates for the bridge for the Timber Sale Project was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

Dawn Scheller included LB Water Material estimates for the replacement of pipe on Bennett Avenue. The Authority Members spoke and estimated the project. They decided to move ahead with the project in house as oppose to hiring and outside company.

**MOTION: to allow the Public Works Department to move forward with the pipe replacement on Bennett Ave with Ductile Pipe estimated project of \$24,000 was made by Ed Twine, second by Larry Nair, all ayes, motion carried.**

The Authority Members reviewed option where the funds could be obtained. The Authority would discuss this further at the next meeting after Gannett Fleming came back with more detailed pricing information.

Chairman Myers reviewed the new business items.

**MOTION: to approve Resolution 2011-2-W: Schedule of Fees was made by Ed Twine, and second by Larry Nair, all ayes, motion carried.**

**MOTION: to review and act on the Lumber Sales Agreement was made by Ed Twine, second by Gregg Davis, all ayes, motion carried.**

**MOTION: to authorize the Timber Agreement was made by Larry Nair, second by Ed Twine, all ayes, motion carried.**

**MOTION: to allow the Elementary School to have an additional tap for the Fire Line provided they receive all of the necessary permits and pay the applicable fees was made by Ed Twine, second by Larry Nair, all ayes, motion carried.**

**MOTION: to adjourn into executive session at 9:35 pm was made by Gregg Davis and second by Larry Nair, all ayes, motion carried**

Regular session resumed at 9:42 pm.

**MOTION: to allow Chairman Myers to step down into the Vice-Chair Position for personal reasons and to appoint Ed Twine to the Chair position was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

**MOTION: to adjourn was at 9:45 was made by Issa Ziadeh and second by Gregg Davis, all ayes motion carried.**

*These minutes transcribed by Borough Secretary Dawn L. Scheller from her notes and a recorded tape of the meeting.*

Respectfully submitted by Borough Secretary, Dawn L. Scheller

