

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
July 18, 2011

The July 18, 2011 meeting was called to order by Chairman Jim Heisey @ 6:31 PM.

ROLL CALL was taken by Secretary Lorrie Wright. Those in attendance were Jim Heisey, Rick Rudy, Bob Webber, Dale Bevans Kevin Organtini and Tom Demler. Also in attendance were Tony Fitzgibbons, Scott Lutz, Jeff Steckbeck and Lorrie Wright.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

The June 20, 2011 meeting minutes were accepted without objection.

TREASURER'S REPORT

Bills Payables – Rick Rudy questioned payment to Ben Reigert for the office renovations and commented that he thought we were changing to another electric supplier. Ms Wright explained that Met Ed issues a bill with the OnDemand costs included on the bill. Mr. Heisey explained that the back room was enclosed for security purposes and to create more office space. An email had been sent out previously with an estimate of cost and 4 board members responded positively. Mr. Webber along with Mr. Reigert worked on enclosing the room.

Tom Demler made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$16,695.03, the Fredericksburg Water Payables in the amount of \$7043.62 and the Monroe Valley Sewer Payables in the amount of \$3,786.52. Bob Webber seconded the motion. All voted in favor and the motion carried.

Financial Statement – Dale Bevans 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 – There were no requests to assist the Admin staff since the last meeting.

Fredericksburg Plant Expansion / South Fredericksburg – Engineering has received a copy of the executed Consent Order and Agreement.

Design of the 0.433 mgd treatment plant continues towards an August 31st submission date. The Dutchland drawings have been forwarded to Aqua-Aerobics so that they can do the final process design and equipment layout.

In late June preliminary site layout drawings were sent out and now engineering is waiting to see if the Operations Committee feels a meeting is warranted. Vickie Johnson has retired from PennVest and we are now assigned a new Project Specialist. Engineering is trying to schedule a Planning Consultation with the new Project Specialist. PennVest has notified us that they are returning to their previous rule of having to have both the Part 1 and Part II permits in hand prior to being able to submit an application for PennVest funding. The rule had been relaxed during the period of ARRA funding due to the need to get the ARRA money award quickly.

An archeological study is required as the last of the environmental pre-requisites for both PennVest and USDA funding applications. Mr. Steckbeck provided a proposal from Professor Wheelersburg from Elizabethtown College for the Phase 1a archeological study. A proposal of \$11,000.00 includes \$8,500.00 payable to Tetra Tech, a subcontractor, for geomorphological services, \$1,000.00 payable to the archeologist, and \$1,500.00 for field workers consisting of trained students. Phase 1b, if necessary, could be completed for an estimate of \$4,000.00. Typically these studies could cost \$30,000 to \$40,000. Mr. Steckbeck recommended that the board accept the proposal and authorize the chairman to sign the proposal. Rick Rudy made a motion to accept the proposal from Professor Wheelersburg for the Phase 1a archeological study. Dale Bevans seconded the motion. All voted in favor and the motion carried.

McCullough has issued a Change of Scope request letter to refine the H2O grant so that we can obtain and utilize as much of the \$500,000 funding as soon as possible. The letter was presented for the Chairman's signature. Bob Webber made a motion to authorize the Change of Scope to the H2O \$500,000 grant. Tom Demler seconded the motion. All voted in favor and the motion carried.

Fredericksburg WWTP Operations Support – Engineer continues to consult with the operators on the operation of the plant to monitor the influent and effluent nutrient levels.

Monroe Valley WWTP Operations Support – There were no major issues which required engineering support since the last meeting.

FSWA Water System Operations Support – The 4 Log Virus modifications have been finalized and inspected by DEP and approved for operations. AH Moyer will return to heat trace and insulate the piping changes.

Water System Improvements / New 1MG Tank; Water Source – An updated schedule was presented to the Board for review. Some items of interest were the slight delay in steel welding which will now begin August 17, 2011. Tank painting will resume in March 2012. The engineer will look into other items being completed before the tank painting occurs.

SOLICITOR'S REPORT

S. Fredericksburg Easement Letter – A draft copy of the easement letter to be sent to property owners in the S. Fredericksburg sewer area that we will need easements from in order to install the system was presented to the Board. A list of property owners was also provided. A one page overview of the whole project

showing line locations will accompany the letter. Final letters will be available for the August 1st meeting.

S. Fredericksburg Rate District – The solicitor is still working on a new rate district resolution. The proposed resolution will be available at the August 1st meeting.

S. Fredericksburg Bridge Loan – Proposals will be presented at the August 1st meeting. Some lenders have indicated that they would want to tentatively approve the \$5 million but put a cap on the amount we could draw on up until we had Penn Vest funding. Atty Fitzgibbons believes that Daryl Peck from Concor Public Finance will be at the August 1st meeting to explain what he is doing to secure funding.

Monroe Valley Sheriff Liens – Refund checks were presented to the Secretary for the Gristick and Alexander accounts.

Farmers Pride – The solicitor is scheduled to meet with Farmers Pride on July 20th at 1:00 PM to gain insight on their intentions.

PennVest - The timelines in the COA require the Authority to hit the November submission for a January PennVest award. If the Authority does not have the Part II permit in hand by early November then the Authority would not be in a position to receive a PennVest award or build a new WWTP which would mean that the COA would be in violation. Therefore, Atty Fitzgibbons requested an amendment to the COA. Rick Rudy made a motion to request DEP to amend the COA adjusting the required commencement date for construction of the new plant from March of 2012 with a completion date of June 2012. Bob Webber seconded the motion. All voted in favor and the motion carried.

Mr. Heisey mentioned that there was a problem with the penalty provisions being in the proper exhibits in the COA.

Monroe Valley Connections in Progress – Mr. Webber questioned the status of the Lineaweaver, Eckenroth and Shirey connections. The secretary was not sure if Lineaweaver and Eckenroth were connected but would look into the matter and report to the Board. The Shirey account however is not connected yet. Attempts were made but there still has been no progress. The Board instructed the solicitor to send Mrs. Shirey a letter informing her that she is obligated to connect to the sewer system. The solicitor recommended giving her 30 days to connect. Rick Rudy made a motion to authorizing the solicitor to issue a letter to Mrs. Shirey notifying her that a lawsuit will be filed if she fails to connect to the sanitary sewer system within 30 days. Kevin Organtini seconded the motion. All voted in favor and the motion carried.

Harold Kreider Easement – Mr. Bevans questioned the status regarding the Harold Kreider easement issue discussed at the last meeting. The solicitor stated that Mr. Kreider originally owned the land, sold it to the Authority but retained an easement for himself for a crossing. The Authority is under no obligation to make improvements. The Authority also had a temporary easement at the time of construction of the Monroe Valley Project to enter that we could improve but went away when Mr. Kreider put in the street. Atty Fitzgibbons

stated that he did not do any follow up from the last meeting but would do so as soon as other information surfaced.

OFFICE MANAGER'S REPORT

Fredericksburg Service Area – Quarterly and monthly billings were sent out in the beginning of July.

DEP issued a letter to the Authority granting 40 EDU's to be issued over the next year. Developers were notified.

A letter was mailed to Redner's along with a copy of our latest lab test results notifying them of the overage in their extra waste limits. The office will notify the Board of their response when it is received. After discussion the Board instructed the solicitor to look into charging repeat offenders for their extra waste. Round #1 of the H2O \$500,000 Sewer Grant Agreement is being prepared. Board approved Change of Scope letter will accompany Round #1 request. Round #2 of the H2O Water Project Agreement is being prepared.

The Annual Water Report (CCR) was prepared and given to the boy scouts to be distributed. A board approved payment in the amount of \$137.50 was issued to Troop 447 for distributing 550 reports.

4 Log Virus modifications have been inspected and approved. We are now in receipt of the 4 Log Virus Permit. Operations received the original permit from the office staff and an email copy from engineering. A copy is being kept in the admin office.

As a result of a meeting with Greg Zinn of Zinn Insurance, the office staff confirmed coverage of the construction portion of the new water tower (west).

A meeting was held with Fulton Bank regarding the deposit process.

At a previous meeting it was reported that Sprint was launching an investigation into a recent billing issue regarding the SCADA account. The office staff has not heard anything yet but just received a bill with a credit eliminating \$437.00 from the previous bill.

Monroe Valley Service Area – 37 Monroe Valley customers were issued late notices.

The following is a list of outstanding liens and updated status:

Ralph Kus, 207 Monroe Valley Dr. – account has been brought up to date through customer refinancing.

Charles Deibler, 131 Laurel Dr. – customer made payment arrangements which are to begin on July 20th.

Chris Fawber, Camp Strause Rd – customer is making payments.

Mason Blouch, 38 Fairway Dr. – no change.

Richard Koller, 126 Laurel Dr. – no change.

Randall Shaver, 120 Lakeside Dr. – no change.

Full Circle Mountain quarterly debt service account has been paid in full.

A brief meeting was held with Jen, Swatara Twp. secretary, to discuss the Monroe Valley / Swatara discrepancy. Amendments are being addressed.

At a previous meeting the office staff was instructed to look into the cost of adding another service area to the Rapid Response program in order to perform a smoke testing in the Monroe Valley. According to Jonathan Greiner with Rapid Response, there would be an additional cost of \$75.00 for 225 Monroe Valley customers. The office staff will send letters to all those customers requesting notification information. Dale Bevans made a motion authorizing the additional expense of \$75.00 to include 225 Monroe Valley customers to the Rapid Response System. Tom Demler seconded the motion. All voted in favor and the motion carried.

2010 Audit – Mr. Bevans questioned if the findings included in the audit were addressed. The secretary stated that their findings are recommendations to the Board and that the Board needs to enforce them if they choose to do so. Mr. Bevans would like the secretary to re-distribute a copy of those findings to the Board for their review.

OPERATOR'S REPORT

Monroe Valley Sewer System – Holding tank was decanted.

Blue Mtn View development is moving along.

Fredericksburg Water System – SLI drums were mixed.

Meters were read.

Reservoir was cleaned.

CCR certification and checklist was completed.

Fredericksburg Sewer System – Aerator breaker was repaired.

Two residential laterals were clogged on Locust and Elm Avenue. Both were on the residents property

Working on manholes.

Trees were trimmed.

Chlorine gas detector was repaired.

Dechlor tubes were lowered for more contact.

Odophos was delivered.

Sludge was hauled.

The office air conditioner was repositioned in order to allow for more tilt. So far this has solved the problem of water coming into the office.

Compliance:

Monroe Valley – There were no DMR violations for the month of June.

Fredericksburg – Fredericksburg had 4 NH₃N violations and 6 Total Residual Chlorine Violations. Therefore, per the DEP COA, the stipulated penalties for June total \$2,250.00 which are due July 28th. The Board instructed the solicitor to correspond with Victor Landis for some clarification to the stipulated penalties mentioned in "Exhibit 3". In the event the penalties are due, Bob Webber made a motion to pay the stipulated penalties for the month of June in the amount of \$2,250.00. Dale Bevans seconded the motion. All voted in favor and the motion carried. In trying to keep the Chlorine numbers down the fecals will be affected so the operator mentioned it might be beneficial to the Authority in purchasing some type of UV system. The Board allowed the operator to try and come up

with some kind of recommendation. The solicitor stated that the Rules and Regs would need to be updated to ensure repeat extra waste offenders are financially responsible.

OLD BUSINESS - Retroactive Approval of the Dixon Water Tank Inspection

– Kevin Organtini made a motion to approve the Dixon Water Tank Inspection, retroactively, at a cost of \$2,040.00 plus travel expenses. Bob Webber seconded the motion. All voted in favor and the motion carried.

Approval of Securing the Back Room of the Office Building – Tom Demler made a motion to retroactively approve securing the back room of the office building in the amount of \$617.00. Kevin Organtini seconded the motion. Motion was approved by a 5-1 vote. Rick Rudy voted no.

Authorization of the \$4,000.00 COA Payment – Kevin Organtini made a motion to authorize the monthly \$4,000.00 COA payment. Tom Demler seconded the motion. All voted in favor and the motion carried.

FSWA Property Sign Costs – Mr. Webber provided information regarding the cost of plastic signs and aluminum signs. 10 aluminum signs would cost \$93.75 and 10 plastic signs would cost \$62.25 plus an initial screening fee of \$45.00. The Board would like a total of 25 in order to have an ample supply for future use.

Dale Bevans made a motion to purchase 10 plastic vinyl, heaviest gauge signs for a cost of \$62.25 plus a screening fee of \$45.00. Rick Rudy seconded the motion. All voted in favor and the motion carried. The operator will provide Mr. Webber with the wording for the signs which was handed out for review at the last meeting.

Truck Chasis and Utility Box – Mr. Webber investigated quotes in the amounts of \$36,400 for just the truck chasis, \$42,460.00 and \$25,955.82. The best bid provided was from the state in the amount of \$25,955.82 and will be in effect until the end of the year. Dale Bevans made a motion to table the matter and provide instruction to the budget committee to try and budget money for the purchase in 2012. Bob Webber seconded the motion. All voted in favor and the motion carried.

NEW BUSINESS

Bethel Twp Fees – Bethel Twp Supervisor requested that the Authority waive the fees associated with a final read on the township rental property. Rick Rudy made a motion to waive the final read fee. Dale Bevans seconded the motion. All voted in favor and the motion carried.

COMMITTEE REPORTS

There were no committee reports.

COMMENTS/COMPLAINTS

In reference to an earlier discussion regarding the extra waste matter, the solicitor recited the Authority Rules and Regs to read that “any person or business who violates the Rules and Regulations and as a result causes the Authority to be in violation of any statute, ordinance, rule or regulation of any federal, state or local government or agency and as a result causes the Authority to incur costs in the form of but not limited to a fine or other penalty because of the violation shall be liable to the Authority to reimburse the Authority for all such costs paid by the Authority”. Therefore, if any extra strength waste given to the Authority causes the Authority to be in violation of the COA and causes the Authority to pay a fine, we have the provision in the Rules and Regulations to bill them for it. However, if the Authority issued a permit to a customer which allows them to give us so much waste and they are operating within their permit then the Authority needs to revise their permit. The solicitor will work with the office manager to determine the permit discharge limits and if those limits are self adjusting. If it is determined that a customer violated their permit then that customer will be required to reimburse the Authority.

The Board went into recess before going into an Executive Session.

EXECUTIVE SESSION

There was no action taken as a result of the Executive Session.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**