

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

The April 1, 2013 meeting was called to order by Chairman Jim Heisey.

ROLL CALL

Those in attendance were Jim Heisey, Rick Rudy, Dale Bevans, Tom Demler and Trish Askew. Ron Thompson was not present. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Lorrie Wright.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

Dale Bevans made a motion to accept the March 18, 2013 meeting minutes as amended. Trish Askew seconded the motion. All voted in favor and the motion carried.

TREASURER'S REPORT

Bills Payables – Tom Demler made a motion to approve the Fredericksburg Sewer Payables in the amount of \$5,976.65, the Fredericksburg Water Payables in the amount of \$6,974.68, the Monroe Valley Sewer Payables in the amount of \$205.75 and the South Fredericksburg Sewer Project Payables in the amount of \$1,957.30. 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 - Submittals and Requests for information continue to come in from the Contractors. Engineering is reviewing and approving them as quickly as possible in order to avoid impacting the schedules.

The first PennVest Pay Request has been prepared in the amount of \$1,287,559.53. Rick Rudy made a motion to approve the first PV pay request in the amount of \$1,287,559.53 and it was seconded by Trish Askew. All voted in favor and the motion carried.

A Contract Change Order was presented to the Board to add a unit price line item for lateral riser pipe at \$10.00 per foot for an estimated 350 feet at a maximum total of \$3,500.00. Dale Bevans made a motion to approve the Joao & Bradley Change Order 1-1 not to exceed \$3,500.00 Trish Askew seconded the motion. All voted in favor and the motion carried.

A Contract Change Order was presented to the Board for vinyl coating of the fence surrounding the new WWTP. Two options of coating the chain link fabric or coating everything was presented to the Board. The Board opted to not go with either of those options.

Engineering is completing the comments received after submission of the Building Permit Application.

Sewer line installation work under Contract #1 continues in the Elk and Deer Drive area. A proposed line installation schedule was presented to the board for review.

A large excavation is being prepared for the installation of the wet well. It is expected to be set later this week.

Engineering is proceeding with the modifications of the WWTP design to include the centrifuge. Building layout changes will be provided to Lobar in the near future. The DEP permit application will be prepared and filed in the near future. A Project Timeline will be included on the FSWA website. This timeline is subject to change on a regular basis.

Fredericksburg WWTP Operations Support - The 2012 Chapter 94 Report has been finalized and submitted to the DEP prior to the March 31st deadline.

Monroe Valley WWTP Operations Support - The 2012 Chapter 94 Report has been finalized and submitted to the DEP prior to the March 31st deadline.

FSWA Water System Operations Support - Engineering has been assisting the Operator with the hardwiring from Well #5 to the water plant.

Water System Improvements / New 1MG Tank; Water Source The Operator is coordinating with Caldwell for repairs to the water damage of the heated room caused by the leak which occurred in February.

Geologist CJ Conapitski is expected to submit an update on his efforts to identify potential well sources near the Little Swatara Creek

Miscellaneous - Trammell Crow Company has renewed discussions about the Route 22 warehouse. Their recent letter was submitted to the FSWA Board via email. After discussion the Board instructed the engineer and solicitor to draft a response to Trammell Crow stating that the Authority wants them to install ductile iron pipe instead of AWWA C900 PVC pipe.

The Operator and Engineer met with Dave Gettle of Kohl Brothers to develop ideas for installation of booster pumps in the base of the old million gallon tank to provide adequate fire flow for the new Farmers Pride distribution facility. A hydrant flow test and hydraulic modeling will be performed in coming weeks to supply information needed by the sprinkler system engineer at Stellar Corporation. They also viewed the Lebanon meter pit to develop ideas for booster pumps needed to supply fire flow for Farmers Pride's proposed sprinkler system at their existing processing plant.

SOLICITOR'S REPORT

South Fredericksburg Revised Development Plan for the new WWTP

L&L Easement Relocation - The lot addition plan with Randy and Rhoda Martin was approved by the Supervisors on Thursday, March 21, 2013. Closing will be

scheduled with the Martin's as soon as the solicitor receives confirmation that the plan has been recorded at the courthouse. A proposed deed was presented to the Board. It contains the temporary construction easement as well as the other items contained in our agreement with Linford and Audrey Snyder (Martin). Also, the transfer to the Authority from the Martins is not exempt from the payment of realty transfer tax. The Martins purchased the 86.3 acres from the Snyders for \$750,000. This calculates to \$8,690.61 per acre. The Authority is getting 4.03 acres, or \$35,023.17 in value based on Martins purchase price. Based on this calculation, the realty transfer tax (2%) will be \$700.46. It will also cost \$68.00 to record the deed.

Water Note Modifications - Proposed Resolution 2013-4, which approves the interest rate reductions on the three water notes, was presented to the Board for approval. Dale Bevans made a motion to approve Resolution 2013-4 which reduces the 2010 Series A, B, & C water notes. Rick Rudy seconded the motion. All voted in favor and the motion carried.

OFFICE MANAGER'S REPORT

South Fredericksburg Project - The request for Reimbursement #2 was submitted to DCED in the amount of \$576,799.28. This request includes pay request application #1 and #2 from Lobar, Inc. and pay request #1 from Joao & Bradley. The requested amount to be reimbursed totals \$384,552.08 however, \$374,936.95 is the balance remaining from the original \$500,000.

Diversified Billing Conversion - April 2013 monthly and quarterly billings will be run parallel. The new billing template has been incorporated into the new system and should be ready to use for the April billings.

2012 Audit - The auditors from Greenawalt & Company were in the office during the week of March 25th to perform the 2012 audit.

Map Cabinet - Don Blyler from Blyler Offset offered a map cabinet to the Authority in the amount of \$1,000. The Office Manager and Operator visited Mr. Blyler's office to view the cabinet and found it to be in very good condition. The Board approved the purchase of the cabinet.

Levco Management Agreement - Mr. Levengood was instructed to include the garage rental and storage rental unit as part of the management agreement.

Termination Notices - Termination notices were posted and are scheduled for shut offs on Tuesday, April 2nd. A list of customers was provided to the Board and instruction was provided as to what properties were to have their water service terminated.

Meeting Minutes Preparation - Mr. Bevans made a suggestion that the Office Manager change the way the minutes are prepared and only capture any action taken by the Board. Any other reports provided by the engineer, solicitor, office manager and operator are to be recorded as an attachment to the minutes. All recordings of any meetings are to be erased as soon as the minutes are approved by the Authority Board. Mr. Heisey would like to see the detailed version versus the official action version at the next meeting.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - The Fredericksburg Sewer plant is failing the ammonia parameters for the last month. Nitrification has been lost. Supplemental enzymes have been added. No changes have been seen at this point. DEP is aware of the ammonia violations for March.

Richard Hills I & I - the quote from Abel Recon is still pending.

Fredericksburg Water - Well #5 signal cable has been installed. Water levels and flow totals are not being recognized. Allied Control Service is scheduled to repair the SCADA.

The new water tank leak repairs are still pending.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

COMMITTEE REPORTS

Budget Committee - A budget committee meeting will be scheduled to review the 1st quarter Profit and Loss reports.

Building Committee - Office renovation proposals were submitted by Terry Smith and Elvin Shilling. Rick Rudy made a motion to award the contract to Elvin Shilling in the amount of \$5,750.00 and to include all work to be in compliance with all applicable codes and permits and inspections to be at the contractors expense. Tom Demler seconded the motion. All voted in favor and the motion carried.

The receptacle upgrade has been completed for the first floor of the apartment. A bill has not been received yet from the electrician.

UGI has been contacted and told that 350,000 BTU's would be utilized per day. No response was received yet from UGI.

COMMENTS/COMPLAINTS

There were no comments or 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**

