

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**November 5, 2012**

The November 5th, 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 Ron Thompson. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Lorrie Wright.

**COMMENTS/COMPLAINTS**

**Dennis Christ, 136 E. Main Street**, appeared before the board to request an adjustment to the sewer portion of his bill due to a water leak. Rick Rudy made a motion to reduce the sewer portion of his bill to 6,000 gallons and to pay the actual water usage. Tom Demler seconded the motion. All voted in favor and the motion carried.

**MEETING MINUTES**

The October 15, 2012 meeting minutes were accepted as submitted.

**TREASURER'S REPORT**

**Bills Payables** – Ron Thompson made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$9,839.33, the Fredericksburg Water Payables in the amount of \$19,885.56, the Monroe Valley Sewer Payables in the amount of \$1,831.29 and the S. Fredericksburg Sewer Payables in the amount of \$198,248.68. 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. Ron Thompson seconded the motion. All voted in favor and the motion carried.

**ENGINEER'S REPORT**

**Fredericksburg Plant Expansion / South Fredericksburg** - A bid tabulation for Contract #1 - Sanitary Sewer Collection System was generated from the bids that were opened at the October 5th meeting.

A Pre-Bid meeting was held on Thursday, October 18th for Contracts 2, 3 and 4 - WWTP General, Electrical and HVAC Construction. Approximately 30 contractors and vendors were in attendance. Plans have been purchased by 27 contractors, 2 equipment vendors and 5 plan houses, to date. The bid opening is scheduled for Thursday, November 15th at 2:00 PM.

Engineering met with David Kaufman to discuss his ROW and his sewer alignments have been modified to satisfy his concerns.

Engineering met with Senator Folmer on October 19th and discussed the electrical power requirement for the new WWTP project. The Senator expressed

his support for the project and will be sending a letter to Met Ed to let them know he is concerned about our need for electrical service in a timely manner.

**Monroe Valley WWTP Operations Support** - Engineering continues to work with the operator and several vendors and have developed a concept for raising the Little Mountain Road pump station controls and generator. Envirep/Gorman-Rupp has submitted a quote for a new enclosure and replacement control panel. An estimate for the conduit and wiring changes is forthcoming.

**FSWA Water System Operations Support** - Discussions continue with Allied Control Services to address some malfunctioning equipment.

**Water System Improvements / New 1MG Tank; Water Source** - Met Ed's October 29th installation of a pole mounted transformer and tie in of the electrical service has been delayed due to Hurricane Sandy storm activity taking priority. Application for Payment #11 has been received from Caldwell but there a few issues that need to be resolved before submitting it to the Board for payment. Martin Excavating has submitted a Payment Bond claim notice for \$53,000 of subcontract work. Engineering is coordinating the matter with Caldwell and the solicitor.

Caldwell has clarified the logo painting issue. \$14,600 was expended from their \$21,900 logo budget for the Bell & Evans signage, therefore they will either apply the FSWA logos per prior discussions for a credit of \$7,300 will be deducted from their final pay request and FSWA can use the money to hire a sign contractor to install the logos.

A punch list of final work items was issued to Caldwell.

### **SOLICITOR'S REPORT**

**L&L Farm/Easement** - The L&L Farm sold at auction on Monday, October 22, 2012 to Linford and Audrey Snyder. Closing on the transfer from L&L to Mr. and Mrs. Snyder has not been scheduled but per the conditions of the sale must occur on or before Friday, November 30, 2012. Following some discussion, the Snyder's agreed to pay \$15,000 to the Authority and to the balance of the terms and conditions of the agreement dated October 26, 2012 and emailed to the board on November 2, 2012.

**Easements/Condemnations** - All easements and condemnations have been obtained or completed.

The Board agreed to Kaufman Right of Way terms and conditions dated November 5, 2012.

There has been no contact with Tammi Hopkins.

**US Real Estate** - The solicitor is working on drafting a developer's agreement for consideration prior to the November 19th meeting.

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

**South Fredericksburg Service Area** - The solicitor and office manager met with the Lebanon County Board of Assessment on October 16th to request exemption on the land purchased for the future WWTP. The Lebanon County Board of Assessment has denied our request and suggested refilling when building

construction begins. As a result, the 2012 property taxes for that property have been submitted. The Board was very adamant in expressing their anger with the LCBA's decision due to the fact that the FSWA is a tax exempt municipal authority.

**Fredericksburg Serviced Area** - The monthly billing is being processed. Bills are expected to be mailed later this week.

A Kinsley representative requested information on the size of the sewer lines surrounding the tract of land owned by Edden Associates and requested the number of remaining EDU's per their agreement. The agreement between FSWA and Edden Associates dated July 21, 1998 expired on July 21, 2008 so right now Edden has no reserved capacity with the FSWA system however he was informed that there is capacity available for purchase within the Fredericksburg treatment plant.

**Monroe Valley Service Area** - FEMA electronically deposited \$24,913.56 in the Authority's bank account in regards to the 2011 flooding incident in Monroe Valley.

**2011 Audit** - A draft copy of the 2011 audit was made available for the board to review.

**H2O Grant Audit** - Final copies of the audit have been received and distributed to DCED and McCullough.

**2013 Budget Meetings** - January - October 2012 revenue and expense data was collected for the November 2nd meeting.

**Earl Wenger Ballfield** - Linda Wenger contacted the office to inquire about the extremely high reading on their October bill. After some investigating it was determined that an error was made in the handheld and an adjustment was made to their bill.

**Dorinder Wertheimer, 313 Airport Road**, contacted the office to make payment arrangements for her October bill. She is requesting that since arrangements have been made that the penalties be waived. Tom Demler made a motion that if she pays her bill according to her payment arrangements then the penalties will be waived but if she defaults then the penalty will be applied. Ron Thompson seconded the motion. Mr. Demler, Mr. Thompson and Mr. Heisey voted in favor of the motion. Mr. Rudy opposed the motion. The motion was carried.

**Kenneth Grumbine, 117 N. Center Street**, contacted the office to request that the sewer portion of their bill be adjusted due to a water leak. By unanimous consent the Board agreed to reduce the sewer portion based on their average consumption.

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

**Fredericksburg Sewer** - 2 used 20HP blowers were delivered from East Brady Township. Excelsior is assisting in the setup.

DEP will be on site later this week to install testing equipment.

DEP has waived the stipulated penalties for the duration of our plant changes at Fredericksburg.

**Fredericksburg Water** - WIN911 was installed and uninstalled by Allied Controls. They feel that the WIN911 may be the cause of computer errors and lost data.

Operations, engineering and Allied are working together to resolve the radio issues with wells #5 & #6.

Fire hydrants were flushed. Repairs are being made as time permits.

The fire hydrant at Center and Walnut Streets was hit. Repairs were made within 24 hours. The Board instructed the staff to file a report with the State Police.

Voluntary water restriction is still in place. Water levels in well #6 and #2 are OK. Well #5 has been within 15 feet of the pump.

**Monroe Valley Sewer** - PRWA inspected sewer lines. Nothing was found in the main that would be the cause of high flows.

SBR#1 was painted and is now in service. SBR#2 will be completed by the end of the week. The painter has agreed to paint both basins this year and bill us for the 2nd next year.

### **OLD BUSINESS**

**Property Manager for Office Building** - Steve Levengood, rental agent, appeared before the Board to discuss managing the apartment building. The Board is going to investigate other options before making a decision.

**Zinn Insurance** - Zinn Insurance provided information that stated replacement cost for the office building to be around \$1 million. They are asking for a target amount to insure the building. Currently the Authority has a binder on the building in the amount of \$450,000.00. The Board instructed the office manager to notify Zinn Insurance to initially prepare a policy in the amount of \$250,000.00.

### **NEW BUSINESS**

**Earl Wenger Ballfield** - Mr. Rudy informed the Board that he had a conversation with Linda Wenger regarding the concrete vault and the possibility of the ballfield receiving their sewer and water free of charge since the vault is located on the ballfield property. The Board legally cannot offer free service for their water and sewer. Mrs. Wenger is not happy with the appearance of the concrete vault on the ballfield. The Authority recently purchased shrubs to be planted around the concrete vault and delivered them to the ballfield. To date the shrubs have not been planted by the ballfield. Also it was determined that the concrete vault is located in a PennDOT Right of Way.

**Consolidation of Sewer Districts** - Mr. Thompson asked if there was a possibility of a unified rate district regarding the Fredericksburg and South Fredericksburg sewer service area. Atty. Fitzgibbons stated that he would look into the Municipal Authorities Act and make a report at the next board meeting.

### **COMMITTEE REPORTS**

**Budget Committee** - Mr. Heisey reported that the 2013 budget are 75% complete.

### **EXECUTIVE SESSION**

After the conclusion of the executive session, the meeting was gaveled to order by Mr. Heisey. A committee, consisting of Rick Rudy and Ron Thompson was named to coordinate making improvements to the office building, including the installation of gas heat in both the rental house and the office area, improving a section to the rear of the office to enable the board to hold committee meetings, meetings with vendors and ultimately board meetings in the new space. Further improvements may also be recommended to the board for approval. In addition, this committee is charged with hiring a rental agent, if appropriate, as well as determining the amount of rent for the various spaces in the building. In addition, this committee may recommend any other spaces that could be utilized to add income and any improvements necessary to make such spaces rentable. The next item of discussion was that of employee wage increases. Mr. Thompson had done some research on that issue prior to the meeting and indicated that most employers are limiting the total money allocated to wage increases to about 3% of existing wages. The Board agreed to wage increases to all employees.

### **COMMENTS/COMPLAINTS**

### **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**