

**A FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**June 18, 2012**

The June 18, 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. Bob Webber was not in attendance.

**COMMENTS/COMPLAINTS**

Mary Deaven, S. Pine Grove Street, Fredericksburg, Pa appeared before the board with questions regarding the connection of the multiple buildings on her property located along Pine Grove Street. The Board responded to her concerns.

**MEETING MINUTES**

The June 4, 2012 meeting minutes were accepted as submitted.

**TREASURER'S REPORT**

**Bills Payables** – Dale Bevans made a motion to approve payment of the Fredericksburg Sewer, Fredericksburg Water, Monroe Valley Sewer and S. Fredericksburg Sewer Payables in the amount of \$294,421.75. Rick Rudy seconded the motion. All voted in favor and the motion carried.

**Financial Statement** – Tom Demler made a motion to approve the financial statement as submitted. Dale Bevans seconded the motion. All voted in favor and the motion carried.

**OFFICE MANAGER'S REPORT**

**FSWA Funds and Financial Records** - Mary Coble, Quickbooks Consultant and Deb Kelly, auditor with Greenawalt and Company, appeared before the board to discuss the current financial recordkeeping procedures. Current General receipts and disbursements accounts procedures and direct fund account procedures were described to the Board. A recommendation was made to the Board to discontinue the use of the General Fund and return to the previous method of processing financial transactions directly from the Water and Sewer Fund bank accounts and to retain the Payroll Fund and Escrow Fund. Jim Heisey made a motion to accept the recommendation presented to discontinue the use of the General Fund and begin processing financial transactions through the Water and Sewer Fund bank accounts and to retain the Payroll and Escrow Funds as soon as the necessary clerical supplies are in place. Tom Demler seconded the motion. All voted in favor and the motion carried.

## **ENGINEER'S REPORT**

**General Administrative** - Engineering continues to assist the Administrative Staff as requested.

**Fredericksburg Plant Expansion / South Fredericksburg** - Design of architectural and structural aspects of the new WWTP continue as bid documents are being prepared in advance of the advertisement of bids. JWC Environmental has developed an innovative new headworks device which the engineer would like to incorporate into the design. This may result in a \$300,000 savings in the cost of the WWTP. Information will be provided to the Operations Committee in order to make some kind of decision.

Design plans for the collection system have been revised to reflect Operations Committee and Board requested changes and are nearly ready for bid advertisement.

Engineering is working with Concord Public Finance on funding and rate evaluations for the new sewer project.

Engineering assisted Allied Control Services in performing a Site Radio Survey of the new tower and proposed WWTP sites. All of the sites were easily connected using their portable radio equipment. The engineer is waiting for their report which will outline recommended changes to the system.

Engineering assisting the solicitor with correspondence and reports to be submitted to the Township related to several issues regarding Final Land Development Plan approval; financial security for site improvements; and for project financing.

**Fredericksburg WWTP Operations Support** - There was no activity requiring engineering assistance since the last meeting.

**Monroe Valley WWTP Operations Support** - There was no activity requiring engineering assistance since the last meeting.

**FSWA Water System Operations Support** - Engineering is awaiting a schedule from Allied Control Services for the installation, configuration, testing and training of staff for WIN-911 as approved at the previous board meeting.

Farmers Pride has agreed to install and pay for hardware and software upgrades at their plant which will communicate with our SCADA system so that we will be able to monitor their consumption patterns. An updated quote for the proposed upgrades is expected.

The engineer is coordinating with the Operator for the mobilization of Subsurface Technologies for the well cleaning project.

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

The Electrical Contractor has completed most of the work at the tower site and will soon be ready to move to the isolation valve pit site. They will also assist in pushing the Met Ed designer to get service designed and installed in a timely fashion. The pit site has been moved a second time in response to concerns by

the crane operator. The new site is a compromise for the power supply and installation concerns.

Paul Lutzkanin attended the City of Lebanon Authority's annual municipal customer/partner meeting on June 7th.

Two new isolation valves were installed on the Route 22 water main last Wednesday night. Water service was only interrupted from 11:00 PM until 5:00AM. The contractor is now restoring the area and will be constructing a 16' long x 4' wide concrete pad to protect the valve boxes from being damaged by PennDOT mowers.

### **SOLICITOR'S REPORT**

**Farmers Pride** - Atty. Fitzgibbons spoke with Dan Chirico of Farmers Pride in regard to amending the letter of credit provision in the sewer capacity purchase agreement. Mr. Chirico stated that the Farmers Pride board met and expressed an unwillingness to revise the agreement at this time due to their concern about negatively affecting the company's liquidity by tying up more of its available credit.

**Financial Security for the new WWTP** - Atty. Fitzgibbons reported that he attended the Board of Supervisors meeting with Mr. Bevans on Thursday, June 14, 2012 to discuss the letter that was sent to them on May 25, 2012 seeking relief from having to post a letter of credit for certain site improvements to be constructed in conjunction with the new waste water treatment plant. At that meeting the Board of Supervisors stated they will require the authority to post a letter of credit to guarantee the satisfactory construction of certain site improvements. The amount of the required LOC is \$122,400.00.

**Mill Road/John's Way and Shirksville Road Additional Easements** - Proposed Resolution 2012-6 authorizing the acquisition of and payment for the easements needed along Mill Road, John's Way and Shirksville Road was brought before the board for approval. Dale Bevans made a motion to approve Resolution 2012-6. Rick Rudy seconded the motion. All voted in favor and the motion carried.

**PennVest Offer/Bank Financing for Funding Shortfall** - The Board of Supervisors also voted to guarantee the PennVest funding which was a requirement for the PennVest award as well as the gap financing.

### **Potential Amendment to Bethel Township Mandatory Connection**

**Ordinance**- The solicitor is working with the engineer to make certain that all of the affected properties in the South Fredericksburg service area have been correctly identified. Minor revisions have been made to the draft letter dated June 4, 2012 which, when completed, will be sent to the Bethel Township supervisors requesting that they amend their mandatory connection ordinance to increase the minimum distance from which a building can be located and still be compelled to connect to the Authority's sewer systems.

**US Real Estate** - There was no action taken regarding this matter.

**Potential Office Purchase** - In a follow up to the property inspection conducted by the board at the prior meeting the solicitor advised the board that they may wish to hold an executive session to discuss the option of making an offer for the

building. As of this meeting there has been no indication of any pending or received offers on the property.

**Robert Webber Resignation** - Atty. Fitzgibbons reported to the board that the email sent by Mr. Webber regarding his resignation was sent in error (it was not sent by him since he was out of town). The solicitor asked the board to ignore the email until the resignation is confirmed with Mr. Webber. Atty. Fitzgibbons stated that recently there has been a series of issues that have been destructive not productive for the good of the order for the Authority. He also stated that the Board recently lost a very good board member and that he is working to keep this entity moving forward and not lose any more members.

### **OPERATION MANAGER'S REPORT**

**Fredericksburg Sewer** - The operations staff is replacing any broken manholes.

**Fredericksburg Water** - Normal operations.

**Monroe Valley Sewer** - The Moyno grinder is out of service. The unit was pulled as a preventative maintenance measure. Water was found inside the gearbox. This manufactured unit was installed in March 2011. An oil seal appears to be installed incorrectly from the factory. The Gayle Corporation was contacted immediately to report the findings. Gayle is the only distributor in the area and Moyno will not sell parts or give feedback on a warranty. Multiple phone calls have been made and progress is slow. After discussion Tom Demler made a motion to authorize the operator to purchase the necessary parts to put the Moyno grinder back into service. Rick Rudy seconded the motion. All voted in favor and the motion carried.

Pa Rural Water is to schedule a time with the operator to camera the lines in Richard Hills and in Monroe Valley.

**Miscellaneous & Compliance** - Verizon would like to abandon the copper phone lines at all of our pumping stations. They suggested switching to a wireless setup. Costs are currently around \$35.00 per line. Wireless service would cost around \$10.00 per line. Equipment would need to be purchased in the amount of \$300.00 per station. The Board instructed the operator to look into actual costs and actual savings figures and report back to the board.

### **OLD BUSINESS**

**Consent Order Agreement** - An amendment to the Consent Order Agreement was presented by DEP requiring appropriate signatures by the board. Jim Heisey made a motion to adopt the amendment to the Consent Order Agreement. Dale Bevans seconded the motion. All voted in favor and the motion carried.

### **NEW BUSINESS**

There was no New Business.

### **COMMITTEE REPORTS**

There were no Committee Reports.

**COMMENTS/COMPLAINTS**

There were no Comments or Complaints.

The Board recessed before going into an Executive Session.

**EXECUTIVE SESSION**

**ADJOURNMENT**

Subsequent to the executive session, the meeting was called to order by Jim Heisey. Mr. Demler moved to adjourn and a second was made by Mr. Rudy. All voted in favor and the meeting adjourned at 9:45PM.

**Respectfully submitted,**

**Lorrie Wright,  
Secretary/Treasurer**