

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**June 4, 2012**

The May 21, 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, Tom Demler and Dale Bevans. Bob Webber was not present. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Lorrie Wright.

**COMMENTS/COMPLAINTS**

Supervisor Martel, who was in attendance, stated that she has been advised that the developer interested in the Maulfair property is no longer interested in developing that property.

**MEETING MINUTES**

The May 21, 2012 meeting minutes were accepted as submitted.

**TREASURER'S REPORT**

**Bills Payables** – Dale Bevans made a motion to approve the Fredericksburg Sewer Payables in the amount of \$7,809.45, the Fredericksburg Water Payables in the amount of \$4,346.17 and the Monroe Valley Sewer Payables in the amount of \$1,936.82. Tom Demler 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.

**ENGINEER'S REPORT**

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

**Fredericksburg Plant Expansion / South Fredericksburg** - 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. A report of their recommended changes to the system is expected shortly.

Engineering has been 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 has been no activity requiring engineering assistance.

**Monroe Valley WWTP Operations Support** - There has been no activity requiring engineering assistance.

**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-9II as approved at the previous board meeting.

Farmer's Pride has agreed to install and pay for hardware and software upgrades at their plant which will communicate with our SCADA system in order to monitor their consumption patterns.

Engineering assisted the Operator with the 2011 Consumer Confidence Report. DEP approved the draft copy and it was presented to the Board for review.

**Water System Improvements / New 1MG Tank; Water Source** - Engineering consulted with the electrical contractor to verify their schedule and details of the project. They are planning to get started at the tower site this week and then move to the isolation valve pit site. They will also assist in working with Met Ed to get service designed and installed in a timely fashion.

The City of Lebanon Authority will be holding its annual municipal customer/partner meeting on June 7th at 7:30 PM. SESI will be attending.

### **SOLICITOR'S REPORT**

**Farmers Pride** - Atty Fitzgibbons spoke with Dan Chirico in regards to amending the letter of credit provision in the sewer capacity purchase agreement. The Farmers Pride board meets on June 8th and this issue will be an agenda item. The solicitor will follow up with Mr. Chirico and report to the board.

**Financial Security for the new WWTP** - Per board instruction a letter was sent to the Bethel Township Supervisors dated May 25, 2012 requesting 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.

**Mill Road/John's Way and Shirksville Road Additional Easements** - Proposed Resolution 2012-6 which authorizes the acquisition of and payment for the easements needed along these roads. The draft resolution identifies the properties from which easements are needed and the length of the easement on each property. The solicitor is in the process of finalizing the easements. The easements will be an exhibit to the resolution and will be ready for the June 18, 2012 meeting. A transmittal letter will accompany the easements.

**PennVest Offer/Bank Financing for Funding Shortfall** - Per board instruction a letter was sent to the Bethel Township Supervisors dated June 1, 2012 requesting their assurance that they will guarantee the Authority's PennVest and gap loans.

**Potential Amendment to Bethel Township Mandatory Connection** - In accordance with board instruction a 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. The solicitor is working with the engineers to make certain that all of the affected properties in the South Fredericksburg service area

have been correctly identified. (This connection distance would affect everyone in Bethel Township) There was some board discussion about the Richards Car Wash connections with regard to the distance increase.

**Amendment to By-Laws** - A copy of the By-Laws as revised by Resolution 2012-5 has been circulated to the board.

**US Real Estate** - The solicitor has not received revised drawings nor the information requested from Atty. Courtney at the May 15th meeting.

**Potential Office Purchase** - A walk through inspection of the office building was scheduled for this evening with Suburban Realty prior to the board meeting.

### **OFFICE MANAGER'S REPORT**

**2011 Audit** - Greenawalt & Company were in the office to gather information for the 2011 audit. Deb Kelly, auditor with Greenawalt, along with Mary Coble, met with Jim Heisey to make some recommendations in regards to the bookkeeping procedure. At that meeting Mr. Heisey suggested that they make their recommendations to the board at the next meeting. Deb Kelly and Mary Coble will be in attendance at the June 18, 2012 meeting.

Information is being collected for the auditors to perform an audit on the H2O \$1 million grant, which is required by DCED.

**Right to Know Request** - Supervisor Martel was provided with the information regarding her latest RTK request.

**Fredericksburg / Monroe Valley Service Areas** - The billing staff is currently working on collecting paper documents in the customer account files and scanning them into an attachment file in the billing program.

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

**Fredericksburg Sewer** - Pump station cleaning was completed.

**Fredericksburg Water** - The chlorine pump was rebuilt. Kohl Bros supplied the parts.

**Miscellaneous** - John Allwein returned to work on Monday, June 4, 2012 from his leave of absence.

### **OLD BUSINESS**

**Office Building Purchase** - The Board will discuss this matter in an executive session following this meeting.

**Zinn Insurance Policy Renewal** - The Board agreed to proceed with Selective Insurance through Zinn Insurance Company.

### **NEW BUSINESS**

**Dirty Water** - Supervisor Martel stated that when they filled the pool prior to the Memorial Day weekend, it had a constant flow of dirty water. The Board and the Operator feel that the line owned by the pool, due to age and corrosion, may need to be replaced. Dirty water complaint forms are available and will be provided to the township for future use and will also be made available on the FSWA website.

**Consumer Confidence Report** - Boy Scout Troop 447 has agreed to distribute the 2010 annual water report to the Authority water customers. An address list was requested. Dale Bevans made a motion to compensate the troop in the amount of \$150.00. Tom Demler seconded the motion. All voted in favor and the motion carried. The troop leader will need to sign for delivery confirmation prior to being compensated.

### **COMMITTEE REPORTS**

### **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. After a brief recess the board met in an executive session.

**Respectfully submitted,**

**Lorrie Wright,  
Secretary/Treasurer**