

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
July 15, 2013

The July 15, 2013 meeting was called to order at 6:30 PM by Chairman Jim Heisey.

ROLL CALL

Roll call was taken by Kathy Gamble. 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 Kathy Gamble.

COMMENTS/COMPLAINTS

The Board addressed concerns raised by Supervisor Bev Martel regarding random dirty water issues and water quality in the water system.

MEETING MINUTES

The July 1, 2013 meeting minutes were accepted as submitted.

TREASURER'S REPORT

Bills Payables - Tom Demler made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$8,074.62, the Fredericksburg Water Payables in the amount of \$47,159.33, the Monroe Valley Sewer Payables in the amount of \$4,934.59 and the South Fredericksburg Sewer Project Payables in the amount of \$1,294,026.28. Dale Bevans 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. Ron Thompson seconded the motion. All voted in favor and the motion carried.

The Board instructed the Operations Manager to review his operations budget figures for 2013.

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 - Contract 1 - Sewer line installation work continues. Per the amounts billed, they are approximately 37% complete. The Contractor has also started installing the raw water line in the trench with the interceptor.

Contracts 2, 3, & 4 - Dutchland has set approximately half of the basin walls and should have the remainder set this week. They then have several weeks of caulking, grouting and post-tensioning prior to water testing. The posts of the Main Building are also scheduled to be set this week. The WWTP project is on

schedule and, per the amounts billed, the plant is approximately 45% complete. A copy of the updated schedule was presented to the Board for review. There was some discussion regarding the installation of laterals on vacant lots. It was determined that there will be no charge so long as the contractor has not installed laterals in the area. The contractor will not go back to an area that has been completed, with laterals installed and restoration completed, to add a lateral.

Monroe Valley WWTP Operations Support - Flood mitigation amounts have been submitted to the office staff in the amount of \$51,139.00. Envirep requires a board signature in order to place the order for the replacement control panel and the 6x6 tall enclosure.

Water System Improvements / New 1MG Tank; Water Source - Caldwell Application #12 was presented for board approval in the amount of \$254,885.04. \$20,000 is being retained until the mixer is installed in the East Water Tower. All Change Orders have been reviewed and correctly accounted for in AFP #12. Dale Bevans made a motion to approve payment of Caldwell App. #12 in the amount of \$254,885.04. Rick Rudy seconded the motion. All voted in favor and the motion carried.

Engineering requested approval of a proposal for an additional 1,500 feet of water main to be installed in the portions of the sewer interceptor trench which was already backfilled. Mr. Steckbeck originally presented details of the pricing in a letter to the Board dated July 12, 2013. Copies of that letter along with a map showing the basics of the water system and the proposed pipe installation were presented to the Board. Mr. Heisey reported that the Budget Committee reviewed the additional \$63,100 cost and believes there is sufficient funds available and is therefore recommending that the Board approve the additional 1,500 feet of water main. Dale Bevans made a motion to approve the additional 1,500 feet of water main in the amount of \$63,100. Trish Askew seconded the motion. All voted in favor and the motion carried.

The plans for a minor construction permit for the raw water transmission main were completed and issued to the contractor and sent to DEP. A response has not yet been received from DEP.

Mr. Steckbeck and Mr. Heisey attended the July 8th CoLA Board meeting to discuss the water service contract renewal.

Miscellaneous - Bell & Evans is still refining their future water needs for their new distribution center. They maintain that they will only require 0.180 MGD of sewer capacity in the near term. Ultimately they expect to require 0.300 MGD of sewer capacity which will require the expansion of the WWTP to 0.650 MGD. Engineering continues with the design of the engine driven water booster pump for the East Water Tank.

SOLICITOR'S REPORT

Hopkins Condemnation - The Hopkins easement has been recorded. This issue is now resolved.

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

New Public Water Source Well - Martin Property - The Solicitor spoke with the geologist, CJ Conapitski, regarding the test well on the Martin property. Two locations have been indentified, one of which is fairly close to the new WWTP. Both sites can be accessed from the WWTP. According to the geologist, the entire area was saturated and needs to dry out before the well drilling equipment can access it. The geologist is to contact the solicitor next week to schedule a meeting with him, the driller and Mr. Martin. The Solicitor has advised Mr. Martin of this and will advise the Board of the date and time of the meeting.

Verizon Lease - West Water Tank - The Solicitor provided comments to the Verizon representative, Deborah Baker, on June 21, 2013 with regard to the draft lease she provided. Ms. Baker has not yet responded to those comments. She has indicated that she would like to set up a site meeting with the Authority sometime in the next week or two. Ms. Baker will provide a list of possible dates and times for Board consideration.

Trammell Crow - No developments since the last meeting. The Solicitor is still waiting for the information from Atty. Courtney to complete a developer's agreement.

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

OFFICE MANAGER'S REPORT

Monroe Valley Mitigation - FEMA has instructed the office to submit copies of invoices and proof of payment in order to proceed with the mitigation reimbursement.

Industrial Appraisal - The Industrial Appraisal Company has been contacted and the office staff is working on updating the building, permanent fixtures and equipment listed on the agreement. Mr. Heisey signed an updated appraisal proposal in the amount of \$975.00.

Office Renovations - The administrative building renovations are almost complete. The windows are to be installed later this week, possibly on Wednesday or Thursday.

Fredericksburg Billing - The July 2013 monthly billing was processed and mailed on July 5th. The July 2013 quarterly billing is being processed and will be mailed tomorrow.

Bill Form Sealer - The bill form sealer is not working properly and requires a new fuse. The Board authorized the billing clerk to go ahead and purchase necessary parts.

Fredericksburg Youth Center - A letter was sent to the Youth Center and the Family Harvest Mennonite Church, (who now occupies the structure) requesting that they install a radio read meter. To date there has been no response. Supervisor Bev Martel stated that the Fredericksburg Community Association owns the building, not the Youth Center. A letter will be sent to the Community Association.

S. Fredericksburg - Pay request #3 has not yet been received from PennVest. In order to pay the contractors, \$1,292, 487.78 was drawn from the Fulton S. Fredericksburg loan to cover the contractor invoices. Contractor invoices were paid and included on the July 15th financial statement.

Miscellaneous - Elaine Kulp was obtained by the Authority to do the yard cleanup at the office building/apartment. Yard cleanup started on July 5, 2013. It's anticipated to be completed sometime next week. The Board determined that she would continue to do the yard work until a tenant moves into the apartment. Any invoices will be handled by the Operations Manager since he is to oversee her work.

Supervisor Martel stated that the dental office check used to pay their sewer and water bill was not cashed in a timely manner. Ms. Gamble said she would look into the matter.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Normal operations. DEP was at the plant to review the operations records for the first 6 months of 2013.

I & I Repairs - Abel Recon is attempting to co-ordinate with the bridge closing to minimize traffic.

Fredericksburg Water - The ProLine 100 filter housing was ordered.

The hydrant painting continues.

Monroe Valley Sewer - Normal operations.

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

Miscellaneous & Compliance - C. Mengel is scheduled to retest for his CDL license on July 19, 2013. The June 2013 DMR's were presented to the Board for review. Supervisor Martel mentioned that there is a sunken manhole in the Shilling development. Kevin Snader stated that he would look into the matter.

OLD BUSINESS

NEW BUSINESS

COMMITTEE REPORTS

Budget Committee - Mr. Heisey reported that the budget committee met to review the first 6 months of 2013. Everything seems to be going well. The operations manager was requested to keep a close watch on all of the operations accounts, since there is little left for the remainder of the year.

Operations Committee - The C. Mengel employee evaluation was presented to the Board for review and approval. Mr. Heisey instructed the Operations Manager to make sure the Administrative Office receives a copy for his personnel file.

Building Committee - Mr. Bevans confirmed that the Board will continue to use Mrs. Kulp's services until the apartment is rented. Mulch (up to 3 scoops) and canvas will be purchased for Mrs. Kulp to finish the yard work. A tree trimming proposal will be provided to the Board. The partitions in the office will be

removed by the operations staff and stored in the back room. The previous occupant of the apartment expressed interest in renting from the Authority. He asked if the Authority would honor the same monthly amount that was previously offered. The office staff will refer the previous tenant to the Property Manager. Mr. Bevans asked the opinion of the Board about the possibility of purchasing ceiling fans for the administrative office. The Operations Committee will look into pricing.

Mr. Bevans submitted an invoice from Mr. Shilling for the office renovations. The Board stated that payment will not be made until the project is completed.

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

A motion to adjourn the meeting was made by Rick Rudy and seconded by Ron Thompson. All voted in favor and the meeting was adjourned at 8:56 PM.

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