

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
May 20, 2013**

The May 20, 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, Dale Bevans, Tom Demler, Ron Thompson. Also in attendance were Tony Fitzgibbons, Jeff Steckbeck and Lorrie Wright. Trish Askew and Kevin Snader arrived late.

COMMENTS/COMPLAINTS

Dan Gipe, Spruce Street Tapping Fee - Mr. Gipe appeared before the Board to request a reduction in the Special Purpose Part of the Spruce Street / Monroe Valley tapping Fee. After some discussion, the Board informed Mr. Gipe that legal restrictions prevent them from reducing the fee and therefore denied his request.

MEETING MINUTES

The May 6, 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 \$16,155.15, the Fredericksburg Water Payables in the amount of \$37,184.14, the Monroe Valley Sewer Payables in the amount of \$4,461.21 and the S. Fredericksburg Sewer Project Payables in the amount of \$67,836.72. Ron Thompson 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

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

Fredericksburg Plant Expansion / South Fredericksburg - Contract 1 - Sewer line installation work under Contract 1 continues on Greble Road and in some Rights of Way. Engineering has been working with the Contractor and the Township to resolve signage issues. The three Supervisors and the township road master met with the Contractor and SESI to work through all of the issues and concerns.

Contracts 2, 3, & 4 - The rebar for the slab for the plant is being installed starting today. The sumps have already been poured. The footers for the Main Building have been dug and the Effluent Chamber has been poured.

SESI had applied to the Bethel Township Supervisors for the assignment of a street address for the new WWTP. The Supervisors have decided that the address must be an "FSWA Lane" address. Dale Bevans made a motion to approve "One FSWA Lane" as the address for the new WWTP site. Tom Demler seconded the motion. All voted in favor and the motion carried. A request will be made to the township at a later date to approve 492 Greble Road as the physical location of the new WWTP site for GPS purposes.

Change Order Number 1 for Contract 2 - WWTP General Construction was presented for Board approval. This change involves the removal of 330 cubic yards of unsuitable sub-grade beneath the SBR tank and replacement with 627 tons of compacted stone. The cost of the change order is \$13,710.67. Tom Demler made a motion to approve the Lobar Change Order Number 1 for Contract 2 in the amount of \$13,710.67 and to authorize the engineer to process through PennVest. Ron Thompson seconded the motion. All voted in favor and the motion carried.

SESI requested that the Board review and approve a policy on how to handle vacant lot laterals for the new sewer project. After discussion, Tom Demler made a motion to authorize the engineer to install the appropriate laterals on every vacant lot in the S. Fredericksburg project area. Dale Bevans seconded the motion. Costs will be discussed at a future meeting.

FSWA Water System Operations Support - The engineers are gathering the information Verizon Wireless requested to evaluate the possibility of installing cellular phone equipment on the West Water Tower.

Water System Improvements / New 1MG Tank; Water Source - Board Member Tom Demler and Engineer Jeff Steckbeck met with Tom Shaul and Tom Filip at DEP Harrisburg office today to discuss the planning and permitting for a new surface water withdrawal allocation from the Little Swatara Creek. They affirmed that a permit will be issued pursuant to the Water Rights Act of 1939. Our permit application will require a study which analyzes Q7-10. The DEP staff said they would expect a 20% pass-by for that event.

A DEP minor construction permit will be required for the installation of a water transmission main co-located with the sewer line in the same trench. Tom Demler made a motion to authorize the engineer to apply for the DEP minor construction permit at a cost of \$25.00. Ron Thompson seconded the motion. All voted in favor and the motion carried.

Miscellaneous - The engineers continue to work on the hydraulic modeling and engineering design for an engine driven pump to be located in the base of the East Water Tank to supply Bell & Evans' new distribution center with the 3,100 gpm at 70 psi at fire hydrant 71, located along Rt. 22. The hydrant flow testing done by FSWA operators show that static gravity will only supply about 1,000 gpm at that location. The cost of this pump will be a Farmers Pride expense as part of the Development Agreement with the FSWA.

In addition to the fire flow, Bell & Evans has submitted a request for 500,000 gallons per day of water supply. This far exceeds their 120,000 gpd sewer capacity reservation so Mr. Steckbeck will be consulting with Bell & Evans management to better identify their real demand. This will be an integral part of the DEP permit application for the new surface water source, as specific requirements to identify "consumptive uses" apply and affects the SRBC's approval of the permit.

An updated version of the FSWA historical water usage and future projection spreadsheet was presented, incorporating the 2010 through 2012 DEP water report data as well as the Bell & Evans capacity request.

A Planning Module for Land Development is being processed for the new Bell & Evans project and requires the Chairman's signature to affirm that capacity in the new WWTP and collection system is available. Dale Bevans made a motion to approve the Bell & Evans Planning Module and authorize the Chairman to sign. Trish Askew seconded the motion. All voted in favor and the motion carried. George Steiner submitted a 3 lot subdivision for Board approval of sewer design and capacity. Capacity can be approved as a Planning Module Exemption form since it is a minor subdivision of less than 5 lots.

SOLICITOR'S REPORT

Martin Property - Release of Access Easement - With the acquisition of the new driveway to the WWTP complete, the existing access easement across the Martin farm is no longer needed. A proposed release of easement agreement was presented to the Board for action. Dale Bevans made a motion to release the Randy and Rhoda Martin Release of Easement Agreement. Trish Askew seconded the motion. All voted in favor and the motion carried. Jim Heisey made a motion that the issue of the Martin Release of Access Easement be tabled until discussion in an Executive Session later in this meeting. Trish Askew seconded the motion. All voted in favor and the motion carried.

South Fredericksburg Construction - The solicitor continues to assist the Administrative staff and engineer with easement/construction issues as they arise.

Agreement with Bethel Township - Road Inspection Expenses - In follow-up to discussion and approval given at the May 6th, 2013 meeting, the Agreement for the Payment of Township Expenses was revised to indicate that the Authority will reimburse the Township a maximum of \$12,000 toward their road inspection expenses. An original signed copy was handed to Supervisor Bev Martel (who was in attendance at this meeting). An original copy was also provided to the Office Manager and Solicitor.

Farmers Pride/Bell & Evans - The Authority has received the \$1 Million Letter of Credit from Farmers Pride per the Sewer Capacity Purchase Agreement dated December 27, 2011. Copies were provided to the Board for review.

Verizon Lease - West Water Tank - The Solicitor was contacted by Verizon Wireless regarding the possibility of leasing space on the west water tank for telecommunications equipment. Verizon has confirmed that the tank is sufficient

for its needs from an engineering standpoint. Verizon will forward a draft lease for review and comment.

DCT Fredericksburg Warehouse Project - DCT has submitted a copy of their development plans to the Authority office. James Fisher has reviewed the plans and found them to be in compliance with the Authority Rules and Regulations. Tom Demler made a motion to approve the DCT Fredericksburg development project plans as submitted. Trish Askew seconded the motion. All voted in favor and the motion carried.

Trammell Crow - Trammell Crow submitted a letter in response to the Solicitor's letter dated April 22, 2013. Trammell Crow is asking that the Authority reconsider the Authority's decision to allow their use of PVC pipe for the water distribution and a waiver of the water and sewer tapping fees up to the amount of the construction costs. After some discussion with the engineer regarding the advantages and disadvantages of PVC vs. Ductile Iron, a motion was made by Jim Heisey to allow Trammell Crow to install PVC piping south of Rt. 22. Trish Askew seconded the motion. All voted in favor and the motion carried. There was also a motion made by Tom Demler to agree to the Trammell Crow proposed agreement with the exception of the sewer tapping fees. Ron Thompson seconded the motion. All voted in favor and the motion carried.

OFFICE MANAGER'S REPORT

South Fredericksburg / Greble Road Properties - Letters were sent to the 5 property owners along Greble Road west of the new WWTP site. The Wolfe's were mailed three copies - one to a Lebanon address, a Jonestown address and to a Fredericksburg address. The Jonestown letter was returned by the post office. Mrs. Binkley purchased her permit on May 7th, 2013.

Mary Deaven, 2678 S. Pine Grove Street, purchased her permit as a result of receiving a letter from the township indicating that her property will be required to connect to the sanitary sewer system. The remaining properties will be sent a letter allowing them 30 days to purchase their permit at the discounted rate of \$3,600.

\$1 Million Grant Anticipation Note - The \$1 Million Grant Anticipation Note was paid off using the Series A note on May 10th, 2013. Interest in the amount of \$7,072.50 was paid in full with available water funds instead of rolling into the Series A Note. The Series A Note now has an outstanding balance of \$1,070,957.70. \$386,042.30 is still available to draw on the loan.

Consumer Confidence Reports - Copies of the CCR's are now available for distribution. The Board instructed the office staff to mail them regular mail. These reports are to be delivered to the water customers by July 1st, 2013.

Fredericksburg Service Area - 143 Late Notices were sent out to the Fredericksburg Sewer and Water quarterly customers.

Diversified Billing Conversion - All of the billing conversion discrepancies have been addressed. The July billing will be processed through the new billing 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.

Bulletin Board - A bulletin board was purchased and placed in the front window of the office to post notices for public information.

Amended April 15, 2013 Minutes - After revisiting the recorded discussion during the April 15th meeting, it was decided to not amend the April 15th language under the Comments section.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - The Lickdale Road pumping station was serviced by the operations staff the week of May 6th.

On Saturday, May 11th, the pumps were pulled and it was discovered that both pumps were clogged with debris.

The plant is running normally and we have been meeting the NPDES instantaneous maximum limits since the beginning of the month.

The Operator met with Abel Recon in Richard Hills. A manhole repair estimate was provided in the amount of \$2,800 and \$3,600 for the replacement of 2 rims on Main Street. Tom Demler made a motion to authorize Abel Recon to do the manhole repairs and replace rims on Main Street at an amount not to exceed \$6,500, contingent upon a written proposal. Trish Askew seconded the motion. All voted in favor and the motion carried.

Fredericksburg Water - Kohl Brothers replaced the Well #2 pump.

Kohl Brothers will be on site tomorrow to replace the rate of flow control valve for Well #6.

Allied Control Services calibrated the SCADA system.

C.M. High will start later this week to pull wire for Well #6.

All hydrants that needed attention since the last flushing have been serviced.

Three needed to be rebuilt.

Monroe Valley Sewer - The Moyno Grinder at the pump station was pulled and inspected. A PVC pipe plug jammed the unit and caused it to shut down.

The grinder station replacement parts are still pending. Tom Demler made a motion to authorize the operator to replace the grinder station parts in order to have 3 complete sets. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Fredericksburg Youth Center - The Operator stated that the Youth Center currently has water and sewer service. The Office Manager stated that a letter was sent to the Family Harvest Mennonite Church informing them that they need to install a water meter.

Wiring of Sign in front of Admin Building - The wiring of the sign will be performed later this week.

Dirty Water Complaint at the Medical Center - The Medical Center made a complaint about dirty water. The Operator stated that he wasn't sure how to correct the problem other than allowing the water to run until it clears up or install a whole house filter.

OLD BUSINESS

Employee Handbook Policy Amendment - Dale Bevans made a motion to adopt the operations standby policy. Ron Thompson seconded the motion. All voted in favor and the motion carried.

Administrative Office Building Improvements - Mr. Bevans stated that Mr. Shilling will be starting the office improvements on Monday, June 17th. The engineer will look into the Chapter 34 evaluation, emergency lighting and breaker bar on the inside door.

NEW BUSINESS

Mr. Thompson, on behalf of a resident of John's Way Drive, asked if they would be allowed to hook up to the sewer on the Hoover easement. The engineer will discuss the matter with the inspector and report to the Board.

COMMITTEE REPORTS

Budget Committee - The next budget committee will meet sometime in the beginning in July.

Building Committee - Mr. Bevans stated that he confirmed that there is no water service in the area in the back of the building/ garage. The apartment will be charged a flat rate for water and sewer.

COMMENTS/COMPLAINTS

There were no comments or complaints.

The Board recessed before going into an Executive Session.

EXECUTIVE SESSION

The Board went back into session.

The Randy and Rhoda Martin Easement Agreement release motion previously tabled was reconsidered and passed unanimously.

A motion was made by Dale Bevans to drill a test well on property owned by Randy and Rhoda Martin, to pay \$4,000 for the right to drill a test well, and obtain a right to lease hold area for equipment storage south of Greble Road. Trish Askew seconded the motion. All voted in favor and the motion carried.

ADJOURNMENT

A motion to the adjourn the meeting was made by Ron Thompson and seconded by Dale Bevans. All voted in favor and the meeting was adjourned.

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