

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**February 18, 2013**

The February 18, 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, Ron Thompson, Tom Demler and Trish Askew. Also in attendance were Tony Fitzgibbons, Jeff Steckbeck, Kevin Sander and Lorrie Wright.

**COMMENTS/COMPLAINTS**

There were no comments or complaints.

**MEETING MINUTES**

The February 4, 2013 meeting minutes were accepted as submitted.

**TREASURER'S REPORT**

**Bills Payables** – Tom Demler made a motion to approve the Fredericksburg Sewer Payables in the amount of \$28,166.18, the Fredericksburg Water Payables in the amount of \$46,201.40, the Monroe Valley Sewer Payables in the amount of \$1,837.59 and the South Fredericksburg Project Payables in the amount of \$8,171.53. Ron Thompson seconded the motion. All voted in favor and the motion carried.

**Financial Statement** – Trish Askew 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 as requested.

**Fredericksburg Plant Expansion / South Fredericksburg** - A pre-construction meeting was held in the Authority office on Monday, February 11th. The submittal process has picked up speed and shop drawings and requests for information have been received from three of the four contractors.

Work will begin with the Office Manager to begin preparation of the first PennVest Pay Request which will reimburse the Authority for previous eligible project related expenses such as engineering and legal to date.

The land development plan revisions for the new L. Snyder driveway have been filed with Bethel Township and LEBCO Planning for review.

Work continues with the General Contractor to facilitate issuance of the Zoning and Building permits for the project.

Engineering worked with the solicitor to obtain Bethel Township approval to construct the relocated driveway as requested by L. Snyder and R. Martin. Engineering met with the Operations Committee to discuss the addition of a centrifuge sludge dewatering process at the new WWTP. Financial calculations were requested by the Operations Committee and were presented during the Committee Report section.

**Fredericksburg WWTP Operations Support** - Engineering assisted the operator in changing out a breaker in the main switchgear of the plant. Engineering continues to consult with various entities regarding the Pague property on Sugar Road. It is now understood that Warren Kessler has pulled out of the project the day after he attended the February 4th board meeting and the project will be completed by another contractor/excavator.

**Monroe Valley WWTP Operations Support** - Engineering is coordinating with the Office Manager in contacting FEMA/PEMA representatives to request an additional \$10,000 for flood-proofing mitigation work at the Little Mountain Road pump station. The prior FEMA approved funding was \$24,913. The additional money is needed to cover the cost estimate of \$35,000. The added costs include crane rental to lift the generator and installation of a raised base underneath the generator.

**FSWA Water System Operations Support** - Engineering continues to work with the operator for the implementation of the new water tank and SCADA controls. Engineering continues to consult with A.H.Moyer on the proposed sprinkler connection for Farmers Pride on request.

**Water Meters** - The AWWA M-6 manual for the guidelines for the selection, installation, maintenance and testing of water meters has been obtained. 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** - Engineering has been consulting with the operator and Caldwell about a leak in the new water tower. Caldwell personnel have been on site and stopped the leak but need to wait for safer, warm weather to fully evaluate the problem. Caldwell will cover all repairs under the warranty.

Engineering has coordinated with Chairman Heisey regarding the City of Lebanon water supply contract renewal. The Chairman sent an email to board members relaying CoLA's position. There was discussion involving the extension of the contract with the City of Lebanon.

### **SOLICITOR'S REPORT**

#### **Revised Development Plan for the new WWTP/L&L Easement Relocation -**

The plan was filed on February 7, 2013. The Township supervisors have reviewed the plan and it appears likely that final approval will be given at the

March supervisors meeting. R. Martin, the new purchaser of the L&L farm, will be closing on the purchase of the farm on February 28th.

**PennVest/Bank Financing for Funding Shortfall** - The gap financing closing was completed on February 15, 2013. The financing for the entire project is now in place. The gap financing included additional funds to cover a decanter centrifuge package if approved.

**US Real Estate** - There have been no developments since the last board meeting.

**Authority Office Leases** - The solicitor reviewed a proposed Manager's Agreement with Levco Property Management and provided Mr. Bevans with comments to the agreement on February 11, 2013.

**Sewer Liens** - The solicitor is processing a list of new sewer liens on properties that were provided by Ms Gamble.

### **OFFICE MANAGER'S REPORT**

**2012 1099's** - Letters were sent out to the South Fredericksburg residents that received compensation for an easement requesting tax information. A second request was mailed on February 15th.

**South Fredericksburg / PennVest** - Information was collected in preparation for the first pay request to be submitted to PennVest. A preliminary review of the South Fredericksburg project related expenses totals \$1,259,238.00 with an additional expense of \$19,345.00 for easements.

**2012 Water Consumption** - The office staff has been collecting and reviewing 2012 water consumption totals for the operator.

**Diversified Billing Software** - The office staff continues to work on the new billing software conversion. The office staff is also looking into new billing forms and costs.

**Monroe Valley Mitigation** - Phone calls were made to PEMA/FEMA for guidance in obtaining additional funds for the Monroe Valley mitigation project.

### **OPERATION MANAGER'S REPORT**

**Fredericksburg Sewer** - Blower problems were resolved. DEP was made aware of the NPDES violations. Stipulated penalties have been waived as agreed.

**Fredericksburg Water** - The budgeted CL17 Chlorine Analyzer was installed at the water plant. The unit is tied into the SCADA which is monitored by WIN911. The Mag Meters at the wells were checked for calibration and accuracy. They are within the acceptable tolerance range.

**Monroe Valley Sewer** - Prices have been requested from J.T. Seeley on the residential package grinder stations. The quote will be itemized so that we can consider replacement parts for the two incomplete sets. A new grinder pump was given to Tony Pajski and he replaced the pump with a new one that he had ordered.

**Miscellaneous** - January 2013 DMR's were provided to the Board. The rental property projects have been completed.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Engineer Jeff Steckbeck reported to the Board that he was contacted by Stellar who is building the Farmers Pride cooking facility to perform site development reviews. Jim Heisey made a motion that the board has no problem with the engineer performing the work for Stellar on behalf of Farmers Pride and the cooking facility as long as the work is isolated and does not impact or interface with the FSWA. Dale Bevans seconded the motion. All voted in favor and the motion carried.

## **COMMITTEE REPORTS**

**Operations Committee** - Tom Demler reported that an Operations Committee meeting was held on February 13th.

- The operations committee reported that they decided to remove the Elpro meter and go with the regular electrical controls on Well 5. Well 6 was put on hold at this time.
- The Board agreed to authorize the solicitor to draft a document for the operator to use to inform residents of their responsibility regarding Infiltration and Inflow matters.
- Repairs for the Infiltration and Inflow issues in Richard Hills will be a total of \$2,595.00 plus an additional \$675.00 for manhole repairs.
- Dale Bevans made a motion to authorize the purchase of 3 cell phones through Verizon with the understanding that the operations manager can confirm service in the entire service area. Trish Askew seconded the motion. All voted in favor and the motion carried.
- Heating and cooling options were discussed for the office building and apartment. More options will be presented in the future.
- Tom Demler made a motion to sell a grinder pump for the work being performed on Sugar Road for costs plus 10%. Trish Askew seconded the motion. All voted in favor and the motion carried.
- After consideration of the engineer's report and the operations committee recommendation, Tom Demler made a motion to authorize proceeding with the centrifuge dewatering process at the new WWTP. Dale Bevans seconded the motion. All voted in favor and the motion carried.

## **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**