

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**February 15, 2010**

The February 15, 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, Jeff Steckbeck, and Lorrie Wright. Paul Lutzkanin was not present.

**COMMENTS/COMPLAINTS**

**MEETING MINUTES**

The February 1, 2010 meeting minutes were approved without objection.

**TREASURER'S REPORT**

**Bills Payables** – Kevin Organtini made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$23,029.95, the Fredericksburg Water Payables in the amount of \$25,935.01, and the Monroe Valley Sewer Payables in the amount of \$3,826.01. Leonard Snavely 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. Dale Bevans seconded the motion. All voted in favor and the motion carried.

**ENGINEER'S REPORT**

**Fredericksburg Plant Expansion / South Fredericksburg** – Design work on the new treatment plant continues. H2O application will be filed in July 2010.

**Fredericksburg WWTP Operations Support** – Preparation of the Chapter 94 report has begun and will be presented at the next meeting.

**Monroe Valley WWTP Operations Support** – Preparation of the Chapter 94 report has begun and will be presented at the next meeting.

Engineering was asked to investigate the cost of installing a Dissolved Oxygen meter. The cost of the portable DO meter that the operators have been considering buying is \$1,800 to \$2,000. The cost to add permanent monitoring to the two SBR basins would be \$6,186 if FSWA supplies the sensors, transmitters and mounting hardware or \$17,024 if Aqua Aerobics supplies the hardware. The cost to add an additional DO probe for the effluent (Aqua supplied) would be approximately \$5,470. In addition to these costs, FSWA will have to pay for an electrician to get all conduits and wiring in place, provided that the wires cannot be pulled in existing conduits. These figures also do not cover an estimated \$10,000 to have the data recorded locally on a SCADA PC or \$20,000 to have the data relayed via cellular modem to the Route 22 plant. Therefore, considering the Monroe Valley budget situation, engineering recommended the purchase of the portable meter and wait until the finances on the Monroe Valley system are able to support such an upgrade. This issue was re-visited under Old Business.

**Fredericksburg Water System Operations Support** – Mr. Steckbeck reported on research into the 4-Log removal of viruses which effectively equates to 99.99% removal. It was determined that Chlorination is an effective removal technique for viruses. He believes that the Chlorine Disinfection system in place should be satisfactory. The staff would need to test for protozoa and/or helminth eggs on a monthly or quarterly basis. This ground water rule will become effective in 2011. A report on the residential sprinkler requirement which will be implemented this year in the 2009 version of the ICC International Residential Code (IRC) was presented to the Board for discussion and to set FSWA policy.

**Water System Improvements – New 1MG Tank – Water Source** – Plan revisions and the engineer's report have been re-submitted to DEP except for the Isolation Valve Pit which the Operations Committee will review at the March 1<sup>st</sup> committee meeting.

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

Preliminary studies and design work on a filtration plant has been put on hold by the Board until such time as the economy improves. Once instructed to continue, a time will be scheduled for representatives of Kruger to attend a future Board meeting for a presentation of their Actiflo filtration process.

### **SOLICITOR'S REPORT**

**L&L Pig Producers** – Mr. Fitzgibbons reported that Nelson Ebersole has been unsuccessful in gaining access to the buildings in order to evaluate the current conditions. L&L Pig Producers have been the reason for the delay. If necessary, the solicitor will follow up with a letter to L&L Pig Producers to clear up the delay.

**Water Tank Quotes** – Quotes will be available on the water tank at the next meeting.

**Oak Ridge Meter** – The solicitor spoke with Mr. Yingst regarding the replacement of the meter in the Oak Ridge meter pit. Mr. Yingst requested a letter indicating exactly what the FSWA requires and provide quotes for radio read compliant meters. The Board instructed the solicitor to send a letter to Mr. Yingst confirming that he preliminarily agreed to replace the meter. The letter will also include meter quotes, agreement to purchase the appropriate meter and sell to him at FSWA cost, and installation should be within 30 days of our receipt of the meter. The operator will provide the solicitor with meter quotes.

**Blue Mtn. View Estates** – The Board discussed the sewer inspections performed by Bolt Engineering for Blue Mtn View Estates. Dale Bevans made a motion to reduce the financial security posted by Kreiser Construction, Inc. from \$18,246.80 to the recommended amount of \$2,737.02 contingent upon:

1. Payment by Kreiser of all outstanding inspection and review fees and
2. Confirmation that the absence of a base coat of asphalt on the streets within which the sanitary sewer facilities are located does not threaten the manholes or other facilities such that additional financial security should be retained until such time as the asphalt is in place.

Bob Webber seconded the motion. All voted in favor and the motion carried.

## **OFFICE MANAGER'S REPORT**

- Monthly billing went out the first week of February. Total revenue due is \$65,753.41
- F'burg quarterly billing was due on February 8<sup>th</sup>. 119 late notices were sent out. Total due with penalties to the Authority is \$32,321.19
- Monroe Valley late notices were due today. 28 accounts are overdue. \$18,791.62 is due to the Authority
- Kathy's computer had a hard drive failure on Thursday. Bill from Bill's Computers was in on Friday to pick it up and repair
- Todd Duffey was at the Elementary school on Wed. Feb. 3<sup>rd</sup> to fix their meter. Apparently the school told him they had a 2" meter but it was actually a 3" meter. Todd only brought along a 2" meter. He informed me that the meter was running. I asked if there was a way to check if the meter was functioning properly and he told me that he could test it. As long as the school was aware of the situation I requested that he test the meter considering the Authority is losing revenue. Todd called back and stated that the low end of the meter has to be rebuilt because it is running slow. Out of 100 gallons it's only reading 80 gallons. I realize this was going to be an expense for the school but it's also a loss for the Authority if the problem did not get corrected. I told Todd the Authority would like the problem corrected. He has to place an order but as soon as it arrives he will contact the office and let me know when he will be back to fix the meter.
- Met Ed was contacted on several occasions since the last meeting to resolve the billing issue. Everything has been paid up to date by phone as of February 9<sup>th</sup>. A contact person was provided to deal with in the future. All payments from now on will be made by phone.
- Still coordinating with Farmers Pride regarding their portion of their monthly loan reimbursement.
- The auditors from Greenawalt and Company will be in the office tomorrow to do a preliminary audit. The actual will be scheduled sometime in April.
- An invoice was received from Pa One Call System. There was discussion regarding the Pa One Call Indemnity Agreement. The engineer suggested amending our fee schedule to require developers to pay a PA One Call fee to the Authority to be put in our fund for an amount per unit or lot created. The Board instructed the office to pay the invoice but to monitor the amounts charged.
- Doug Matthews, Director of Engineering with David Miller Associates, is requesting sewer and water capacity for the K&E Printing building located at 119 S. Center Street. Bob Webber made a motion to allocate 4 EDU's to David Miller Associates for 119 S. Center Street. Kevin Organtini seconded the motion. All voted in favor and the motion carried.
- Jonathan Greiner was contacted regarding the Rapid Response System. This system is PMAA endorsed. Also was in contact with Dan Kaufman from EMA regarding the Reverse 911. Reverse 911 will not map with the

- county's GIS system. The Board instructed the manager to set up a Rapid Response online demonstration before or during the March 15<sup>th</sup> meeting.
- Requested Standard Water Details be approved before implementing sprinkler system requirements. Dale Bevans made a motion to tentatively adopt the Standard Water Details presented at the February 1<sup>st</sup> meeting subject to the future sprinkler system requirement. Leonard Snavelly seconded the motion. All voted in favor and the motion carried.
  - According to the Monroe Valley Vacant Lot agreements, within 2 years of the date the treatment plant first commences operation, the Authority may begin assessing the owner debt service charges. This matter was brought before the Board in 2009 and was tabled until prior to the first Monroe Valley billing in 2010. The Budget Committee needs to determine a debt service amount for Monroe Valley. The Board also discussed purchased EDU's that have not been connected yet and are subject to quarterly charges or debt service. The solicitor and office manager will look into the matter.
  - The Board was informed that due to the recent snow storms the office staff had difficulty finding available parking space. Ms. Wright requested that she be allowed to get permission from Pat Rentschler to post a Private Parking sign in the empty lot behind the office building. The Board also instructed her to inform Mrs. Rentschler that the Authority staff would plow the lot to make room for parking. There was also discussion regarding the township and snow plowing or removal. The solicitor stated that if there is a valid township ordinance or rule that states the Authority may not plow or remove snow then the Authority should comply with the law otherwise we're no different than any other resident.

### **OPERATOR'S REPORT**

**Monroe Valley Sewer** – UV pit and bulbs were washed and cleaned.

**FSWA Water System** – The staff is trying a new type of filter bags at Well 5 because of the lower cost. So far they are working out pretty well.

**FSWA Sewer System** – Tanks were washed.

Sludge was hauled.

**Misc.** – Snow was plowed and hauled. Opened up around fire hydrants that were totally buried or had no residence nearby.

Trucks and equipment were cleaned.

### **OLD BUSINESS**

**D.O. Meter** – Bob Webber made a motion to approve the purchase of a D.O. meter that was recommended by the operator for the Monroe Valley WWTP. Leonard Snavelly seconded the motion. Mr. Webber, Mr. Snavelly, Mr. Organtini, Mr. Bevans, and Mr. Heisey all voted in favor. Mr. Rudy opposed. The motion carried.

### **NEW BUSINESS**

**Mutual Aid Agreement** – The Board discussed approaching the Bethel Township Supervisors about developing another Mutual Aid Agreement. Mr. Bevans stated that the Authority should only do what is necessary for the office staff and operations staff to function unless support is specifically requested by the township and only if the support is available.

### **COMMITTEE REPORTS**

**Operations Committee** – An Operations Committee meeting will be held on Monday, March 1<sup>st</sup>, 2010 at 5:30 P.M.

**Budget Committee** – The Budget Committee will meet as soon as possible after March 1<sup>st</sup>, 2010.

### **COMMENTS/COMPLAINTS**

### **ADJOURNMENT**

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

**Respectfully submitted,**

**Lorrie Wright,  
Secretary/Treasurer**