

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
February 4, 2013

The February 4, 2013 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, Tom Demler, Ron Thompson and Patricia Askew. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Lorrie Wright.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

The January 21, 2013 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 \$8,088.29, the Fredericksburg Water Payables in the amount of \$45,700.01, the Monroe Valley Sewer Payables in the amount of \$285.09 and the S. Fredericksburg Payables (escrow) in the amount of \$698.50. 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. Trish Askew seconded the motion. All voted in favor and the motion carried.

ENGINEER'S REPORT

General Administrative - Engineering continues to assist the Admin staff as requested.

Fredericksburg Plant Expansion / South Fredericksburg - The PennVest loan closing took place on January 29th, 2013. A Notice to Proceed was sent out to each of the four (4) contractors on January 31st, 2013. The official contract start date was set for February 4, 2013 therefore, the official completion date is 395 calendar days later or March 6, 2014, as per the contract terms.

Engineering and Administrative staff will work to prepare the first PennVest Pay Request which will reimburse the Authority for previous eligible project related expenses.

The land development plan revisions for the new Linford Snyder driveway have been completed and ready to be filed with Bethel Township and Leb. Co. Planning for review. Fees will be obtained from the Admin staff.

Monroe Valley WWTP Operations Support - Engineering continues to work on raising the Little Mountain Road pump station controls and generator which should be completed sometime during the spring of 2013. Based on an estimate for the electrical work, the total revised estimate is \$35,000 for the flood mitigation project, including the replacement of the pump control panel which accounts for \$14,500 of the total. Another portion of the cost is for the rental of a crane to lift and reset the generator.

FSWA Water System Operations Support - An AWWA M-6 manual has been obtained. This manual will be used as a guideline for the selection, installation, maintenance and testing of water meters. A proposed meter maintenance and replacement program will be prepared and presented to the Operations Committee at a future meeting.

Water System Improvements / New 1MG Tank; Water Source - PennVest sent out a notice that the Commonwealth Finance Authority will be accepting applications for low interest loans for water and wastewater infrastructure projects. The deadline for applications is June 28, 2013 with a CFA decision date of September 17, 2013. This is an opportunity to secure low interest financing for 75% of the eligible project costs for development of a new water source and water filtration plant to meet the Authority's water supply issues. Engineering requested a meeting with the Operations Committee to review the various technologies discussed within the last two years to determine which technology the Authority would like to incorporate into the filtration plant.

SOLICITOR'S REPORT

Clarence Waltermyer Connection to New Sewer System - The Waltermyer's are still disputing their obligation to connect to the new collection and treatment system. There has been no new developments with this matter so the solicitor recommended taking no additional action at this time.

Proposed Resolution 2013-3 - Ron Thompson made a motion to approve Resolution 2013-3 which allows for the additional borrowing capacity in the amount of \$250,000 bringing the total of the Fulton Bank gap financing loan to \$2,590,000. Rick Rudy seconded the motion. All voted in favor and the motion carried. (this action was necessary to allow for the re-design / addition of a centrifuge system for sludge processing to the new S. Fredericksburg treatment plant)

Revised Development Plan for new WWTP/L&L - There has been no significant developments with regard to the revised land development plan. The Randy Martin settlement date has not been set yet but should be sometime in February.

Well #6 - A question arose as to the ownership of an access to the meter serving the Schadler/Bauer airport. An access easement is on record at the courthouse. All documentation on file was presented to the Board but there are some unknown issues. The Board instructed Atty. Fitzgibbons to contact A. Schadler/B. Bauer and the retained attorney for the Authority (at the time this

matter occurred) to release or provide any available information in order to resolve this matter.

OFFICE MANAGER'S REPORT

S. Fredericksburg Project - A checking account has been opened with Fulton Bank as required by PennVest. Fulton Bank requires a small deposit in order to keep the account active however, PennVest only wants PennVest monies going through the account. The Secretary will contact Fulton Bank to resolve the issue.

2012 Audit - Information was collected and provided for Greenawalt & Company during their 2012 preliminary audit on February 5th and 6th. A second visit will occur sometime in March or April.

2012 1099's - It was discovered that the S. Fredericksburg residents that received payment for the easements through their properties are eligible for 1099 reporting. Letters were sent to those residents requesting their tax information.

Notice of Unpaid Taxes for Mill Road - The Secretary reported that she received a notice for unpaid taxes for a property located at 272 Mill Road. She will contact the courthouse to get more information. (It was later discovered that the taxable parcel was not owned by the Authority - the notice was sent in error by Lebanon County).

2013 Harris Billing Software Support Invoice - The Authority is in receipt of an invoice for the 2013 billing program which is being replaced with a new software program. The Secretary asked for direction in paying the invoice. After discussion the Board instructed the Secretary to only pay half of the invoice. The balance is to be discussed at a future meeting.

2012 DEP Available Operator Report Notices - A notice was received from DEP for 3 outstanding Available Operator Notices. The Secretary contacted DEP because this was the first notice received and she was told that the Authority is not the only entity that did not respond. It was noted that approximately 250 other entities did not receive them or confused them with the NPDES permits. DEP instructed the Secretary to submit payment. No penalties were involved.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Richard Hills sewer mains were inspected and 6 areas of concern were found. The operations staff contacted the property owners that were affected and were instructed to contact a plumber. An official notification will be sent also.

Fredericksburg Water - Normal operations.

Monroe Valley Sewer - Normal operations.

S. Fredericksburg Project - Operations requested that the Board consider an addition to the new wastewater treatment plant for sludge processing. There was discussion about a DryCake centrifuge system. Preliminary costs are estimated to be around \$250,000. The matter was tabled in order for the matter to be discussed at an Operations Committee meeting. A recommendation will then be brought before the Board at the February 18th meeting.

OLD BUSINESS

Rental Agent Management Agreement - Dale Bevans reported that he met with Steve Levensgood, a potential rental agent, and did a walk-through of the administrative office building. Mr. Bevans presented a list of concerns as a result of the meeting. It was noted that the office and apartment are listed as one address. The solicitor stated that we could not deed them separately unless there was a subdivision plan and he was unsure that we would qualify for one. There are however separate post office box numbers. Other concerns were the ungrounded wiring, dryer removal, rental figures, smoke and carbon monoxide detectors. The operations staff was instructed to remove the dryer, and install detectors. Rick Rudy will meet with an electrician and provide quotes for the Board. A Management agreement will be available for approval by the next meeting.

Elpro Radios - Material costs were obtained by the operations staff. The installation of meters will be discussed at an Operations Committee meeting.

Verizon Cell Phones - The Operator requested authorization for a two cell phone upgrade. A government pricing quote from Verizon in the amount of \$152.99 per month before surcharges was presented to the Board.

NEW BUSINESS

There was no new business.

COMMITTEE REPORTS

Operations Committee - Tom Demler stated that he will get in contact with other committee members to schedule an Operations Committee meeting.

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

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

Respectfully submitted,

**Lorrie Wright,
Secretary/Treasurer**