

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
February 1, 2010

The February 1st, 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 Snavelly, Dale Bevans, and Kevin Organtini. Also in attendance were Scott Lutz, Paul Lutzkanin, Jeff Steckbeck, and Lorrie Wright. Tony Fitzgibbons was not present.

COMMENTS/COMPLAINTS

MEETING MINUTES

The January 18, 2010 meeting minutes were approved without objection.

TREASURER'S REPORT

Bills Payables – Dale Bevans made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$37,499.02, the Fredericksburg Water Payables in the amount of \$12,625.43, and the Monroe Valley Sewer Payables in the amount of \$10,459.18. Bob Webber seconded the motion. All voted in favor. All voted in favor and the motion carried.

Mr. Rudy asked if there was a reduction in the electric service for the water tower. Ms. Wright explained that she didn't have that information because of a problem with the way Met Ed applies the payments when submitted. As soon as the problem is solved, she will report back to the Board.

Financial Statement – 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

Fredericksburg Plant Expansion / South Fredericksburg – Design work continues on the new treatment plant.

Fredericksburg WWTP Operations Support – Engineering continues to review the laboratory test results to watch for abnormalities. There have been no issues to report since the last meeting.

Monroe Valley WWTP Operations Support – Engineering continues to review the laboratory test results to watch for abnormalities.

Lateral number 64 on Fairway Drive was inspected to ensure that it was repaired properly. This was another lateral with a low spot which may have impeded future flow, so SESI informed PACT to pay the \$1,900 bill to fix the defect.

FSWA Water System Operations Support – Mr. Steckbeck reported that the disinfection system is achieving the requirement for bacteria removal. Mr. Heisey stated that he was concerned about virus removal. DEP requires that a plan be submitted to them by October 1st, 2010 of how we plan to achieve 4-Log Treatment of viruses in our water system. We are required to implement DEP approved treatment by April 1st, 2011.

Water System Improvements – New 1MG Tank; Water Source – Design of the Isolation Valve pit at the intersection of Rt 22 and Legionnaire Drive has been completed. Engineering will provide the Operations Committee with copies of the plan so they can review and approve the design prior to submission to DEP. Engineering is working with the solicitor to obtain financing quotes for the non grant portion of the tank project.

Engineering continues to work with the Operations Committee on new water source options. Kruger representatives provided demonstration of their filter process but the idea was nixed by DEP's requirement for costly pilot testing for a long duration of time. Kruger will plan to attend a future Board meeting for a presentation of their Actiflo filtration process.

Mr. Lutzkanin reported on the Standard Water Details that covered water service lines. There was added discussion regarding changes that might be required to facilitate required installation of sprinkler systems in new homes as per the building code changes adopted in the late 2009. The matter was tabled until the engineer can review residential sprinkler systems and their impact on the FSWA construction standards, especially the size of the service lines and meters.

SOLICITOR'S REPORT

The solicitor submitted the following written report:

L&L Pig Farm – Mr. Fitzgibbons has not yet heard back from Nelson Ebersole regarding the L&L appraisal. He will update accordingly.

Blue Mtn View Estates – Site inspections were performed and are in general conformance with the design plan. Bolt Engineering submitted a request that the bond be reduced from \$18,246.80 to \$2,737.02. The solicitor recommended approving a reduction in accordance with Bolt Engineering less the amount due for current inspection and review fees. The Board tabled the issue until a future meeting when the solicitor will be present.

Water Tower Loan – Mr. Fitzgibbons is working with the engineers to confirm budgets and will contact financial institutions. He will update accordingly.

Oak Ridge Meter – Mr. Fitzgibbons is working with the engineer on the letter for the Oak Ridge meter pit and the SCADA installations.

OFFICE MANAGER'S REPORT

- End of month reports were completed.
- Monthly account billing was started.
- Sewer and Water rates for 2010 were updated.
- Commercial and Industrial EDU figures were updated.
- Multi Unit Dwelling Surveys were sent out.
- Working on a list of items needed for the auditor in order for him to do his preliminary audit in the office on February 17th. The actual audit will be scheduled for sometime in April.
- Coordinated with the Chairman, Mike Groff of FNB, and Farmers Pride regarding the Authority's loan #27115.

- Submitted BC's, Farmers Pride and HPP's extra waste information to Virginia Abraham of the EPA.
- Todd Duffey, who was hired by the Fredericksburg Elementary School to fix their meter, informed the office he will be at the school on February 3rd at 3:30 PM.
- Alletta Schadler was in the office on January 21st to pay all of her reservation fees. (\$5450.00)
- Zee Medical and Crystal Springs accounts were cancelled at the request of the operations staff.
- Long's Excavating contacted the office requesting information on any criteria to follow on raising the lateral at 28 Fairway Drive and to schedule an inspection. Coordinated with the engineer to perform the inspection. Inspection was performed and paperwork completed.
- Copier lease has been signed and training is scheduled for Wednesday, Feb. 3rd at 9:00 AM.
- Trying to rectify Met Ed billing accounts.
- Quarterly taxes and report forms submitted. Enrolled in EFTPS to submit federal tax payments online.
- Payroll tax forms have all been completed and submitted to SSA, Pa.Dept. of Revenue, Keystone Collections, and distributed to employees.
- 1099's were sent out to all applicable vendors.
- Payroll rates and benefits were updated for 2010.
- Still working to accumulate all of the historical documents on the Oak Ridge water system.
- Submitted payment to Rick Bolt for engineer review fees and initial inspection fees on the Blue Mtn View Estates subdivision. Pat Kreiser has been invoiced for balance due. Received Bond Reduction request from Bolt Engineering.
- Hillwood responded to January 8th letter requesting payment for the EDU's reserved in our sewer system for 2010. Mr. Frederick stated that they will be unable to commit to advancing the Hillwood project due to economic conditions. As economic conditions improve, they are hopeful that the project will once again become viable.
- Left a message with Jonathan Greiner from Gannett Fleming in regards to the Rapid Response Program which is endorsed by PMAA.
- Doug Mathews contacted the office regarding the K&E Printing building. He is looking into turning the building into an apartment building with 6 units. A copy of the Authority Rules and Regs were emailed to him along with our EDU calculation resolution and the 2010 rate schedule. Mr. Mathews will be sending a letter requesting an EDU allocation for the property. There are currently 2 EDU's allocated for this building.

OPERATOR'S REPORT

Monroe Valley Sewer – Heat and air conditioning has been installed.
UV pit was washed and UV bulbs were cleaned.
BOD is still inconsistent.

Fredericksburg Water System – Meters were read.

A Chlorine shipment was received.

Ortho Polyphosphate was received to treat Manganese in wells.

Kohl Bros is scheduled to replace seals in large booster pump.

Scott Lutz met with Carol Wolfe regarding a dirty water issue. Her lines are all newer copper. Her filter had been changed recently and the new one was clean. Ms. Wolfe claims that she sees no pressure changes when the dirt occurs. Dirty water happens on occasion at random times. Scott indicated to her that a solution is added to help with this issue and we flush twice a year. She uses the minimum or less in water.

Fredericksburg Sewer System – Cleaned around the plant and the lab.

Lab balance scale went bad. Parts are not available any longer. 2 quotes were received and a scale was ordered.

Tanks were washed.

Sludge was hauled.

The metal baffles in the holding tank are rusted.

Mr. Rudy asked about the status of a new D.O. meter. A D.O. meter has the capability to record trends over a period of time which is important with an SBR plant. The Board instructed the engineer to investigate the cost of adding sensors and transmitters into the plant that would automatically monitor D.O. in both the SBR basin and at the effluent versus purchasing another instrument. The matter was tabled until the next meeting. The Board would also like to revisit the Monroe Valley budget to see if a purchase is possible.

OLD BUSINESS

New Meter Prices for Oak Ridge – The Board discussed the options to install a new meter in the Oak Ridge meter pit. The plumbing in the meter pit is set up with a 2" bypass with a valve on it. The engineer and solicitor were asked to work together to prepare a letter to the Oak Ridge owners regarding their options for replacement and upgrade of their meter. The Board is not concerned whether it is a compound meter or a pair of meters, as long as the metering is accurate.

Loan Rates – The solicitor and engineer are working on this matter.

Notification System – A 2010 Monitoring Calendar for Public Water Suppliers was provided to the Board. This letter indicated that if a population served is over 1000 you are mandated to implement a public notification system. The two options available to the Authority are Rapid Response which is PMAA endorsed and the other is Reverse 911 which is offered by EMA. The Board instructed the office staff to obtain information on both options for the next meeting.

NEW BUSINESS

Request Forms – Mr. Bevans recommended that the office and operations staff provide a written request for any future purchase over \$500.00.

COMMITTEE REPORTS

The Board discussed the possibility of scheduling committee meetings on a quarterly basis.

COMMENTS/COMPLAINTS

A resident from the South Fredericksburg area asked about the status of the sewer and water project. Mr. Heisey indicated that the project looks like it will be 2 years away because the funding is not available. The Authority is trying to move forward.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**