

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

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

ROLL CALL

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

Chairman Heisey welcomed Mrs. Martel to the FSWA Board of Directors. Chairman Heisey reminded Mr. Rudy that his term expires at the end of 2013. Mr. Rudy stated that he would be interested in being appointed to another term.

COMMENTS/COMPLAINTS

Kevin and Karen Kohr, 137 Elk Drive - The Kohr's appeared before the Board to express their concern about the paving and quality of their road (Elk Drive) in comparison to Deer Drive. The Kohr's are also concerned about water runoff from their driveway. Mr. Steckbeck, Authority Engineer, stated that prior to paving work occurring, Paul Lutzkanin, Jerry Kalinoski, Jim Fisher, Terry Knapp and Rick Seidel walked the job site and established the requirements of specs. Work was performed as agreed to during those walk around meetings. Deer and Elk Drives were paved very early on and the Kohr's concern is the first that the engineer has heard that there were complaints. The Board instructed the engineer to meet with those that were involved in the walk around meetings and try to resolve the issue.

Robert Shirk, 169 Elk Drive - Mr. Shirk expressed his concern about the quality of the road construction performed stating that it was "very amateur". Mr. Shirk would like to see Elk Drive widened to what it was prior to this project. The Board again instructed the engineer to look into the situation and report back to the Board.

MEETING MINUTES

The November 18, 2013 meeting minutes were accepted as submitted.

TREASURER'S REPORT

Bills Payables - Ron Thompson made a motion to approve payment of the Fredericksburg Sewer Payables in the amount of \$13,669.69, the Fredericksburg Water Payables in the amount of \$59,531.84, Monroe Valley Sewer Payables in the amount of \$4,429.94 and the South Fredericksburg Sewer Payables in the amount of \$2,325.00. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Financial Statement - Dale Bevans made a motion to approve the financial statement as submitted. Tom Demler seconded the motion. All voted in favor and the motion carried.

BETHEL TOWNSHIP REPORT

Mrs. Martel stated that the agreement between the Authority and the Township indicates that the roads will be brought back to road specifications according to Section 510. Attorney Fitzgibbons commented that he reviewed the agreement and it is of his opinion that the roads were to be brought back to the condition prior to construction, not enhanced or enlarged.

ENGINEER'S REPORT

Fredericksburg Plant Expansion / South Fredericksburg - Contract 1 - Only a small section of the sewer line installation work remains. Wear Course paving restoration has been completed on all roads, including South Center Street, and the lines have been painted. The remaining work consists of the tie in point with the existing system.

Contract 2, 3 & 4 - In the Main Building, the flooring has been installed and waxed and a general preliminary cleanup has been performed. The plumbers and electricians are performing their final installations. The new material for the wall of the Filter Room and Garage has been installed. In the Headworks and Plant Buildings, the painting has been completed and insulation of the ceilings is underway. The majority of work in the basins is complete. Allied Control Services installed the antenna and mast at the Main Building and will be performing some of the reconfiguration work on the water system SCADA in preparation for the move. The utility power has not been switched on yet.

The following Change Orders were presented for approval:

Change Order 1-3 - Resubmission - This change order covers the costs to restore a large bank of Juniper plants for the Bomberger residence along Rt 343. The existing bank of plants, which took about 15 years to establish, was destroyed by the line installation. The cost of this Change Order is \$2,953.57 (previously \$4,818.12) Ron Thompson made a motion to approve Change Order 1-3 in the amount of \$2,953.57. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Change Order 3-8 - This Change Order covers the costs to change a breaker in the Main Distribution Panel from a 1000A breaker to an 800A breaker. The cost for this Change Order is \$5,437.72. The Board did not take any action.

Change Order 3-9 - This Change Order covers the costs to provide electrical facilities for a connection between a portable generator and the Main Building electrical system for the purposes of providing temporary heaters and lighting. The permanent utility power has yet to be turned but the installation of drywall, painting another interior work needed to be performed to remain on schedule. Interior lighting was required and temporary heaters were put in place to allow proper drying and prevent

racking. The cost for this Change Order is \$3,076.22. The Board did not take any action.

Change Order 4-4 - This Change Order covers the costs to replace a single bowl stainless steel sink with a double bowl version. The cost of this Change Order is \$235.00. The Board did not take any action.

Mr. Steckbeck reported that he met with the Township Supervisors and the Twp. Road master to discuss compaction issues. After explaining compaction inspection work and sharing the test results Mr. Steckbeck believes that all were satisfied that the compaction was adequately monitored and tested.

Mr. Steckbeck proposed an alternative to paying for an extended insurance policy. The contractor is able to provide a 6 month extended warranty on township roads for \$4,500.00 or a 1 year extended warranty for \$6,000.00.

Another alternative is to draft a letter to the township proposing an agreement between the Township and the FSWA regarding road repairs. The Board agreed to draft a letter to the Township which will cover all of the FSWA service area.

Water System Improvements / New 1MG Tank; Water Source - To prevent tearing up the new WWTP yard area which was recently seeded and mulched, the geologist and well driller have delayed running the pump test and sampling until the ground freezes.

The CoLA Board reviewed our request to renew the existing water capacity agreement under the same terms of the original agreement. CoLA Director Beers and Board Member Marty Yocum have indicated their intention to execute an agreement but want to work with FSWA to insert an "acceleration clause" based on the "use it or lose it" concept. There will be a meeting next week to work up that provision.

The new raw water transmission main is nearly complete. The Route 22 bore is complete.

East Main Street Pump Station - After the Board and Bell & Evans approved the addendum to the Sewer Capacity Purchase Agreement to include the payment for increasing capacity at the pump station, the DEP Planning Module was filed with DEP. DEP has advised the engineer not to submit the Part 2 Permit application until they first approve the Planning Module.

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.

Engineering is working with the solicitor to develop a Water Capacity Purchase Agreement between FSWA and Farmers Pride.

Keith Heigel contacted SESI on behalf of the Kenbrook Bible Camp which is located south of the Little Swatara Creek, in Swatara Township, opposite of the new WWTP. He is evaluating Kenbrook's options for alternative sewage disposal methods since their septic systems are substandard and the soils are poor. SESI provided drawings showing locations of our lines and the WWTP. Mr. Heigel has expressed a desire to attend a future FSWA Board meeting to discuss the potential for Kenbrook becoming a customer of the FSWA.

The engineer provided the Board with a draft letter for the South Fredericksburg Sewer customer briefly providing historical information and a projected sewer rate. A "Notice to Connect" letter will be provided to the Board in the near future for review.

SOLICITOR'S REPORT

USAA Real Estate/Trammell Crow - A copy of the fully executed agreement with US Real Estate was provided to the Board. The agreement calls for a significant extension of our water system at the developer's expense. The extension is to be made within six months of final land development approval.

Sewer Liens/Delinquent Accounts - The Solicitor has been working with the Operator regarding leaking lateral situations located at 1 Pine Avenue and 6 Pine Avenue. The Solicitor is also working with the Office Staff to collect revenue for 29 Shirk Drive.

Farmers Pride/Bell & Evans - The Solicitor is drafting a water purchase agreement with Farmers Pride/Bell & Evans for their new cooking facility. A draft agreement is expected to be available for comment within the next few days.

Verizon Lease - West Water Tower - A new paragraph(#38) has been added to the Verizon lease addressing damage to the tank caused by any welding done by Verizon. Tom Demler made a motion to approve the Verizon lease as amended by the Solicitor. Dale Bevans seconded the motion. All voted in favor and the motion carried.

New Public Water Source - Martin Property - The Solicitor has requested an update from the geologist as to the status of the well on the Martin farm. The solicitor has been contacted by Mr. Martin on several occasions will need to contact him regarding the status. The Solicitor suggested that it might be a good idea to appoint a committee to negotiate with the Martins.

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. Information and request for reimbursement has been submitted to PEMA in the amount of \$35,835.00.

Monroe Valley Service Area

Late Notices were due on November 11th. Total outstanding sewer revenue is \$29,000.

Fredericksburg Service Area

Oakwood Homes - An email was received from Oakwood indicating that they will submit payment for 29 Shirk Drive.

Late Notices - 127 Late Notices were issued. Total outstanding water and sewer revenue is \$33,000.

West Water Tank Loan - The remaining available funds from the water tank loan were transferred into the water checking account in the amount of \$93,407.26.

City of Lebanon/Diversified Billing and Collection Services - Information is being collected on the procedures and requirements necessary to out-source billings.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer

The MLSS is being increased in preparation of start-up for the new WWTP. Letters were sent to 1 Pine Avenue and 6 Pine Avenue to address the I&I. The Operator is working with the homeowners at 1 Pine Avenue. Their repairs will be completed following the next substantial rain. At that time the operator will be able to televise their line and give them a better location. No contact has been made with 6 Pine Avenue.

Fredericksburg Water

The water filter bags are being changed on a weekly basis. No water complaints have been received since hydrant flushing.

Monroe Valley Sewer

A Gayle Corporation service technician repaired the grinder on 11/5/13. A few items needed adjustment. A full system check was performed. The grinder is now in service. The \$2,500 box of incorrect parts was also returned. FSWA never received an invoice for them. The grinder has been out of service since mid February.

Miscellaneous

Mr. Snader has requested vacation during the first two weeks of December. He will provide Mr. Bevans with an Operations Report for the December 2nd meeting.

OLD BUSINESS

There was no Old Business brought before the Board.

NEW BUSINESS

There was no New Business brought before the Board.

COMMITTEE REPORTS

Budget Committee - Mr. Heisey reported that the Budget Committee is working on finalizing budgets. The committee will meet again on November 20th.

Operations Committee - No report.

Building Committee - No report.

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

A motion to the adjourn the meeting was made by Rick Rudy and seconded by Dale Bevans. All voted in favor and the meeting was adjourned at 8:24 PM.

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