

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
April 5, 2010

The April 5, 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, Bob Webber, Leonard Snavely, Dale Bevans, and Kevin Organtini. Also in attendance were Tony Fitzgibbons, Scott Lutz, Paul Lutzkanin, Jeff Steckbeck and Lorrie Wright.

COMMENTS/COMPLAINTS

Ruth Bicksler – Mrs. Bicksler appeared before the Board to request that the bowling alley on Main Street be exempt from grease trap inspections because they only have a hot dog machine. Bob Webber made a motion to exempt the bowling alley from any required grease trap inspections. Dale Bevans seconded the motion with the understanding that Gerald Bicksler should submit the request in writing and the exemption was for the current status only. If circumstances of the food service at the bowling alley change, the exemption is null and void. All voted in favor and the motion carried.

Jonathan Greiner - Rapid Response System – Mr. Greiner appeared before the Board to give a presentation on the Rapid Response Notification System which is endorsed by PMAA. Rapid Response is an emergency notification system designed to deliver email, text or phone messages to customers. The cost of implementing the Rapid Response System is a one-time cost of \$1,450.00 which includes set-up and training. A monthly maintenance cost will be based on the number of FSWA customer accounts. The Board tabled the matter and revisited under Old Business.

Marshall Goulding, Executive Director Capital Region Water Board – Mr. Goulding appeared before the Board to give a brief description of the CRWB organization and to extend an invitation to all board members to attend a future meeting. Mr. Goulding will provide the Authority with a CRWB meeting schedule. This matter was tabled and revisited under Old Business.

MEETING MINUTES

The March 15, 2010 meeting minutes were approved without objection.

TREASURER'S REPORT

Bills Payables – Bob Webber made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$37,614.15, the Fredericksburg Water Payables in the amount of \$22,476.71, and the Monroe Valley Sewer Payables in the amount of \$1,533.62. Kevin Organtini seconded the motion. All voted in favor and the motion carried.

Financial Statement – Bob Webber made a motion to approve the financial statement as submitted. Leonard Snavely seconded the motion. All voted in favor and the motion carried.

ENGINEER'S REPORT

General / Administrative – SESI continued to support the Administrative Staff as requested.

Fredericksburg Plant Expansion / South Fredericksburg – Design work on the new treatment plant continues. SESI is continuing to develop the plans as approved by the Operations Committee. Per the meeting with the FSWA operations committee on March 1st, SESI has prepared an updated construction cost estimate for the new WWTP. The figures contained in the spreadsheet are being verified with the major equipment suppliers and updated. Most have already been updated. Once they are all verified, the new estimate will be added to the Act 537 Plan. This will necessitate re-advertisement of the Act 537 Plan for another 30 day public comment period.

Fredericksburg WWTP Operations Support – SESI continues to review the laboratory test results on the Fredericksburg WWTP to watch for abnormalities and assist the operations staff as requested. There have been no issues to report since the last meeting.

Monroe Valley WWTP Operations Support – SESI continues to review the laboratory test results on the Monroe Valley WWTP to watch for abnormalities and assist the operations staff as requested. There have been no issues to report since the last meeting.

FSWA Water System Operations Support – SESI continues to review the laboratory test results on the water system to watch for abnormalities and assist the operations staff as requested. There have been no issues to report since the last meeting.

SESI is working with Jon Beers of the City of Lebanon to develop consistent residential sprinkler requirements to comply with the new building code mandate. The board requested that the engineer contact some of their other water customers to determine what they are doing concerning residential sprinkler requirements.

The South Center Street apartment project land plan was filed last week. SESI has completed their initial review and issued a letter dated April 5, 2010 with their comments. SESI will still need to review the building permit drawings to evaluate plumbing layout in order to finally approve this plan. The sprinkler details with CoLA also need to be finalized so we can supply this applicant with the FSWA's new detail requirements for sprinklers. The board requested that SESI add a comment to the letter stating that the existing water and sewer laterals be properly terminated at the mains and inspected by the FSWA authorized inspector prior to backfilling of the trench.

Water System Improvements – New 1 Mil Gal Tank; Water Source – Mr. Steckbeck reviewed the cost estimate for the tower with the board and briefly discussed the difference between the cost and the CFA grant. This difference is the amount for which the board will have to secure financing. Lorrie Wright requested a copy of the cost estimate be sent to her.

SESI is working with the solicitor to obtain financing quotes for the non-grant portion of the tank project.

The response to DEP's comments letter on the water system permit application has been submitted and SESI is waiting for notification that the permit has been issued.

SOLICITOR'S REPORT

L&L Pig Producers – The Solicitor reported that Nelson Ebersole is working on the appraisal with L&L Pig Producers.

Monroe Valley Contempt Orders – Leonard Snaveley made a motion authorizing the solicitor to proceed with filing the Contempt Orders against T. Alexander and Quarry/Bentz accounts. Rick Rudy seconded the motion. All voted in favor and the motion carried.

Oak Ridge – The Solicitor reported that he received a check from Palmyra Homes in the amount of \$3,622.16 for the purchase of meters in the Oak Ridge meter pit. The check was given to the Authority Office.

Monroe Valley Liens – Atty Fitzgibbons reported that the MV liens are approaching the 30 day period.

Aster Lane Property – The solicitor and office manager continue to investigate this matter in order to make sure construction complies with FSWA Rules and Regulations.

Water Finance Loan – Atty Fitzgibbons presented the Board with a proposal from Fulton Bank offering various options. The Board accepted the proposal for review.

Fulton Bank Time Note – Bob Webber made a motion to extend the existing Fulton Note for 1 year at the same interest rate of 6.05%. Leonard Snaveley seconded the motion. All voted in favor and the motion carried.

OFFICE MANAGER'S REPORT

The Fredericksburg monthly billing was mailed today. Total revenue billed was \$67,521.47

End of Month reports were completed.

The ad for the office equipment will be in the Merchandiser on April 14th. Bids are to be opened on May 3rd.

Grease Trap letters were mailed out last week.

Correspondence regarding Mr. Caporaletti's debt service obligation was mailed on March 31, 2010.

The office staff continues to work with the solicitor on the Monroe Valley delinquent accounts.

The Preliminary /Final Plans were received from Doug Matthews regarding the six unit apartment building located at 119 S. Center Street.

The Monroe Valley and Fredericksburg financial information was provided to Daryl Peck from Concord Public Finance.

The Graystone Monroe Valley Money Market account has been closed out.

33 delinquent Fredericksburg accounts were posted on March 18th.

Water service to 102 Airport Rd. was terminated on March 31, 2010. Liens were filed against Dean and Anne Zimmerman for unpaid sewer and water bills. There was a discussion regarding the Zimmerman's obligation to their tenants water service. The Board instructed the office staff to temporarily refrain from terminating water service and notify the solicitor to proceed with the necessary action once the time limit on the liens expire. One of the office computer's is not working again, possibly another hard drive failure. Bill's Computers will be out to take care of the problem on Tuesday.

OPERATOR'S REPORT

Monroe Valley Sewer – UV bulbs were cleaned, UV pit was washed.

Unit 2 was treated with HTH to kill filamentous.

Samples were sent to Aqua Aerobics for analysis. Filaments seen are normally caused by low Dissolved Oxygen, low FM ratio and septic waste. D.O. trends with the new D.O. meter show that we are well within operating parameters. The Aqua Aerobics representative believes that we have septic flows entering the plant from a pump station or slow moving gravity line.

Fredericksburg Water System – The Operations staff continues to change filters as needed

Meters were read for the monthly and quarterly billing cycles.

Fredericksburg Sewer System – The staff cleaned all of the pump stations.

The East Main Street Pump Station was reinstalled.

Tanks were washed.

Sludge was hauled.

Scott also reported that the Gorman-Rupp submersible pump that was on hand as a backup had to be rewired to use it in one of the pump stations. The pump was installed and the connections box was later found to be full of water. Envirep was called to repair it and they informed Scott that the warranty was voided by the rewiring. Scott pointed out that the pump was bought specifically to serve as a replacement for either of the two pump stations and that they operate on different voltages. Therefore, rewiring was always to be expected and Envirep was aware of this but did not notify the operators that such rewiring voided the warranty. Envirep agreed to split the repair cost with the Authority. Chairman Heisey instructed the engineer to investigate and consider submersible pumps other than Gorman-Rupp on future projects due to a drop in quality.

Misc. – The Oak Ridge meter was delivered. The office notified Tony Pajski.

Hydrant flushing will take place on Friday, April 30th, 2010.

PaWarn will be in contact to update our information.

OLD BUSINESS

Capital Region Water Board – The Board tabled the matter of joining the CRWB until the first meeting in July 2010. In the meantime, board members were invited to attend any CRWB meetings.

Public Notification System – Leonard Snavelly made a motion to authorize a contract with Geo Decisions and the Rapid Response System. Rick Rudy seconded the motion. All voted in favor and the motion carried.

FSWA Website – Chairman Heisey asked Paul Lutzkanin about the status of the FSWA website. Paul reported that the website design was in the hands of SESI's IT person and that he would check on the status. Mr Heisey asked Paul to keep pushing the IT staff to get the website completed as soon as possible.

NEW BUSINESS

James Smith, 120 Laurel Dr. – Ms. Wright informed the Board of a letter submitted by Jim Smith regarding the tapping fee for a vacant lot located at 120 Laurel Drive. Mr. Smith stated in his letter reasons why the tapping fee was never paid and therefore requested the increased fee of \$5,000.00 be reduced to the original amount of \$2,500.00. After a brief discussion the Board unanimously agreed that Mr. Smith is responsible for the entire tapping fee in the amount of \$5,000.00.

Hydrant Flushing Sign – Bob Webber made a motion to donate \$50.00 to the Fire Company for the use of their sign. Leonard Snavelly seconded the motion. Mr. Heisey, Mr. Webber, Mr. Snavelly, Mr. Bevans and Mr. Organtini voted in favor. Mr. Rudy abstained. The motion carried.

COMMITTEE REPORTS

COMMENTS/COMPLAINTS

Mr. Bevans indicated that he would be in attendance at the April Bethel Township meeting.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**