

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
May 3, 2010**

The May 3, 2010 meeting was called to order by Chairman, Jim Heisey. Roll call was taken by Secretary, Lorrie Wright. Those in attendance were Jim Heisey, Rick Rudy, Leonard Snavely, Dale Bevans and Kevin Organtini. Also in attendance were Tony Fitzgibbons, Scott Lutz, Paul Lutzkanin and Lorrie Wright. Bob Webber and Jeff Steckbeck were not present.

**COMMENTS/COMPLAINTS**

**Julie Ditzler, St. John's United Church of Christ** – Mrs. Ditzler appeared before the Board to request an exemption from the grease trap requirement. The church serves food but is not set up to prepare food. Dale Bevans made a motion to exempt St. John's United Church of Christ from the grease trap requirement. Leonard Snavely seconded the motion. Mr. Heisey, Mr. Snavely, Mr. Bevans and Mr. Organtini voted in favor and the motion carried. Mr. Rudy abstained from voting.

**Ernest and Darlene Warlow – Vacant Lot Debt Service** – The Warlows appeared before the board to discuss the Monroe Valley sewer capacity reservation debt service charge. Mr. Warlow informed the Board that during installation of the sewer project the sewer line was installed at the edge of their lot. They own a 7 <sup>3</sup>/<sub>4</sub> acre single lot with a single dwelling. They did not have to connect to the sanitary sewer system because they are beyond the 150 feet. At the time the Warlows took advantage of reserving an EDU under the prospect of subdividing their lot in the future. The Warlows feel it is unfair to be billed debt service for a reserved EDU and not worth it. Mr. Warlow stated they don't need the EDU and don't anticipate needing the EDU. He has no intention of paying approximately \$500.00 per year for an EDU. Mr. Heisey added that according to Bethel Township zoning, Rural Residential requires a 5 acre minimum to subdivide so the Warlows would need a minimum of 10 acres to subdivide or apply for a zoning variance to permit subdivision. According to the Reserved Capacity Agreement, the Authority may begin accessing the debt service portion within 2 years of the date the treatment plant first commences operation. Mr. Heisey stated that the Warlows options are to relinquish their EDU and request appropriate credit for the \$2,000 paid tapping fee or keep the EDU and continue to pay the debt service charge. Mr. Warlow stated that he would like to release his EDU and request some consideration in refunding a portion of the EDU. Mr. Warlow requested that the Board release him from the debt service charge and hold the \$2,000 paid tapping fee to be applied to a future consideration. Mr. Fitzgibbons stated that the Authority is not obligated to return any portion of the tapping fee. The Board will make a decision to refund any portion of the tapping fee at a future date.

Mr. Rudy requested that the Board meet in an executive session to further study other issues with the engineer and solicitor. Mr. Heisey and the solicitor stated that a policy choice must be discussed in an open session.

Dale Bevans made a motion to permit the Warlows to release the EDU to the Authority and relieve them of the debt service requirement attached to the ownership of the EDU and future consideration be made for reimbursement of the \$2,000.00 tapping fee. Kevin Organtini seconded the motion. All voted in favor and the motion carried. The solicitor will draft a termination agreement.

**Bev Martel, Bethel Twp. Supervisor** – Ms. Martel expressed her concern about the Authority reimbursing the Monroe Valley debt to PennVest because the township co-signed for the loan. She also expressed concern about running into the same problem with the S. Fredericksburg project in the Greble Road area when considering building large enough for a 144 house development that Mr. Kreiser's not even sure he wants to do now. Ms. Martel also questioned running into the same issues we currently have with Mr. Caporaletti.

### **MEETING MINUTES**

Mr. Bevans noted that the Operations Committee meeting will be held on June 7<sup>th</sup> at 5:30 PM in the Authority office prior to the board meeting. The April 19, 2010 meeting minutes incorrectly stated June 3, 2010.

Dale Bevans made a motion to approve the revised April 19, 2010 meeting minutes. Kevin Organtini seconded the motion. All voted in favor and the motion carried.

### **TREASURER'S REPORT**

**Bills Payables** – Dale Bevans made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$16,130.00, the Fredericksburg Water Payables in the amount of \$21,513.06 and the Monroe Valley Sewer Payables in the amount of \$1,457.30. Leonard Snavelly seconded the motion. All voted in favor and the motion carried.

**Financial Statement** – Ms. Wright noted that \$15,000.00 was transferred from the Fredericksburg Sewer checking account into the Fredericksburg Reserve account in order to build up monies to pay off the Fredericksburg sewer system portion of the Fulton Bank interest only loan.

Kevin Organtini made a motion to approve the financial statement as submitted. Leonard Snavelly seconded the motion. All voted in favor and the motion carried.

### **ENGINEER'S REPORT**

**General / Administrative** – Engineering responded to requests for assistance from the Administrative staff as needed.

A draft copy of the website was made available to the board for review and is awaiting comments, edits and/or approval prior to launching the site. Mr. Heisey suggested that the website include links to Bethel Township, Swatara Township and Lebanon County Planning. "History" and "About Us" sections are near completion.

A draft copy of the Spring 2010 SESI newsletter was presented to the Board. This is a Client Profile issue dedicated to FSWA. The Board was asked to provide comments and approval to publish. Mr. Heisey suggested an overall view of the Fredericksburg plant instead of a close up view of the "brown river".

**Fredericksburg Plant Expansion / South Fredericksburg** – Design work on the new treatment plant continues. An Operations Committee meeting is scheduled for June 7<sup>th</sup>.

Engineering is working with PennVest to address glitches in their new application prior to entering data for the new WWTP and South Fredericksburg sanitary sewer collection system. Most of the issues have been resolved and work is being done on the new application in order to be completed before the May 18<sup>th</sup> deadline.

PennDOT revisions were completed and submitted. Engineering is still waiting for the status of applications.

**Fredericksburg WWTP Operations Support** – There were no issues to report.

**Monroe Valley WWTP Operations Support** – There were no issues to report.

**Fredericksburg Water System Operations Support** – Consulted with the Operations staff regarding storm related issues.

**Water System Improvements – New 1 Mil. Gallon Tank, Water Source** – The water tank project will be advertised for bids this month. Mr. Rudy questioned the status of the lot size necessary to secure the land for the new tank. Mr. Heisey stated that Mr. Steckbeck sent an email to the Bethel Twp Zoning Officer asking whether the setback would apply to the base or the elevated portion of the tank but has not heard back yet. Ms. Martel indicated that Mr. Steckbeck has gotten multiple responses from the supervisors as well as the township engineer. Bethel Township determined that the setback needs to be from the widest part because our tank would overhang on someone else's property. Mr. Heisey suggested that the Authority re-survey the additional piece of land needed and request that Farmers Pride transfer the land in order to file for the subdivision. Ms. Martel stated that once the subdivision is submitted and as long as everything is in order there should not be an issue with the approval of the sub-division.

### **SOLICITOR'S REPORT**

**New Water Tank Financing** – Mr. Fitzgibbons reported that the only financial entity response was from Fulton Bank. Graystone Bank is waiting for our 2009 audit. Jonestown Bank and Northwest are not doing any further government lending. A draft resolution was presented to the board authorizing the Authority to work with Concord Public Finance to seek financing for the water tank to supplement the grant money received. Dale Bevans made a motion to approve Resolution 2010-3, which authorizes the Authority to engage Concord Public Finance to obtain financing to be used for the construction of a new water tower and designating the chairman and secretary to provide all documents and information needed to assist in obtaining the requested financing. Rick Rudy seconded the motion. All voted in favor and the motion carried.

**Monroe Valley Sewer Rates** – A draft copy of Resolution 2010-4 was presented to the Board for consideration. The resolution will set a quarterly rate to be determined at the next board meeting. The Authority has a fiduciary responsibility to the debt holders to set rates at a level consistent to pay all debts for the system. A financial analysis is being prepared by the budget committee for the next board meeting in May.

**Contempt Motions** – Quarry/Bentz and Alexander response times were set through May 10<sup>th</sup>.

**Fulton Bank Loan** – Documents were delivered to Fulton Bank.

### **OFFICE MANAGER'S REPORT**

The Fredericksburg quarterly accounts are due on May 10, 2010. Total outstanding is \$73,942.66.

Monroe Valley late notices are due on May 14, 2010. Total outstanding is \$18,269.31.

Swatara Township submitted payment for their April invoice on April 29, 2010. Monroe Valley Vacant Lot Debt Service invoices were due April 30, 2010. All accounts are delinquent.

Public Notification letters were mailed to all Fredericksburg property owners. Responses were due by May 1, 2010. 300 property owners have not responded yet. The office staff continues to work with Jonathan Greiner and Harris in implementing the Rapid Response System.

Bi-monthly State taxes were paid.

Quarterly federal, state, local, employee and employer paid UC taxes, and OPT taxes were submitted for the first quarter of 2010.

1<sup>st</sup> quarter pension report was submitted.

Payroll #8 was processed.

2009 Statements of Financial Interest were collected and filed.

The auditors will be in the office the week of May 10<sup>th</sup> to start the 2009 audit. There were no responses to the office equipment advertisement. Mr. Heisey suggested posting a For Sale sign in the office window.

A low water pressure complaint was received for 101 Locust Avenue. The operations staff was notified.

The office staff is working with the chairman on the history for the FSWA website. The office handled a few calls regarding a rumored increase in the Monroe Valley sewer rates.

Tony Pajski presented a check in the amount of \$2,500.00 for the Quarry/Bentz property in Camp Strause. He was informed that the cost of the permit was \$5,000.00.

Fulton Bank documents were signed and delivered to the solicitor's office.

Extra Waste Surcharge invoices are being processed. Invoices will be going out this week.

Working with State Farm on insurance quote.

Scheduled grease trap inspections for Francisco's Pizza, Eagle Hotel and Esther's Restaurant.

Greenawalt and Co. will begin our audit the week of May 10<sup>th</sup>.

Noah and Company Daycare submitted a request for exemption from the grease trap installation. Dale Bevans made a motion to exempt Noah and Company from the required grease trap installation. Rick Rudy seconded the motion. All voted in favor and the motion carried.

Liens were filed against all of the Dean Zimmerman rental properties in March 2010. All of those properties are currently "for sale".

LEAF, Kyocera leasing company, requested that the Authority insure the copy machine, either through them or our own company. The Authority instructed the staff to contact Zinn Insurance and have it added to our policy.

Revised Sewer and Water Plans for 119 S. Center Street were submitted for review.

Bolt Engineering submitted a request for a bond reduction for Blue Mtn View Estates from \$4,537.02 to \$2,737.02. The base coat requirement was placed on April 7<sup>th</sup>, 2010. Dale Bevans made a motion to reduce the bond to \$2,737.02 which will reflect a \$1,800.00 refund. Rick Rudy seconded the motion. All voted in favor and the motion carried.

The Board was informed that water leaks in through the air conditioner whenever it rains. The Board instructed the operations staff to look into placing a "roof" over the outside of the air conditioner.

### **OPERATOR'S REPORT**

**Monroe Valley Sewer** - The daily PH and DO testing was performed.

Flow was recorded daily.

Cleaned UV bulbs and washed UV pit.

The staff met with Aqua Aerobics onsite and made process changes.

**Fredericksburg Water System** – Filters continue to be changed as needed.

The daily Fluoride and Chlorine testing was performed.

Plant and well flows were recorded daily.

Researched prints for the lateral at the Lions Pool.

The monthly SDWA report was sent to DEP.

Hydrants were flushed on April 30<sup>th</sup>. Elm and S. Center St. was the worst hydrant. One hydrant needs a new seal.

**Fredericksburg Sewer System** – Grass was mowed.

Tanks were washed.

Sludge return rates were adjusted daily.

The Polymer tank was filled daily and the screens were cleaned.

The daily PH, DO and Chlorine residual testing was performed.

Wasted sludge as needed.

Scum pit was cleaned and digester decanted.

Sludge was hauled.

Changed filter at Main Street Pump Station.

Pump was picked up at Burkholder's. Bill will be sent to Envirep.

DEP notified the staff that our NPDES permit will be kept valid until more definite expansion plans are received.

Kevin Snader attended a class on pumps with Envirep.

## **OLD BUSINESS**

**Lions Pool Grease Trap Exemption** – Dale Bevans made a motion to grant a grease trap exemption to the township/pool pending an inspection during the summer. Leonard Snavelly seconded the motion. All voted in favor and the motion carried.

## **NEW BUSINESS**

**Park / Pool Sign** – Bethel Township is selling signs at a cost of \$500.00 to help fund the Lions Park. The Board declined purchasing a sign.

## **COMMITTEE REPORTS**

**Budget Committee** – Work continues on the final expenses for the Monroe Valley Sewer System. A report will be provided at the next meeting.

**Operations Committee** – The next Operations Committee meeting will be held on June 7<sup>th</sup> at 5:30 PM in the Authority Administrative Office.

**PMAA Meeting** – Mr. Heisey reported on subjects discussed at the April PMAA seminar in Hershey. The Board was informed of new upcoming federal and state regulations regarding the Chesapeake Bay initiative.

## **COMMENTS/COMPLAINTS**

## **ADJOURNMENT**

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

**Respectfully submitted,**

**Lorrie Wright,  
Secretary/Treasurer**