

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 4, 2013**

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

ROLL CALL

Roll call was taken by Kathy Gamble, Administrative Assistant. Those in attendance were Jim Heisey, Rick Rudy, Dale Bevans, Tom Demler and Ron Thompson. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Kathy Gamble.

COMMENTS/COMPLAINTS

There were no comments or complaints.

MEETING MINUTES

The October 21, 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 \$10,454.80, the Fredericksburg Water Payables in the amount of \$12,456.09, the Monroe Valley Sewer Payables in the amount of \$1,427.44, and the South Fredericksburg Sewer Payables in the amount of \$936,749.68. Tom Demler seconded the motion. All voted in favor and the motion carried.

Financial Statement – Ron Thompson 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 - Contract 1 - The majority of the pipe is in the ground, only a small section of the sewer line installation work remains. Wear Course paving restoration has been completed on most roads. The full depth restoration on a large portion of South Center Street has begun and should be completed by the end of the week. Contracts 2, 3 & 4 - The plant site and driveway have been paved. In the Main Building, the wall and ceiling painting has been completed and the casework has been installed. The new material for the walls of the Filter Room and Garage has been ordered and should be in soon. The man doors, overhead doors and chain link fence have been installed. The gates are locked at night so the site is secure. There is no anticipated delay in the schedule due to this issue. Allied Control Services has been contacted to begin the installation of the facilities required to transfer the SCADA system to the new WWTP. Permanent utility power will probably be switched over this week, weather permitting.

Supervisor Martel and Road Foreman Sidle issued concerns regarding the quality of the paving restoration on Greble Road, line painting, Center Street, and compaction reports. The Board instructed the engineer to schedule a meeting with all parties involved to resolve this issue.

PENNVEST - Pay Request 8 was presented for approval as follows:

Total Amount	<u>\$1,939,922.27</u>
Retainage	90,230.72
Net Payable	<u>\$1,849,692.05</u>
Local Share	373,687.76
PennVest Share	<u>\$1,476,004.29</u>

Ron Thompson made a motion to approve Pay Request 8 in the amount of \$1,476,004.29. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Change Orders - The following Change Order was presented for approval.

Change Order 1-3 - This Change Order covers the costs to restore a large bank of Juniper plants (200) for the Bomberger residence along SR 343. The existing bank of plants, which took about 15 years to establish, were destroyed by the line installation. The cost for this change order was \$4,818.12. The Board did not approve Change Order 1-3.

Water System Improvements / New 1MG Tank; Water Source - Geologist Conapitski is coordinating H & M Well Drillers to run the pump test and draw water samples this week.

CoLA held its annual meeting for all municipal and bulk customers on October 24th. A copy of the CoLA agenda and notes was provided to the Board for their review. Mr. Demler questioned payment of a CoLA water study invoice. The secretary will research the payment.

CoLA Director Beers has indicated that CoLA will renew our capacity agreement. The Authority has been asked to submit their requested terms in writing and CoLA will respond. The Solicitor was instructed to draft a letter to CoLA based on terms discussed and agreed upon by the Board.

The new raw water transmission main is nearly complete, with Rt 22 bored crossing and testing ongoing. As of October 18th, 9,720 feet of water main have been installed. The third invoice for \$182,456.50 has been submitted from the contractor and is presented for approval. Dale Bevans made a motion to approve payment to Joao & Bradley in the amount of \$182,456.50. Tom Demler seconded the motion. All voted in favor and the motion carried.

East Main Street Pump Station - Operations performed the requested pump draw down tests. Calculations are being finalized for the capacity increase to be gained from a force main upgrade. The DEP permit application will be ready to file within the week. Tom Demler made a motion to authorize payment to DEP in the amount of \$500.00 for the permit application fee. Ron Thompson seconded the motion. All voted in favor and the motion carried.

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 continues to work with the solicitor to develop a Water Capacity Agreement between FSWA and Farmers Pride.

SOLICITOR'S REPORT

Verizon Lease - The text of the proposed lease agreement with Verizon was approved at the last board meeting. The engineer has received the necessary exhibits and removal bond estimate. The Board expressed concern regarding the attachment of the antenna on the top of the water tank. Mr. Lutzkanin stated that Verizon indicated that they typically spot weld the antenna to the tank. The Board stated that Verizon would then have to be responsible for any damage, if any, to the inside or outside of the tank as a result of the installation of the antenna. **USAA Real Estate/Trammell Crow** - Courthouse records confirmed that US Real Estate Limited Partnership purchased two parcels of land on October 29, 2013. The solicitor is still waiting for original signature pages to be returned by USAA Real Estate.

Farmers Pride - Farmers Pride has signed the addendum to the sewer capacity purchase agreement. The addendum has been approved by board action at the last meeting but was presented to the board for signature at tonight's meeting. The solicitor is also working with the engineer to develop a Water Capacity Agreement.

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. PEMA requires copies of paid invoices and proof of payment along with a brief description of the work performed to be submitted to them within 60 days of the September 15th deadline. Information and the request for reimbursement has been submitted to PEMA. Total amount requested was \$35,835.00.

Fredericksburg Service Area

Oakwood Homes - There have been no developments since the last meeting regarding 29 Shirk Drive.

Susquehanna Bank / Water Account - The request to withdraw money from the Susquehanna Money Market account was not necessary due to the plethora of sewer and water payments received since the last meeting.

South Fredericksburg Sewer Project - Two additional permits were obtained since the last meeting. To date, 97 permits have been purchased.

Miscellaneous - The office received notification that the township will take action at their November Supervisors meeting to approve the removal of Authority employees from the shared Life Insurance policy with US Able. The Office Manager is looking into alternative options for life insurance coverage and also looking into alternate options for health/vision/dental insurance.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - The West Main Street manholes were repaired by Joao & Bradley. The Authority's expense to Flagger Force will be \$550.00.

Engineering is working on the permit application with PennDOT.

Monroe Valley Sewer - Gayle replied to an earlier email and a technician should be on site this week regarding the grinder issue.

South Fredericksburg - Operations requested that an alarm system be installed at the new WWTP. MBR has provided a quote for a fire alarm system (which would be tied into the SCADA system) in the amount of \$47,485.00. The Operator was asked to investigate other options and bring it to the Board at a future 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. Thompson reported that the Budget Committee met and discussed setting water tapping fees.

The Committee is also discussing raising the rates for the high end users.

Ron Thompson made a motion to change the cost percentage share from 55% for water to 50%, 35% from sewer to 40% and Monroe Valley will remain at 10%.

Jim Heisey seconded the motion. All voted in favor and the motion carried. All voted in favor and the motion carried.

The Committee is looking into proposing changing the retirement from a defined benefit to a defined contribution not to effect current employees only new employees.

The purchase of the administration building was drawn on the \$5 million S. Fredericksburg short term loan. This loan will mature in December 2014. The building purchase amount needs to be removed from the short term loan prior to December 2014. The Solicitor will contact Daryl Peck from Concord Public Finance.

There were requests from Operations and Administration for an extra full time employee. The Board agreed to budget for extra help for operations but not for administration. There was discussion to out-source the customer billing.

Operations Committee - There was no report.

Building Committee - There was no report.

COMMENTS/COMPLAINTS

There were no comments or complaints.

The Board recessed before going into an Executive Session.

EXECUTIVE SESSION

The Board reassembled after an Executive Session. There was no action taken during the Executive Session.

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.

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