

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 19, 2012**

The meeting was called to order by Chairman Jim Heisey.

ROLL CALL

Roll call was taken by Secretary Lorrie Wright. Those in attendance were Jim Heisey, Rick Rudy, Dale Bevans, Tom Demler and Ron Thompson. Also in attendance were Tony Fitzgibbons, Jeff Steckbeck, Kevin Snader and Lorrie Wright.

COMMENTS/COMPLAINTS

Knapp/Deaven, S. Pine Grove Street - Mr. Allen Knapp appeared before the Board on behalf of Keith and Mary Deaven, 2678 S. Pine Grove Street and himself. The Deavens and Knapps are willing to remit payment for their tapping fees at this time but request that they not be required to connect to the sewer system until development begins opposite their properties on S. Pine Grove Street. This request is being made in order to avoid the need for grinder pumps. After discussion the board instructed the Knapps and Deavens to bring the matter before the township supervisors.

MEETING MINUTES

The Board approved the revised November 5, 2012 meeting minutes.

TREASURER'S REPORT

Bills Payables – Tom Demler made a motion to approve the Fredericksburg Sewer Payables in the amount of \$16,597.07, the Fredericksburg Water Payables in the amount of \$71,044.85, the Monroe Valley Sewer Payables in the amount of \$4,374.81 and the S. Fredericksburg Sewer Payables in the amount of \$76,346.72. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Financial Statement – Dale Bevans made a motion to approve the financial statement as submitted. Ron Thompson seconded the motion. All voted in favor and the motion carried.

ENGINEER'S REPORT

General Administrative - Engineering continues to assist the Administrative staff as requested.

Fredericksburg Plant Expansion / South Fredericksburg - Contracts 2, 3, and 4 - WWTP General, Electrical and HVAC Construction bids were received and opened prior to the meeting and a bid tabulation was presented to the Board for review. A report and recommendation will be available at the December 3, 2012 board meeting.

Met Ed designers met with the engineer to resolve the temporary power service for construction of the new WWTP. Permanent power design will begin after Thanksgiving, with an advance rough cost estimate of \$200,000 for three phase extension from the intersection of Greble Road and Route 343.

A Draft Certificate of Engineer was provided to the board. This information is required to go to DCED for their approval of the PennVest loan and the guarantee sewer revenue bond of 2013.

Monroe Valley WWTP Operations Support - Engineering is working on raising the Little Mountain Road pump station controls and generator which should be completed within the next 6 weeks.

FSWA Water System Operations Support - The engineers are participating in SCADA discussions with Allied to address some malfunctioning equipment.

The engineers are coordinating the installation of SCADA at Farmers Pride in conjunction with the operator for the installation of a new water meter.

The engineers have provided the operator with estimates for the conversion to gas chlorination. The engineer suggested that the Operations Committee meet in the near future to discuss this subject.

Water System Improvements / New 1MG Tank; Water Source - Met Ed has installed the transformer. Caldwell will be contacted to sterilize and fill the tank. The Tap-App mixing system was installed at the new tank. The old system was not delivered as was previously anticipated. Caldwell will deliver it once they evaluate the design drawings of the old tank.

A punch list of final work items was issued to Caldwell on November 5th.

Caldwell has addressed most of those items. Engineering needs to visit the site to verify the work.

SOLICITOR'S REPORT

South Fredericksburg - The solicitor, as directed at the last meeting, drafted a letter to Clarence and Josephine Waltermyer advising them of their obligation to connect to the new sewer collection and treatment system. The Board approved sending the letter to the Waltermyers.

Met Ed has requested that the Authority obtain a temporary easement across a portion of the L&L farm in order to provide electrical service to the new WWTP during construction. A draft easement was presented to the Board for approval. Ron Thompson made a motion to approve the temporary easement. Rick Rudy seconded the motion. All voted in favor and the motion carried.

The solicitor has been contacted by David and Beverly Keller, 547 Shirksville Road, regarding the connection of their property to the new collection system. The Keller's property was to have connected via a grinder pump transferring sewage from their property to a line in Shirksville Road. The Keller's contacted the property owners to the rear of the property, GSLB, LLC., and GSLB has agreed to grant and has signed a revised easement agreement in favor of the Authority so as to allow the Keller's to connect to the sewer line via gravity and avoid the need for a grinder pump. The easement was presented to the Board

for approval. Dale Bevans made a motion to approve the revised easement being granted by GSLB, LLC dated November 15, 2012. Rick Rudy seconded the motion. All voted in favor and the motion carried. The Keller's have agreed to reimburse the Authority the cost of preparing and recording the easement in the amount of \$256.00.

Mr. and Mrs. Kauffman have signed the easement that was approved at the November 5th, 2012 meeting. The original easement was presented for signature by the Chairman. Atty. Fitzgibbons is working with the Kauffman's attorney to remove the condemnation for their property.

Tammi Hopkins, via Atty. Bametzreider, filed preliminary objections to the declaration of taking. The solicitor will report to the board as soon as he has the opportunity to speak to Ms. Hopkins attorney.

US Real Estate - A developer's agreement has been drafted and will be finalized as soon as the solicitor is able to obtain information from Attorney Charles Courtney.

OFFICE MANAGER'S REPORT

Fredericksburg Service Area - The Fredericksburg quarterly bills were due on November 12th. 127 late notices were processed and mailed to customers. The Board agreed not to waive the penalty for the Fredericksburg dental office. Tom Demler was asked to look into the latest City of Lebanon water bill discrepancy.

S. Fredericksburg - 5 permits were processed since the last meeting. This brings the total number of purchased permits to 30 with a total of \$108,000 revenue collected.

Jonestown Bank contacted the Authority office to inform us that they will be offering loans to the S. Fredericksburg residents involved in the sewer project.

Miscellaneous - Greenawalt & Company submitted an Engagement Letter for the 2012 audit. Their proposal states that their costs will not exceed \$8,950.00. Diversified Technology has submitted a proposal for a new utility billing software program. The proposal includes up to 1300 customers in the amount of \$9,151.00. Tom Demler made a motion to authorize the purchase of the Diversified billing software program in the amount of \$9,151.00. Dale Bevans seconded the motion. All voted in favor and the motion carried.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - DEP is installing their testing equipment. They are expected to be operational in the near future.

The blower installation is progressing and expected to be in operation by next week.

A chemical switch from Odophos to DelPac has saved the Authority an annual expense of \$25,000.

Fredericksburg Water - Allied Controls has installed a loaner computer while they resolve a hard drive issue needed for SCADA.

Water levels in all of the wells have risen slightly since the recent rainfall. Tom Demler made a motion to discontinue the voluntary water restriction. Ron Thompson seconded the motion. All voted in favor and the motion carried.

Monroe Valley Sewer - Both SBR's were coated and repairs were made as needed to ensure proper operations. The plant is now running in dual basin mode once again.

Miscellaneous - October DMR's were presented to the Board for review.

OLD BUSINESS

Unified Sewer Rate District - Ron Thompson made a motion to establish a unified sewer rate district to include all sewer areas not part of Monroe Valley. Tom Demler seconded the motion. There was a vote of 5 "Yea's" and no "Nays". The motion carried. Unified sewer rates will be determined at a later date.

Board Member Vacancy - Dale Bevans questioned the status of the board vacancy. Supervisor Martel stated that they are still looking into the matter. Mr. Heisey commended the township supervisors for appointing Mr. Thompson to the board.

NEW BUSINESS

Operations Committee Meeting - Mr. Demler scheduled an operations committee meeting on Monday, December 3, 2012 at 6:00 PM prior to the board meeting.

Authority Office Building Committee - Ron Thompson requested that Dale Bevans replace him on the authority office building committee. Dale Bevans accepted. Absent any objections, the committee will now consist of Mr. Rudy and Mr. Bevans.

COMMITTEE REPORTS

Authority Office Building Committee - Rick Rudy reported that he received a quote for a new Bilco door in the amount of \$358.19. Tom Demler made a motion to authorize the purchase of a Bilco door in the amount of \$358.19. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Mr. Rudy discussed items that he thought would be necessary to make the apartment rentable. Further discussions will be made via email with recommendations being brought before the board for approval. Supervisor Martel reminded the Board that they need to make sure the doors meet commercial code.

Budget Committee - Mr. Heisey stated that the budget committee has budgeted \$35,000 for updates and/or repairs to the office building.

The Board discussed options in purchasing a separate computer to utilize as a server. Ron Thompson made a motion to authorize the purchase of a PC not to exceed \$1,277.00. Tom Demler seconded the motion. All voted in favor and the motion carried.

COMMENTS/COMPLAINTS

Supervisor Martel questioned the status of awarding bids for the S. Fredericksburg Sewer Project. As stated earlier in the meeting, Mr. Steckbeck will prepare a bid report and recommendation at the December 3, 2012 board meeting.

Ms Martel asked if Charlie Mengel received his CDL license. Kevin Snader stated that he still has his permit.

Ms Martel questioned the Board's decision not to waive the penalty for the dental office. After discussion, Dale Bevans made a motion not to waive the penalty for the dental office. Tom Demler seconded the motion. All voted in favor and the motion carried.

ADJOURNMENT

A motion to adjourn the meeting was made by Rick Rudy and seconded by Tom Demler. All voted in favor and the meeting was adjourned.

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**