

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
June 7, 2010

The June 7, 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 Snavelly, and Kevin Organtini. Bob Webber and Dale Bevans were not present. Also in attendance were Tony Fitzgibbons, Scott Lutz, Paul Lutzkanin, Jeff Steckbeck, and Lorrie Wright.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

The May 17, 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 \$43,888.35, the Fredericksburg Water Payables in the amount of \$37,836.34, and the Monroe Valley Sewer Payables in the amount of \$3,623.19. Leonard Snavelly seconded the motion. All voted in favor and the motion carried.

Financial Statement – Rick Rudy made a motion to approve the financial statement as submitted. Kevin Organtini 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 requested.

Engineering was advised of a lab test result from DEP and a copy was faxed for review.

A draft copy of the website was made available for review by the board and awaiting comments, edits and/or approval by the board prior to launching the site.

Fredericksburg Plant Expansion / South Fredericksburg – Design work continues on the new treatment plant. Designs were presented to the Operations Committee prior to this board meeting.

Penn DOT Highway Occupancy Permit (HOP's) applications have been revised and submitted. They will be mailed to the Authority.

Updated cost estimates for the new WWTP have been finalized. Mr. Steckbeck will be meeting with Bethel Twp. Supervisors at their June 10th township meeting to review the revised Act 537 Plan which is being advertised for the final time for public comments.

Fredericksburg WWTP Operations Support – Laboratory test results continue to be reviewed to watch for any abnormalities.

There was a discussion of the possible need to replace the force main from the Lickdale Road pump station with the operators. Further discussion occurs under the Operator's Report.

Monroe Valley WWTP Operations Support - Laboratory test results continue to be reviewed to watch for any abnormalities.

Fredericksburg Water System Operations Support - Laboratory test results continue to be reviewed to watch for any abnormalities.

Water System Improvements – New 1MG Tank; Water Source – The water tank site plan was modified to meet the zoning officer comments on setbacks. Farmers Pride has signed the lot addition plan for the larger lot. It has been filed with Bethel Township and Lebanon Co. Planning. Larson Design Group and Leb. Co. Planning have sent comments and there were no issues of consequence. Plan approval is expected at the Bethel Twp. Supervisors meeting in July. Interior heating options have been presented to the Operations Committee. The design will be finalized based on the committee's feedback.

At the request of the Board, the advertisement for bids is being delayed until the lot addition plan is approved.

SOLICITOR'S REPORT

Resolution 2010-5 – The Board previously authorized Concord Public Finance to solicit quotes from different banks for financing the construction of a new water tank. Daryl Peck appeared before the board to present a summary of the new water tank bank loan proposals and recommend accepting the finance package from Fulton Bank. Rick Rudy made a motion to adopt Resolution 2010-5 which accepts the financing package from Fulton Bank consisting of a water revenue note in the amount of \$1,457,000 and a grant anticipation note in the amount of \$1,000,000 to be used for the construction of a new water tower and designating the chairman and secretary of the board to provide and execute all documents necessary to obtain the financing package. Kevin Organtini seconded the motion. All voted in favor and the motion carried.

L & L Pig Producers – Kevin Organtini made a motion to approve the Option Agreement with L&L Pig Producers to purchase land for a new sewage treatment plant known as 516 Greble Road, Jonestown, Pa and to authorize payment of \$100.00 to L&L Pig Producers for the option to execute the Agreement of Sale on or before December 31, 2012. Leonard Snaveley seconded the motion. All voted in favor and the motion carried.

Fredericksburg & Monroe Valley Writs – Atty Fitzgibbons reported that service continues and payments have been received on some of the writs served.

OFFICE MANAGER'S REPORT

Fredericksburg Service Area – The Fredericksburg monthly commercial and industrial billing was mailed on June 4th, 2010 with a total due of \$72,925.62.

Fredericksburg quarterly late notices were mailed on May 18th and are due on June 11th. Total outstanding to date is \$17,809.29. Termination notices will be posted on June 14th.

The Board discussed the Dean and Anne Zimmerman rental properties which are currently in the process of being sheriff served. The Board instructed the office staff to terminate the water service if payment is not received by the termination notice due date.

North Lebanon School District requested the penalty be waived from their May bill. They stated they mailed their payment on May 14th and was possibly lost in the mail. Kevin Organtini made a motion to waive the penalty for the North Lebanon School District in the amount of \$786.59. Leonard Snavelly seconded the motion. All voted in favor and the motion carried.

A Sheriff Sale is scheduled for Tuesday, June 8th at 10:00 AM for the Chris Shirk property located at 117 E. Main Street.

The office staff received training on the Rapid Response Public Notification System. The program is now ready for use. There are still over 100 customers that have not responded with a contact number. The Board instructed the secretary to check the law on our legal responsibility.

Monroe Valley Service Area – Monroe Valley outstanding balance to date is \$11,397.47.

The Monroe Valley rate increase letters were mailed on June 1st. Numerous calls were handled. Copies of the letter were also sent to both Bethel and Swatara Twps. Bethel Twp. requested a copy of the minutes that indicate Mr. Hernley attended an FSWA meeting and ask the Authority to take over the Monroe Valley sewer project. Mr. Steckbeck provided information from the Act 537 Plan and presented copies to the Board and to Bev Martel, Bethel Township Supervisor. Eleanor Hafer, Valley Drive, Jonestown, Pa 17038 reported to the office staff that she was having water issues with a shed located on her property. She feels this is an issue caused by the sewer line installation. The water is causing the shed to sink into the ground. She submitted photos which were emailed to Mr. Heisey, the operator and the engineer. Ms. Hafer contacted the office again and would like to know how to eliminate the water issue. The Authority had previously installed drainage pipes on her property to help eliminate the water problems. The installation was only partially successful and did not improve drainage around her shed but had significantly improved drainage in an adjacent portion of her yard. The solicitor stated that the Authority has no liability to Ms. Hafer. The Secretary stated she would notify Ms. Hafer.

Quarry/Bentz submitted payment in the amount of \$5,000 for their permit on Lakeside Drive.

Three Monroe Valley accounts that were sheriff served have been paid in full minus the sheriff costs.

Ronald Stroup requested payment arrangements in the amount of \$100.00 per month to be applied towards his delinquent tapping fee note. The Board stated that payment in full is required.

Schadler/Bauer was invoiced for their annual sewer capacity reservation in the amount of \$4,900.

Resolution 2010-4 – The secretary asked for an explanation as to how the billing is to occur in Monroe Valley. Per conversations with the chairman the billing procedure is different from the procedure referred to in the resolution. After discussion the solicitor was instructed to amend the resolution to reflect monthly billings of \$111.00 due within 21 days and no penalty to be applied until the quarterly billing is delinquent. The matter was tabled until the next meeting.

Reimbursement to Swatara Township – The secretary looked into the discrepancy in Swatara Twp's checking account which Mr. Patches mentioned at the last FSWA meeting. There are a few delinquent accounts, two pending bankruptcies and one account that was deleted that make up the difference. The delinquencies will be submitted to Swatara Twp as soon as those customers satisfy their accounts. The account that was deleted will be credited to Swatara on their next invoice (\$585.00) The secretary stated that she never credited the township for the bankruptcies since the Authority provided the service and the township guaranteed payment. There was also a discussion regarding payment of the Swatara Twp invoice. The secretary informed the Board that she only receives payment as monies are received by the Authority and deposited into the Swatara Twp. checking account equal to the amount of the invoice. The Board instructed the secretary to apply a 10% penalty to any future invoices that are not paid by the due date.

Kreiser Construction is picking up a permit for 3 Kreider Drive, Jonestown and will be starting construction very soon.

Misc.

Payroll #11 and #12 were processed
State Taxes were prepared and submitted
PennVest, FNB, and Fulton Bank loans were paid.
Bank statements were reconciled.
Byerly Insurance no longer offers insurance to municipal authorities due to pollution and/or terrorism. Strickler Insurance has been contacted but have not received any response yet.
Information for Zinn Insurance is being prepared for July renewal.
September 2010 PMAA conference information was provided.
119 S. Center Street development module forms have been received. These need to be completed and returned to D. Matthews, P.E. in order to be submitted to Bethel Twp. The engineer will assist in completing the forms.
Grease Trap Exemption requests were received from St. John's Lutheran Church, B.C. Natural, and Wenger's Baseball Field. Rick Rudy made a motion to exempt St. John's Lutheran Church and Wenger's Baseball Field from the grease trap requirement. Leonard Snavelly seconded the motion. All voted in favor (Kevin Organtini abstained from voting for St. John's Lutheran Church). Motion carried.
Mr. Heisey will draft a letter to B.C. Natural denying their request for exemption.

OPERATOR'S REPORT

MV Sewer – The results from the 4/20/10 DEP inspection were fine.

Daily testing of the PH and DO were performed.

The staff met with the developer's paver at the plant prior to blacktopping our driveway. The driveway was lengthened on our side to take the quick drop out for truck and trailer clearance.

Flows were recorded daily.

UV pit was washed.

Grass was cut.

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

Daily testing of Fluoride and Chlorine were performed.

Meters were read for monthly billing.

A meter and check valve was cleaned at a Center Street residence. The customer was complaining that their meter was whistling.

Lebanon water tank was out of service but the plant was never notified. The Lebanon plant did not know why we were not contacted.

Fredericksburg Sewer System – The force main at the Lickdale Rd pump station was leaking and had to be repaired.

One grease trap was inspected.

Grass was mowed and tanks were washed.

Sludge return rates were adjusted daily.

Poly tank was filled daily and screens were cleaned daily.

Sludge was wasted as needed.

Daily testing of PH, DO and Chlorine was performed.

Misc. – Scott Lutz reported that the transmission in the Ranger will need work. He will report to the board as soon as he finds out what the estimate will be.

OLD BUSINESS

There was no Old Business to report.

NEW BUSINESS

Gorman-Rupp Trip – Paul Lutzkanin reported that Gorman-Rupp extended an invitation to the FSWA board and staff to fly out to Ohio and visit their plant to demonstrate their commitment to quality. Anyone interested should notify Mr. Lutzkanin. There are dates available in July.

COMMITTEE REPORTS

Operations Committee – Mr. Rudy reported that there was an operations committee meeting prior to the board meeting. Discussions included the construction of the new water tank and air conditioning at the new sewage treatment plant on Greble Road. Mr. Rudy stated that the plans are coming along and that he feels that another operations committee meeting should be held after a future board meeting for the benefit of all members.

Budget Committee – A budget committee meeting will be held on Thursday, June 17th at 10:00 AM. Daryl Peck was invited to attend that meeting.

COMMENTS/COMPLAINTS

None.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**