

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
October 21, 2013**

The October 21, 2013 meeting was called to order by Chairman Jim Heisey at 6:34 PM.

ROLL CALL

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

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

Rick Rudy made a motion to approve the October 7, 2013 meeting minutes. Tom Demler seconded the motion. All voted in favor and the motion carried.

TREASURER'S REPORT

Bills Payables - Ron Thompson made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$8,508.82, the Fredericksburg Water Payables in the amount of \$155,062.90 and the Monroe Valley Sewer Payables in the amount of \$3,852.79. Dale Bevans 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

Fredericksburg Plant Expansion / South Fredericksburg - Contract 1 - Sewer line installation work continues along with the installation of the raw water line in the trench with the interceptor. Wear Course paving restoration has begun on Greble Road and will continue in the Deer and Elk Area. The full depth restoration on a large portion of South Center Street has been scheduled for the week of October 28 through November 1. ROW restoration is also progressing well. Mr. Steckbeck gave a status report and provided a plethora of documentation on the road restoration work regarding township concerns with compaction issues.

Contract 2, 3 & 4 - In the Main Building, the insulators are continuing their work and the drywallers have nearly completed their work. The ceilings of the Filter Room and the Garage are installed and, because of a defect in materials, the walls of both those rooms are being reordered. No delay is anticipated in the schedule due to this issue. The site paving has begun and will take most of this

week. The perimeter fence posts have been installed. The fence fabric will be installed after the concrete in the post holes has cured and the fencers can drive on the paving. Permanent utility power has not been established yet.

An updated treatment plant schedule was presented to the Board showing that start up of the plant is expected in January 2014. This date is well ahead of the Contract completion date of March 2014 and the Consent Order completion date of June 2014.

Water System Improvements / New 1MG Tank; Water Source - Geologist Conapitski is coordinating with H&M Drillers to run the pump test and sampling later this month. The driller had two jobs scheduled ahead of ours and is making his way to our site.

The City of Lebanon Authority (CoLA) had its October meeting last week and discussed the renewal of the FSWA Agreement. They have requested an FSWA negotiation team to meet with their team which will consist of their engineer, their solicitor, and two of their Board members. They request the same make-up for the FSWA negotiating team.

CoLA will hold its annual meeting for all municipal and bulk customers on October 24th at 7:30 AM.

East Main Street Pump Station - Engineering has asked that the operations staff perform pump down tests on the pump station so that we can calculate the actual pump rates we are getting when Pump #1, Pump #2, and both pumps are ON.

Engineering has been working with the Solicitor to prepare a revised addendum to the Farmers Pride sewer capacity agreement to address the East Main Street pumping station. Farmers Pride's engineer has finalized the design which minimizes the peak flow from their facility which will allow us to pursue a simple force main upgrade from 4" to 6" pipe in order to gain the capacity needed.

Miscellaneous - Engineering continues with the design of the new high flow water booster fire pump for the East Water Tank, along with a back-up power generator. This is a switch from the gas fired engine driven pump. The generator powered pump will give dual benefit of back-up power for SCADA controls, space heater and lights in the water tank.

SOLICITOR'S REPORT

Farmers Pride/Bell & Evans - The Solicitor received confirmation that the maximum flow rate for the new Bell & Evans cooking facility will be 125 GPM with an anticipated average flow of 100 GPM. These anticipated flows will result in anticipated upgrades to the East Main Street Pump Station in the range of \$150,000. The addendum to the existing agreement with Bell & Evans, which was approved at the October 7th, 2013 meeting, has been revised to reflect this anticipated cost (anticipated costs had ranged as high as \$300,000). Following a discussion, the Board approved a new, revised addendum to the existing sewage capacity purchase agreement that reflected the anticipated \$150,000 upgrade cost, provides for a maximum flow rate of 125 GPM into the East Main Street pump station, requires flows to be continuously monitored by FP/B&E and tested

with results provided to the Authority and which requires FP/B&E to install a testing manhole or similar infrastructure sufficient to conduct 24 hour composite sampling (with results provided to the Authority). The solicitor will prepare the addendum and forward it to FP/B&E.

New Public Water Source - Martin Property - The surveyors provided the Solicitor with a drawing showing the location of the well and other significant property features, such as the adjacent property lines and likely well head protection area. The Solicitor has not yet reviewed the drawing in detail but expects to have it available at the next board meeting to discuss the particulars of an offer to the Martin's to purchase a permanent easement for the well and corresponding access drive to it. The Solicitor continues to stay in contact with the Martin's in this regard, having met with Mr. Martin this evening before the meeting.

Verizon Lease - West Water Tower - Further revisions were made to the proposed lease for the West Water Tower. The changes were requested by Verizon and related primarily to the start date of the lease - which is proposed to be upon the commencement of construction or November 1, 2014, whichever occurs first. The end date is also proposed to be five years after the lease commences. Verizon did not object to the proposed monthly rental amount (\$2,045) or the annual increase during the renewal term(s) (3% per year). Dale Bevans made a motion to approve the changes to the Verizon lease agreement subject to the receipt of satisfactory exhibits demonstrating an attachment procedure that is acceptable to the Board. Tom Demler seconded the motion. All voted in favor and the motion carried. The solicitor will follow up with Verizon.

USAA Real Estate/Trammell Crow - The Solicitor is still waiting for the original signature pages to be returned by USAA Real Estate. Atty. Fitzgibbons has contacted Atty. Courtney several times with regard to the signature pages and has been repeatedly assured that the signature pages will be delivered in the near future.

OFFICE MANAGER'S REPORT

Monroe Valley Flood Mitigation - PEMA has been notified that the Little Mountain Road Pump Station flood mitigation work has been completed. The office staff continues to work with Joe Rupe, PEMA, to submit the additional information not captured on the original worksheet.

Oakwood Custom Homes/29 Shirk Drive - The office staff continues to try to resolve the issue of the unpaid prior balance due with Melanie/Oakwood via emails.

Fulton Bank's ACH and Remote Deposit - A meeting was held on October 14th with Steve Ulrich and Dave Cherrington from Fulton Bank to discuss ACH direct payment procedure and Remote Deposit procedure. Options and pricing were presented to the Board.

Fredericksburg Water Checking Account - The Office Manager requested approval to transfer funds from the Susquehanna Money Market Account to the Fulton Water Checking Account. The Board authorized Ms. Wright to only

transfer an amount that she feels necessary to cover future water expenses and still maintain a small reserve with Susquehanna Bank.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Normal operations.

Fredericksburg Water - Hydrant flushing was completed on October 18th. Staff started at 8:00 PM and finished at 1:00 AM. Average time spent on each hydrant was around 9 minutes. No complaints were received during or after flushing. CoLA needs to be added to the Rapid Response for future flushings.

Monroe Valley Sewer - A phone call was placed to Gayle Corporation regarding the grinder issue.

OLD BUSINESS

South Fredericksburg Sewer Connection Procedure - The Board instructed the engineer to contact DEP regarding the language in their Consent Order pertaining to the date certain for customers to be connected.

NEW BUSINESS

South Fredericksburg Lateral Restoration - Ron Thompson questioned when the laterals were going to be restored with topsoil and seed. The engineer stated that he would contact Jerry Kalinoski for information.

COMMITTEE REPORTS

Budget Committee - The Budget Committee held a lengthy meeting on October 10th. Another meeting is scheduled for October 24th. The Operator has provided a list of requests for operations. Engineering and Administration is providing budget information also.

Operations Committee - No report.

Building Committee - Dale Bevans requested Board requirements for gas heating and central air for the office building/apartment. The Board directed Mr. Bevans to obtain quotes to heat the office area and apartment, and to obtain a quote for central air in the office area of the building. Mr. Bevans will re-investigate quotes for ceiling fans for the office area.

The Board went into an Executive Session to discuss the CoLA Agreement renewal.

EXECUTIVE SESSION

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

A motion to the adjourn the meeting was made by Rick Rudy and seconded by Tom Demler. All voted in favor and the meeting was adjourned at 8:31 PM.

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