

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
August 20, 2012

The August 20, 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, Dale Bevans and Tom Demler. Also in attendance were Tony Fitzgibbons, Jeff Steckbeck, Kevin Snader and Lorrie Wright.

COMMENTS/COMPLAINTS

There were no Comments or Complaints.

MEETING MINUTES

The August 6, 2012 meeting minutes were accepted as submitted.

TREASURER'S REPORT

Bills Payables – Dale Bevans made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$9191.55, the Fredericksburg Water Payables in the amount of \$48,849.18, the Monroe Valley Sewer Payables in the amount of \$4,986.51 and the S. Fredericksburg Sewer Payables in the amount of \$49,618.61. Rick Rudy 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. Tom Demler seconded the motion. All voted in favor and the motion carried.

ENGINEER'S REPORT

General Administrative - Engineering IT staff has added the meeting minutes approved at the last meeting to the website.

Fredericksburg Plant Expansion / South Fredericksburg - Contract #1 - Collection System advertisement was sent to the Lebanon Daily News on August 16th. It will be advertised twice for a bid opening at the October 1, 2012 board meeting. Design of the architectural and structural aspects of the new WWTP continue.

The Disadvantaged Business Enterprise process has begun which is required by the PennVest funding.

Work continues with the solicitor to obtain the revised ROW's.

The preliminary / final land development plan for the WWTP site have been making rounds for approval signatures. The plans will be going before the Planning Commission later this month and before the Supervisors next month.

Fredericksburg WWTP Operations Support - Engineering generated a request to DEP to obtain an extension for the existing permit for the existing WWTP. The request has been submitted to DEP.

Monroe Valley WWTP Operations Support - Engineering continues to work with the operator and several vendors to develop a concept for raising the Little Mountain Road pump station controls and generator.

FSWA Water System Operations Support - Support continues as requested.

Water System Improvements / New 1MG Tank; Water Source - Caldwell has been informed of the board's decision to install their "TAP-APP" bubble style mixer system on the two water towers. The first shall be installed for \$7,000 in the new tower and the second for \$20,000 in the existing tower, resulting in a total of \$27,000. Caldwell was also informed that the board wishes to delay the installation of the system in the existing tower for about a year. Mr. Steckbeck shared an email from Bryant Willard with the Board which indicates that Caldwell anticipates having the mixer installed in the new tank by September 20th. Work was performed on the installation of the SCADA equipment for the new tower and valve pit and the WIN-911.

The Board decided not to reuse the old standpipe in the 4 log virus process. They intend to reserve the tank for relocation in South Fredericksburg in the future. This was a necessary decision so that the engineer can now know how to proceed with finalizing the piping and pumping arrangement for the reservoir to go straight to the 1 million gallon tank.

SOLICITOR'S REPORT

Resolution 2012-7 was presented to the Board which authorizes the acquisition and payment for the additional easements needed to construct the system. There were several new easements as a result of line relocations and some other easements have been changed to reflect the new line locations. As a result, Resolution 2012-6, adopted on June 18, 2012, must be amended as set forth in Resolution 2012-7. The solicitor will be sending out a letter to all of the property owners who have not signed their easements requesting them to deliver their easements to the solicitor. Paperwork condemning the easements will be prepared by the solicitor if they are not received by the authority. Tom Demler made a motion to adopt Resolution 2012-7. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Amendment to Employee Handbook - Board Member Bevans was in contact with the solicitor to suggest changes to the employee handbook regarding the calculation of overtime pay. The solicitor reviewed the proposed changes and provided revisions. After discussion, Rick Rudy made a motion to amend the employee handbook to reflect the "Computation of Hours Worked to Determine Eligibility for Overtime". Dale Bevans seconded the motion. All voted in favor and the motion carried. The secretary was instructed to add the amendment to the employee handbook.

Potential Office Purchase - Right of first refusal to match the offer to Mrs. Rentschler is expiring and a final decision should be made as to whether or not to match it. The solicitor suggested discussing this matter in an Executive Session.

OFFICE MANAGER'S REPORT

PennVest Water Loan - Final payment was made towards the PV water loan on August 1, 2012. The office is still waiting for Paid in Full documents and UCC lien termination instructions from PennVest.

Unemployment Compensation Claim - An unemployment claim was received in regards to S. Levan. Paperwork was submitted to the state by PMAA. Additional information has been requested by Labor and Industry. The information has been provided to PMAA and forwarded to Labor and Industry.

August 2012 PMAA Conference - Registration and confirmation receipts have been received for Mr. Heisey and Mr. Demler to attend the PMAA conference. Conference dates are August 26th - 29th.

Voluntary Water Conservation Notice - The Rapid Response issue has been resolved regarding the township notification. Calls will now be placed to all three supervisors.

South Fredericksburg Sewer ROW Easement - A ROW easement signed by Roy Rudy was presented to the Board for signature.

H2O CFA Grant Audit - Prevailing wage information for all contractors and sub-contractors was collected. The information was provided to the auditors in order to complete the DCED required audit.

Fredericksburg Sewer and Water Service Area - The quarterly bills were due on August 13th. 110 Late Notices were processed.

The Secretary reported that a customer thinks a neighbor is stealing water from her property. She is asking the Authority for assistance in the matter. The Board stated that there is nothing that they can do for her other than suggest that she contact the State Police. This is a matter she would have to look into herself.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - The WWTP was in violation. Stipulated penalties for August are unknown at this time. The Operator prepared a report to be submitted to DEP. The Secretary will mail the letter to DEP by Certified Mail. The DelPAC 2000 is now being used in place of Odophos. There have been negative visual changes.

The plumbing is completed and wiring was started on de-nitrification pumps. Stoner Electric is to complete the wiring this week.

Fredericksburg Water - Well Rehab is complete. The operator is waiting for analysis from Subsurface. Well 5 and 6 are performing well.

Water samples were picked up today.

Voluntary water restriction is still in place. Water levels are slightly higher since cleaning and pumping capacity has increased.

Monroe Valley - Normal operations.

Moyno grinder parts have still not been delivered.

Miscellaneous and Compliance - None.

OLD BUSINESS

South Fredericksburg Tapping Fee Extension - Dale Bevans made a motion to extend the \$500.00 tapping fee reduction deadline until November 30, 2012. Tom Demler seconded the motion. All voted in favor and the motion carried.

Timesheets - Dale Bevans requested that the office timesheets be presented at future board meetings.

Complaint - Dale Bevans reported that an irate customer was in the office demanding answers regarding the charges on his sewer bill. The customer became agitated with the office staff and as a result a call was placed to Mr. Bevans asking if he would provide the information to the customer. Information was collected and a meeting was scheduled with the customer on Tuesday, August 14th @ 10:00AM. The customer never showed up. As a result, the information collected which explains how the sewer bill is calculated and why the costs are being charged will be placed on the FSWA website. The Board also discussed installing some type of surveillance in the office. Mr. Rudy will make some inquiries and report to the board.

NEW BUSINESS

CDL Program - The township has notified the Authority that our drivers are no longer covered under the township policy. The township was informed by PSATS that every employer must have their own CDL program. PSATS CDL Program information was provided to the board for their review. The Board instructed the secretary to investigate other programs, such as PMAA.

COMMITTEE REPORTS

Operations Committee - Tom Demler reported that a meeting was held prior to the board meeting with Mr. Demler, Mr. Bevans, Mr. Steckbeck and Mr. Snader in attendance to discuss the Notice of Violation from DEP. The operator stated that a response explaining why the incident occurred has been prepared and will be submitted to DEP.

COMMENTS/COMPLAINTS

The Board briefly recessed before going into an Executive Session.

EXECUTIVE SESSION

An executive session to discuss the purchase of real estate was held. The Board was called into session. Rick Rudy made a motion to offer on the purchase of the office building of \$200,000 with 6% sellers help and closing in 90 days or less. Tom Demler seconded the motion. All voted in favor and the motion carried.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**