

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
July 1, 2013**

The July 1, 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 Trish 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 June 17, 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 \$1,548.02, the Fredericksburg Water Payables in the amount of \$810.13, the Monroe Valley Sewer Payables in the amount of \$342.70 and the S. Fredericksburg Sewer Project Payables in the amount of \$698.66. Ron Thompson 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

General Administrative - Engineering continues to assist the Admin staff with technical and PC/network related issues. The IT staff added items to the website as requested.

Fredericksburg Plant Expansion / South Fredericksburg - The sewer line installation work continues under Contract #1. The Contractor has also started installing the raw water line in the trench with the interceptor.

Contracts 2, 3, & 4 - The floor slab of the Main Building was poured in three (3) pieces over three (3) days. The second floor slab of the Headworks Building has also been poured. The Main Building is expected to move quickly now as the walls are erected.

PennVest Pay Request 4 is ready for approval as follows:

Total Amount	\$4,462,042.66
Retainage	\$ 132,163.61
Net Payable	\$1,329,879.05
Local Share	\$ 57,590.27

PennVest Share \$1,272,288.78

Dale Bevans made a motion to approve PennVest Pay Request 4 in the amount of \$1,272,288.78. Trish Askew seconded the motion. All voted in favor and the motion carried.

The following Change Orders were presented for approval:

Change Order 2-2 - This change order covers the costs to add a Communication Panel in the Filter Room to consolidate the wiring between the main AAS Control Panel and the Filter Room. The cost of the change order is \$20,887.12.

Change Order 2-3 - This change order provides a credit for deletion of the dock lift in the garage of the Main Building. The credit for this change order is (\$6,167.49).

Change Order 2-4 - This change order covers the costs to modify the PermaColumn layout in the Main Building. The PermaColumns on three sides of the building were made large to accommodate the higher roof and several were added to optimize the column spacing. The cost of the change order is \$6,442.32.

Change Order 3-4 - This change order provides a credit for the wiring deleted as a result of Change Order 2-2. The credit for this change order is (\$1,244.21).

Ron Thompson made a motion to approve Change Orders 2-2, 2-3, 2-4, and 3-4. Tom Demler seconded the motion. All voted in favor and the motion carried.

Monroe Valley WWTP Operations Support - Engineering detailed the design for the generator lift frame and secured quotes for the work on the Little Mtn. Road Pump Station Flood Mitigation Project. The total of the quote is \$51,139.00.

Water System Improvements / New 1MG Tank; Water Source - DEP Engineer Tom Filip has returned from vacation and will be reviewing the Little Swatara Creek Q7-10 data in the next week and will call Mr. Steckbeck to schedule a meeting to review the data and give a preliminary indication of the withdrawal allocation.

Geologist Conapitski and the well driller are waiting for Randy Martin to return their phone call to meet at the site of the test well.

The plans for a minor construction permit for the raw water transmission main were completed and issued to the contractor and sent to DEP.

Mr. Steckbeck will be attending the July 8th CoLA Board meeting to discuss the water service contract renewal.

Miscellaneous - Bell and Evans is still refining their future water needs for their new distribution center. They have been asked to complete the evaluation as soon as possible, as that information is critical to the CoLA water service agreement.

Engineering continues with the design of the engine driven water booster pump for the East water tank.

SOLICITOR'S REPORT

Hopkins Condemnation - Mr. Bametzreider advised Atty. Fitzgibbons that he mailed the Hopkins easement on Friday. Mr. Fitzgibbons has not received it yet but expects it to arrive shortly.

South Fredericksburg Construction - The Solicitor continues to assist the Admin Staff and engineering with easement/construction issues as they arise.

Farmers Pride/Bell & Evans - There have been no developments since the last meeting.

Trammell Crow - The Solicitor is still waiting on the information needed from attorney Courtney to complete a developer's agreement, which is mostly complete. Once the draft is complete and changes have been incorporated, it will be sent back to attorney Courtney. Attorney Courtney has indicated that Trammell Crow does not yet have a prospective tenant.

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

New Public Water Source Well - Martin Property - The temporary easement to allow a test well to be drilled on the Martin farm has been recorded.

Verizon Lease - West Water Tank - Comments were provided to the Verizon representative, Deborah Baker, on June 21, 2013, with regard to the draft lease. Ms. Baker was on vacation through last week and attorney Fitzgibbons has not heard back from her yet. A copy of the draft lease was provided to the Board showing the solicitor's comments. No action was taken at this time.

OFFICE MANAGER'S REPORT

\$100,000 Growing Greener Grant - DEP is requesting a reimbursement request along with a Project Progress Report. The reimbursement period for the grant funds was July 1, 2008 - June 30, 2010. This grant was obtained to build wetlands as polishing for nutrients but when the Chesapeake Bay limits were changed the DEP staff informed the Authority that wetlands would not be a reliable source for achieving lower level limits. A letter was sent to DEP informing them that the Authority could not use the grant funds because of the changes in the Chesapeake Bay policy and therefore the grant will be returned.

Diversified Billing Conversion - The July monthly and quarterly billings are being processed through the new software program.

FEMA/PEMA Monroe Valley Mitigation - FEMA submitted a letter stating that the Authority has been given an additional 6 months to complete the Tropical Storm Lee work projects. Deadline to complete all of our approved permanent work is September 15, 2013. Engineering submitted an updated quote and a letter has been sent to FEMA requesting an additional \$51,139.00.

2012 Audit - The 2012 Financial Statements were signed and mailed to DCED prior to the deadline. The financial statements are being published in the Lebanon Daily News and will be posted on our website.

H2O Grant Audit - The auditors will be in the office on Tuesday, July 2, 2013 to collect information to perform the audit required by DCED for the \$500,000 H2O grant funds.

Consumer Confidence Reports - CCR's were mailed to our water customers on Thursday, June 20th.

Office Renovations/ Property - Mr. Shilling has informed the office staff that he will begin renovations on Tuesday, July 2, 2013.

The office received a call from Mr. Grumbine, 117 E. Main Street, about some issues regarding the condition of the yard next to our apartment. Mr. Rudy stated that he would contact a neighbor/resident in Fredericksburg to see if she would be interested in performing yard work for the Authority.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Normal Operations.

The Supervisor is still updating the O & M manual.

I & I Repairs - The contract was returned to Abel Recon and the schedule is still pending.

EPC was received from PennDOT.

Fredericksburg Water - SRBC conducted an inspection on June 26th. A response letter to their Notice of Violation was prepared and will be sent to the SRBC.

Well water levels from 2008 to the present were provided to the Board for review. Hydrant painting was started and will continue as weather and time permits. Freshly painted hydrants without any numbers may need to be touched up or completed.

Monroe Valley Sewer - Normal Operations.

The Supervisor is still updating the O & M manual.

All of the residential grinder station replacement parts that were ordered have been delivered. 3 complete units are now in stock.

Geiger was contacted to repair the Moyno Grinder. The schedule is still pending.

Miscellaneous & Compliance - Charlie Mengel will retest for his CDL license in at least 2 weeks. He was unable to retest today since the township vehicles did not have current insurance cards.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

COMMITTEE REPORTS

Budget Committee - The Budget Committee will be meeting Greg Zinn from Zinn Insurance on Tuesday, July 2, 2013 at 10:00 AM to discuss the option of renewing our policy with a new provider.

Operations Committee -

Building Committee - Mr. Bevans stated that the office staff will post an "Office Closed" sign on the front door if they determine it unsafe during construction.

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

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

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