

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
August 1, 2011

The August 1, 2011 meeting was called to order by Chairman Jim Heisey at 6:30 P.M.

ROLL CALL was taken by Secretary Lorrie Wright. Those in attendance were Jim Heisey, Kevin Organtini, Dale Bevans and Tom Demler. Also in attendance were Tony Fitzgibbons, Scott Lutz, Paul Lutzkanin and Lorrie Wright. Mr. Rudy, Mr. Webber and Mr. Steckbeck were not present.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

The July 18, 2011 meeting minutes were accepted without objection.

TREASURER'S REPORT

Bills Payables – Dale Bevans made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$22,244.33, the Fredericksburg Water Payables in the amount of \$45,106.86, and the Monroe Valley Sewer Payables in the amount of \$1,170.76. Tom Demler seconded the motion. All voted in favor and the motion carried.

Financial Statement - Kevin Organtini 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

General Administrative – Engineering continues to assist the Admin Staff when requested.

Fredericksburg Plant Expansion / South Fredericksburg – Engineering is in receipt of the executed Consent Order and Agreement and are investigating changing the project schedule due to PennVest returning to their pre-ARRA rules.

Design of the 0.433 mgd plant continues in an effort to complete it to the point required with the Part II permit application. Aqua-Aerobics has submitted their equipment layout and detail drawings. The Part II permit application requires all process related design to be complete.

Paul Lutzkanin and Kevin Snader toured the S. Fredericksburg service area and the WWTP site with Pascal Kwedza of DEP. Mr. Kwedza wanted to get familiar with the area and the plant site as he is working on the draft of the NPDES permit and is anticipating receiving the Part II permit application soon. DEP is hoping to get a draft of the NPDES permit to engineering sometime this week.

Archaeologist Dr. Robert Wheeler was awarded the contract for the study of the Elizabeth Run interceptor. Dr. Wheeler has obtained maps from Steckbeck Eng. and visited the site for preliminary scouting on July 27th. Boring and digging is anticipated to begin mid-August. The solicitor was instructed to send a letter to the property owners explaining to anticipate the archaeology study and its purpose. The letter should also include approximate survey dates and contact phone numbers.

There has been no response yet from the C.F.A. for McCullough's 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. Information was provided to the Board regarding a "Business in Our Sites Grants and Loans" program. Engineering will be looking into this program on behalf of the S. Fredericksburg Project.

Fredericksburg WWTP Operations Support – Paul Lutzkanin and Kevin Snader toured the WWTP with Pascal Kwedza of DEP. Mr. Kwedza wanted to get familiar with the facility which will be decommissioned as part of the S. Fredericksburg project.

Monroe Valley WWTP Operations Support – Paul Lutzkanin and Kevin Snader toured the MV WWTP with Mr. Kwedza of DEP. There was confusion about the NPDES renewal application which was filed in October 2009. DEP is hoping to get a draft of the NPDES permit to us this week. It will require 24 hour composite samples of both the influent and effluent so there will be a need for more samples since both the MV plant and the Fredericksburg plant are tested simultaneously.

FSWA Water System Operations Support – GMI Insulation is scheduled to be on site this week to heat trace and insulate the piping changes.

Water System Improvements / New 1MG Tank; Water Source – The tank construction crew is scheduled to arrive on August 17th.

Farmers Pride is finalizing their contract for painting of the water tank by Caldwell. Artwork renderings of their logo were shared with the FSWA Board at the last meeting.

SOLICITOR'S REPORT

Resolution 2011-5, S. Fredericksburg Rate District – Tom Demler made a motion to approve Resolution 2011-5, with map amendments, which creates a separate rate district for the S. Fredericksburg service area. Kevin Organtini seconded the motion. All voted in favor and the motion carried.

Resolution 2011-6, Approval of \$5,000,000 Sewer Revenue Note – Chris Gibbons, on behalf of Concord Public Finance, provided proposals for the S. Fredericksburg bridge loan. Susquehanna Bank is offering a loan at 2.9% interest and Fulton Bank at 3.15% interest. The loan is for \$5,000,000 and the first \$1million is allowed to be drawn on before any additional PennVest financing is in place. Susquehanna Bank's proposal is contingent upon their final board approval and will not pursue a depository relationship. Fulton Bank requires FSWA to maintain existing depository relationship with them. Mr. Gibbons recommended that the Authority accept the proposal with Susquehanna Bank.

Dale Bevans made a motion to approve Resolution 2011-6 for the issuance of a \$5,000,000 sewer bridge loan. Tom Demler seconded the motion. All voted in favor and the motion carried.

Payroll Service – The solicitor indicated that he is still looking into payroll services and will report to the Board with his findings via email.

Farmers Pride – The solicitor reported that he met with Farmers Pride on the issue of the heat and eat facility. Farmers Pride is looking for three changes:

- 1) To put a cap on their maximum exposure
- 2) The ability to assign unused capacity for another facility
- 3) If the Authority would get more capacity at the new plant then they would like to be able to buy into 27% of that capacity.

Redner's Market – Mr. Heisey stated that Redners has gone over their 30 day response period regarding their extra waste letter. Mr. Heisey would like to issue a notice of a hearing to show cause why the Authority should not revoke their sewage treatment permit. Dale Bevans made a motion to approve the issuance of a show cause hearing scheduled for Tuesday, September 6th, 2011. Tom Demler seconded the motion. All voted in favor and the motion carried.

OFFICE MANAGER'S REPORT

Monroe Valley Service Area – A letter was sent to Mrs. Shirey, 332 S. 9th Street, Lebanon, Pa, in reference to her property located at 144 Lakeside Drive, Fredericksburg, Pa. The letter reminded her that she is required to connect to the sewer system and to this date has not done so. The letter also states that in order to avoid legal action the sewer connection needs to be completed within thirty days of the July 20th, 2011 letter. The original connection notice was mailed in July 2007. An attempt to hand deliver a copy of the letter was made to David Jumper, her son, but he refused to accept it.

Eckenroth and Lineaweaver sewer connections have been completed and inspected.

Work continues on collection of the delinquent accounts. Old outstanding liens are being updated.

Barb Bauer contacted the office to set up a meeting with the staff to review her EDU status.

Fredericksburg Service Area – November 1, 2010 through May 30, 2011 DMR's were mailed to James Perano as a result of a Right to Know request.

The archaeological study acceptance letter was signed and returned to Professor Wheelersburg.

The office staff continues to work with S. Corwell from McCullough on the H2O grant for the S. Fredericksburg WWTP project.

The Board was notified of numerous calls and comments regarding the new water tower and Famers Pride's logo.

The Board was also notified of numerous calls and comments regarding the debt the Fredericksburg and S. Fredericksburg customers will incur after the construction and installation of the S. Fredericksburg WWTP.

There was some discussion regarding the procedures necessary to follow in the event a landlord / property owner with one service line and multiple meters is delinquent in paying their sewer and water bills. There are some tenants that are responsibly paying their water/sewer bill but at risk of their water being terminated because other tenants and the property owners fail to remit payment. The solicitor advised to continue posting termination notices and if not paid then terminate water service. He also suggested that the Board could enforce each apartment to have its own service line.

A copy of the July 21, 2008 meeting minutes were provided to the Board documenting the administrative staff job descriptions. A revised and updated copy will be provided at the next meeting.

A copy of the 2010 audit recommendations was re-distributed to the Board.

OPERATOR'S REPORT

Monroe Valley Sewer System – Daily testing of PH and DO.

Screens were changed and cleaned.

UV bulbs and sensor was cleaned.

A lateral inspection was performed for Blue Mtn View Estates.

A grinder pump inspection was performed for Tri Valley.

Fredericksburg Water System – Filters were changed.

Monthly meters were read.

SLI drum was taken to Well #6

Fredericksburg Sewer System – There was a pump failure at the main pump station. A spare pump was installed. The failed pump was taken to Burkholder's for repair.

Aerator breaker was installed. The line had a short and had to be replaced from the control building to the aerators. This was done by adding an above ground cable and suspending it over the ditch to avoid having to replace the conduit.

Mechanic Street and Beech Avenue manholes were blacktopped.

2 extra dechlorate tubes were added to the bottom of the tank for more contact.

Sludge was hauled.

Odophos pumping rate was increased.

Clarifiers were pressure washed.

OLD BUSINESS

Swatara Township Permit Procedures – Tom Demler reported that Swatara Township submits their sewer permit applications directly to Lebanon County Planning. It is then up to Leb. Co. Planning to approve or disapprove the application. In the case of the Monroe Valley, the applicable organization is the Fredericksburg Sewer and Water Authority.

Administrative Office Staff Part Time Hire – The matter was tabled until the next meeting in order for the Chairman to review the revised office staff job descriptions. Mr. Heisey indicated that the office manager stated she would not be working anymore overtime. After some board discussion the solicitor advised

to continue the discussion in an executive session if needed. The Board did not go into an executive session.

NEW BUSINESS

There was no New Business.

COMMITTEE REPORTS

There were no Committee Reports

COMMENTS/COMPLAINTS

There were no comments/complaints.

ADJOURNMENT

A motion to adjourn the meeting was made by Tom Demler and seconded by Dale Bevans. All voted in favor and the meeting was adjourned at 8:33 P.M.

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**