

**YUFREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
April 2, 2012**

The April 2, 2012 meeting was called to order by Chairman Jim Heisey.

ROLL CALL

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, Paul Lutzkanin, Kevin Snader and Lorrie Wright.

COMMENTS/COMPLAINTS

Mr. Ray Bender from the Lebanon County Redevelopment Authority appeared before the Board to give a presentation on the programs/options available for the South Fredericksburg Sewer residents. The Board suggested that this information be included on the FSWA website.

MEETING MINUTES

The March 19, 2012 meeting minutes were accepted as submitted.

TREASURER'S REPORT

Bills Payables – Bob Webber made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$15,841.79, the Fredericksburg Water Payables in the amount of \$16,482.83, and the Monroe Valley Sewer Payables in the amount of \$1,569.07. Tom Demler 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. Rick Rudy seconded the motion. All voted in favor and the motion carried.

ENGINEER'S REPORT

General Administrative Engineering continues to assist the Administrative Staff with technical issues as requested. The IT staff updated several items on the FSWA website and in light of the S. Fredericksburg project will be working with the Admin Staff to add meeting minutes to the website on a timelier basis once approved by the board. Mr. Organtini asked if the engineer charges the Authority for maintaining the FSWA website. Mr. Lutzkanin stated that Steckbeck Engineering does not charge the Authority any fees for maintaining our website. The service is provided as a courtesy to the Authority.

Fredericksburg Plant Expansion / South Fredericksburg - A number of documents were scanned and uploaded to the FSWA website as exhibits for the public meeting and as a continual reference source for interested parties. At the informational meeting, Mr. Steckbeck received a number of requests for

individual meetings with S. Fredericksburg residents. He will meet with those residents as the meetings can be scheduled.

The total score for the PennVest application has not been confirmed yet. 20 points is anticipated from the DCED/PennVest scoring for job creation at Farmers Pride and US Real Estate which would provide a score of 75 points.

Design of architectural and structural aspects of the new WWTP continue as bidding documents are being prepared in advance of bid advertisement.

The PennVest application was provided to Farmers Pride to ask for their help with lobbying of the Governor and the Secretary of Agriculture.

Senator Folmer and Representative Swanger will also be contacted to ask for their support and assistance with funding.

U.S. Congressman Holden will also be contacted as our project will be underway prior to his departure as our representative.

Design plans for both the WWTP and the collection system are being refined and completed in preparation for a bidding phase which will occur once the funding situation is known.

Fredericksburg WWTP Operations Support - The 2011 Chapter 94 report has been submitted. DEP may submit a comment letter. If a Corrective Action Report needs to be filed it will simply state that we are in the process of obtaining funding for the proposed plant and collection system.

Work continues with staff and board members to draft a new Security Policy.

Monroe Valley WWTP Operations Support - The 2011 Chapter 94 Report has been submitted. DEP may submit a comment letter.

FSWA Water System Operations Support - Engineering continues to assist in investigating the well cleaning operation of manganese removal.

Water System Improvements / New 1MG Tank; Water Source - Engineering continues to monitor the site to ensure that the contractor is installing everything according to the plans.

Caldwell's painter has arrived at the site and will work on the exterior when weather conditions are favorable and will work on the interior the other times.

They anticipate being ready for the Farmers Pride decals around the 1st or 2nd week of April. Farmers Pride has been asked to have their sign maker prepare the decals and be ready to apply them around the 1st or 2nd week of April.

A meeting will be scheduled with Esther's and Redner's within the week to discuss the need to temporarily shut off water for installation of new valves on the water main.

The Lebanon Daily News reported that Crayola will be vacating the Route 22 warehouse in the near future as part of Crayola's consolidation at a new warehouse near Bethlehem.

SOLICITOR'S REPORT

L&L Pig Producers - Closing was completed and the deed to the WWTP site recorded on March 21, 2012. A copy of the deed was emailed to the board. L&L asked that they be contacted as soon as construction schedule is known so that they can coordinate with the tenant farmer as well as their own operations.

Farmers Pride - Atty. Fitzgibbons will address the letter of credit provisions in the sewer capacity purchase agreement as soon as we are advised of our PennVest funding decision.

PennVest Funding - Our application is set for consideration at the April 25, 2012 PennVest meeting.

Mary Deaven - Mrs. Deaven contacted the solicitor in regards to the definition of a "structure" that will have to connect to the S. Fredericksburg system. Mrs. Deaven owns property along the east side of SR 343 within our SF service area. Mrs. Deaven was advised that the Bethel Township zoning officer determines what a "structure" is and that within the MV system it was determined to be a building with four walls and a roof. The township was alerted to a possible call from Mrs. Deaven.

Amendment to By-Laws - Atty. Fitzgibbons will be soliciting suggestions from the board regarding possible amendments to the By-Laws and will compile a list of suggested changes for review and comment.

US Real Estate - Atty. Fitzgibbons was contacted by attorney Charles Courtney of McNeese Wallace on March 21, 2012 on behalf of Trammel Crowe, the new developer. Atty. Courtney was advised that per the Authority's fee schedule a \$7,500 deposit was required prior to any of the Authority's consultants commencing a review of the proposed plans. Atty. Courtney stated that he would see that the Authority receives the required deposit. Atty. Courtney was advised that work would commence on a draft developer's agreement as soon as it was received.

Potential Office Purchase - There were no developments since the last meeting.

Lease with Richard Light - The lease was signed by Richard Light and the first year's payment of \$600 was received.

Swing Loan with Fulton Bank - Atty. Fitzgibbons has not yet received final confirmation from Fulton Bank that it will secure the \$175,000 portion of the debt due with regard to the Monroe Valley system to be secured only by revenues from that system. Currently the entire \$225,000 debt is secured by all sewer revenues (since the line of credit was established prior to the MV system being operational). An answer and corresponding commitment letter should be available by the next board meeting.

Resolution 2012-3/Right to Know Policy - Dale Bevans made a motion to adopt Resolution 2012-3. Rick Rudy seconded the motion. All voted in favor and the motion carried.

OFFICE MANAGER'S REPORT

Fredericksburg Sewer and Water Service Area - The quarterly and monthly billings are being processed. Monthly accounts again came over as computer estimated.

110 & 119 E. Main Street issues have been resolved.

Richard Light submitted payment of \$600 for the first year's rent for the WWTP land lease.

Crayola will be vacating their Route 22 property early 2013.

Water Tank Pay Request #4 was submitted in the amount of \$17,496.00 and we should be reimbursed \$11,664.58 from DCED/CFA.

A Fredericksburg sewer customer list was provided to the township.

The Hydrant Flushing notice will be included on the April bills. The Operator stated he would like the flushings to occur on Friday, April 27th beginning at 9:00 PM.

Monroe Valley Sewer Service Area - Swatara Township submitted their quarterly payment in the amount of \$26,299.39.

FEMA/PEMA was contacted in regards to receiving public assistance for 2011 flooding. A second round of paperwork was required and submitted.

South Fredericksburg Sewer - A Special Meeting letter was hand delivered to the township informing them of the March 29th meeting. The office received numerous calls and walk-in questions following the meeting.

Pay Request #1 was submitted to DCED in the amount of \$195,496.20 of which \$130,337 should be reimbursed.

A map of the S. Fredericksburg service area will be provided by the engineer in order to keep accurate record of permit applications.

US Real Estate still has not submitted payment of administrative filing fees.

Miscellaneous - The FSWA website has been updated.

Direct Deposit will be requiring a \$50.00 setup fee and monthly user fee of \$15.00. The Board instructed the office manager to proceed with setting of the Direct Deposit.

The staff continues to work on the renewal information for Zinn Insurance.

As of April 3, 2012 John Allwein will be on an extended leave due to hip replacement surgery. Tom Demler made a motion approving payment of John Allwein's health insurance for the month of May as long as he was receiving compensation (sick or vacation time) as of May 1, 2012. Dale Bevans seconded the motion. All voted in favor and the motion carried. Short Term Disability has been applied for and US Able will be in contact to finalize dates in order for Mr. Allwein to receive payment.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Kevin Snader reported that the North West Aerator motor was repaired. The unit quit after working hours and that this may cause the last sample in March to be out of compliance. No spare motors are kept in stock for emergency use. Mr. Snader requested approval to purchase a spare when needed. The Board decided that the issue should be brought to the attention of the Operations Committee at the time needed and a decision to purchase the necessary would be made at that time.

Fredericksburg Water - Normal Operations

Monroe Valley Sewer - Normal Operations

OLD BUSINESS

Zimmerman Property at 107/109 W. Main Street - The Board instructed the solicitor to draft a letter to Dean and Anne Zimmerman revoking the grandfathering of three separate water meters to the property located at 107-109 W. Main Street. The Zimmermans will be instructed to install separate water lines for each unit. The solicitor will draft the letter and submit to the Board via email for review and approval before mailing.

NEW BUSINESS

Board Member Pay - Mr. Heisey provided a written copy explaining board member compensation. The Board discussed being compensated for their attendance at the March 29th, 2012 S. Fredericksburg Special Meeting. Board Member compensation language will be added to the By-Laws. Atty. Fitzgibbons will work on that language.

Donation to Fredericksburg U.M. Church - Dale Bevans suggested that the Board offer a monetary donation in the amount of \$150.00 to the church for the use of their facility for the March 29th S. Fredericksburg special meeting. Rick Rudy made a motion to donate \$150.00 to the Fredericksburg U.M. Church. Tom Demler seconded the motion. All voted in favor and the motion carried.

Township/Authority Joint Facility - Mr. Rudy asked Supervisor Martel (who was in attendance in the audience) if there has been any further developments regarding the possibility of a joint facility between the township and the authority. Ms. Martel indicated that she is in negotiations to get someone to build a building for joint use for free.

Bethel Township Septic Tank Notices - Supervisor Martel informed the Board that septic tank clean out notices will be going out in the mail to township residents.

COMMITTEE REPORTS

Operations Committee - The Operations Committee discussed the possibility of helping the operator with operations duties such as hydrant flushing.

Dale Bevans reported that approximately 60-70 applications were received in response to the Entry Level Operations Position. The Interview Committee consisting of Mr. Bevans, Mr. Demler and Mr. Snader will hold interviews in the evening. Mr. Bevans will inform the office staff of the date and time.

The Operations Committee performed a drive through with the engineering staff to become familiar with the route of the S. Fredericksburg sewer collection lines.

Budget Committee - A Budget Committee meeting is scheduled for Thursday, April 11th at 10:00 AM.

COMMENTS/COMPLAINTS

PennVest / Monroe Valley - Mr. Heisey reported that he has been in contact with PennVest regarding any relief in the Monroe Valley in the event Full Circle Mountain defaults. Any further developments will be provided to the Board. The Office Manager asked Mr. Rudy if the Fire Company would post a hydrant flushing notice on their marquee. Mr. Rudy stated that he would mention it at the

next fire company meeting. The Board reminded the office manager to personally contact the poultry plants of the hydrant flushing date and time.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**