

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
August 5, 2013

The August 5, 2013 meeting was called to order at 6:34 PM by Chairman Jim Heisey.

ROLL CALL

Roll call was taken by Secretary Lorrie Wright. Those in attendance were Jim Heisey, Rick Rudy, Dale Bevans, Tom Demler, Ron Thompson and Trish Askew. Also in attendance were Tony Fitzgibbons, Jeff Steckbeck, Kevin Snader and Lorrie Wright.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

The July 15, 2013 meeting minutes were accepted as submitted.

TREASURER'S REPORT

Bills Payables - Trish Askew made a motion to approve the Fredericksburg Sewer Payables in the amount of \$10,684.94, the Fredericksburg Water Payables in the amount of \$269,604.76, the Monroe Valley Sewer Payables in the amount of \$2,499.57 and the S. Fredericksburg Sewer Payables in the amount of \$73,334.39. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Financial Statement – Ron Thompson 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

Fredericksburg Plant Expansion / South Fredericksburg - Construction continues and the engineer estimates that the project is approximately 55% complete with the current pay estimate.

Contracts 2, 3 & 4 - The Main Building roof is sheathed and papered, the offices and other rooms are studded out, the Cloth Media Filters and Utility Water Systems are on their pads, the Electrical Room is studded out and the storage platform is installed, the windows are installed, the Electrical, Plumbing and HVAC rough-ins have begun and the aeration diffusers are being assembled using the garage area for work space. On the Headworks Building the masonry columns have been completed. In the Treatment Basins the walls and most of the walkways are caulked and the walls are grouted. Some of the temporary wall support bars have been removed and Dutchland is in the process of post-tensioning the walls.

PennVest Pay Request #5 is very large due to the installation of the Dutchland basins and delivery of the Aqua Aerobics treatment equipment. The Pay Request is listed as follows:

Total Amount	\$2,824,918.06
Retainage	<u>264,228.30</u>
Net Payable	\$2,560,689.76
Local Share	<u>13,239.00</u>
PV Share	\$2,547,450.76

Tom Demler made a motion to approve PennVest Pay Request #5 in the amount of \$2,547,450.76. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Change Orders 2-5 and 4-2 were presented to the Board for approval. CO 2-5 provides for a credit for deletion of the concrete pad under a surface LP Tank. The credit for this change order is (\$1,411.41). CO 4-2 covers the costs to modify the LP Tank from a surface/pad mounted unit to an underground tank. The cost of this change order is \$1,110.00. Dale Bevans made a motion to approve Change Order 2-5 with a credit amount of (\$1,411.41) and approve Change Order 4-2 in the amount of \$1,110.00. Trish Askew seconded the motion. All voted in favor and the motion carried. Mr. Thompson raised the question as to what prompted the change. After some discussion, Dale Bevans reconsidered the motion to approve Change Order 2-5 and not accept Change Order 4-2 until more information was obtained regarding the requirements of an underground propane tank. Rick Rudy seconded the motion. The Board tabled the motion to approve Change Order 2-5.

Mr. Thompson requested a current list of all of the approved change orders for the S. Fredericksburg project.

There was some discussion about a representative of Lech Brothers attending the August 19th, 2013 meeting.

Monroe Valley WWTP Operations Support - The Gorman-Rupp control panel and the 6'x6' tall fiberglass enclosure are the long lead items for the flood remediation project on the Little Mountain Road Pump Station. They were ordered the day after approval by the Board at the July 15th, 2013 meeting. Delivery is expected in time to meet the FEMA deadline although an exact delivery date is not known.

Water System Improvements / New 1MG Tank; Water Source - Comments from DEP Engineer Tom Filip on the Little Swatara Creek Q7-10 data are still pending.

Geologist Conapitski and the well driller are planning to drill the test well within the next 10 days, weather permitting. Bethel Township has a requirement for new wells to be permitted. An application will be turned in to the Township Zoning Officer later this week. There is a \$100.00 fee to drill a well required, payable to the township. Trish Askew made a motion to authorize the issuance of \$100.00 to drill a well, payable to Bethel Township. Tom Demler seconded the motion. All voted in favor and the motion carried.

The plans for a minor construction permit for the raw water transmission main are under review.

Miscellaneous - Bell & Evans revised water consumption needs are pending the outcome of their evaporative cooling design.

Design continues on the engine driven water booster pump for the East water tank.

Oak Ridge Mobile Home Park's approved plan from 2009 has expired and they need to reprocess their plan through Bethel Township in order to continue with Phases 2 & 3. Mr. Steckbeck recommended that the Board authorize the solicitor to pull the developer's agreement with Mr. Yingst and exercise the operative provisions to trigger a new review of his plan by the engineer, operations staff, and any committee of the Board to determine if the approval is still warranted. Mr. Heisey stated that Oak Ridge will have to comply with all of the Authority's current regulations. Dale Bevans made the motion and the motion was seconded by Trish Askew. All voted in favor and the motion carried.

SOLICITOR'S REPORT

Loan Program by Northwest Savings - The Solicitor was contacted by Northwest Savings in regards to low interest loans for the customers within the S. Fredericksburg rate district. The loans can be used to pay tapping and connection fees. The rate is 3.24%. Maximum term is 8 years. Minimum loan amount is \$3,000. No bank fees.

A list of participating banks will be added to the FSWA website.

Sewer Liens - The Solicitor has been working with the Billing Clerk regarding several delinquent accounts and liens. Several liens have been satisfied for accounts that have been paid current.

New Public Water Source Well - Martin Property - The Solicitor met with Geologist Conapitski and Randy Martin at the Martin property on July 22, 2013. Two locations were identified as being possibly suitable for the development of a well, one of which is fairly close to the new WWTP. The geologist was told that the Authority prefers to drill at the site closest to the WWTP. The geologist as well as the well driller have confirmed that the site closest to the WWTP is the most desirable site and it is where the test well will be drilled. The test well will be drilled within the next two weeks. Mr. Martin will be advised of the date when it becomes known.

Verizon Lease - West Water Tank - The Solicitor met with the Verizon representative, Deborah Baker, on July 24, 2013 at the plant site. The meeting was attended by Mr. Snader, Mr. Lutzkanin, Mr. Heisey and Mr. Thompson on behalf of the Authority. There were also several Verizon engineers present at the meeting. Verizon is evaluating the tank to see if it is suitable for its needs. Various engineering aspects were discussed. Ms. Baker has requested a follow-up site visit by the Verizon engineers on August 9, 2013. Mr. Snader will be meeting with Ms. Baker and the Verizon engineers to provide them access to the site. Based on the discussion during the July 24th site visit, it appears highly

likely that Verizon will make an offer to lease the tank. The Solicitor is waiting for comments to the lease.

DCI Fredericksburg Warehouse Project - No developments since the last meeting.

Trammell Crow - No developments since the last meeting.

OFFICE MANAGER'S REPORT

H2O Grant Audit - The H2O Grant Audit has been completed and submitted to DCED prior to the July 31, 2013 deadline.

S. Fredericksburg / PennVest - PennVest has finally deposited Pay Request #3 in the amount of \$1,449,144.17 into the S. F'burg/PV account on July 26th. \$1,292,488.78 was transferred back to Loan 0009 and applied to the principal only. To date, Pay Request #4 has not yet been received.

Fredericksburg Service Area - The Fredericksburg quarterly bills are due by August 10, 2013.

The pressure sealing machine is not working. Operations will look into the matter.

The apartment has been rented as of August 1, 2013. The monthly rent is \$800.00 of which the Authority will receive \$736.00. A final electric bill was obtained future bills will be sent to the tenant.

The Board was informed of various issues regarding customer accounts. The Board instructed the Office Manager to continue to comply with the Authority Rules and Regulations.

2013 Budget - There was some discussion regarding operations figures. The Budget Committee will tentatively meet on August 22nd to further discuss the matter.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Normal Operations.

I & I Repairs - Abel Recon completed the manhole rehabilitation in the Richard Hills Development. Their quote did not include traffic control for the Main Street frame repairs. They are requesting another \$1,200 before proceeding. Mr. Snader advised them that the repairs may need to wait until the 2014 budget. Tom Demler made a motion to authorize \$1,200 for traffic control. Trish Askew seconded the motion. All voted in favor and the motion carried. The Operations Manager was asked to contact Flagger Force to obtain a quote to compare to the Abel Recon quote.

Fredericksburg Water - Well levels are low but holding steady.

Herb Spencer is scheduled this week to evaluate water concerns and also analyze samples for sequestering adjustments, if needed.

Hydrant painting is ongoing.

Monroe Valley Sewer - Normal Operations.

Geiger does not have a service department that will come to the site to repair the grinder unit. The Gayle Corporation finally contacted the operations staff. A

service call is \$600 for a 1/2 day visit. They feel that the hydraulic unit is out of adjustment. Other companies were called but were more costly.

Miscellaneous - All of the Operations and Maintenance manuals were updated. July 2013 DMR's were presented to the Board for review.

The South Fredericksburg project looks great. Steckbeck Engineering is doing a fantastic job.

OLD BUSINESS

Tree Trimming - Mr. Rudy reported that he obtained a quote in the amount of \$250 to have the tree trimmed in the apartment yard. Dale Bevans made a motion to authorize the tree trimming in the amount of \$250. Tom Demler seconded the motion. All voted in favor and the motion carried.

NEW BUSINESS

Apartment Lawn Care - The Office Manager will contact the property manager to find out who is responsible for maintaining the lawn in the apartment yard.

COMMITTEE REPORTS

Budget Committee - A Budget Committee meeting has been tentatively set for August 22, 2013 at 10:00 AM.

Operations Committee - Mr. Demler had nothing to report.

Building Committee - Mr. Bevans reported that the mulch was purchased and delivered.

John Trimble is the point of contact for UGI. A signed agreement needs to be sent to UGI. The Office Manager will submit the signed agreement to UGI. Tony Pajski replaced a faucet in the sink in the kitchen, lit the pilot light and turned the gas on to the stove, turned on a hot water valve to the upstairs bathroom, bathroom faucets were confirmed in proper working condition. The Board tabled the matter of purchasing a new stove until a future meeting. The glass for the office windows should be delivered and installed soon. Mr. Shilling was asked to provide a quote for installing fans in the office building.

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

A motion to adjourn the meeting was made by Rick Rudy and seconded by Trish Askew. All voted in favor and the meeting was adjourned at 8:46 PM.

**Respectfully submitted,
Lorrie Wright,
Secretary/Treasurer**