

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
January 20, 2014**

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

**ROLL CALL**

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

**COMMENTS/COMPLAINTS**

There were no comments or complaints.

**MEETING MINUTES**

The January 6, 2014 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 \$11,614.68, the Fredericksburg Water Payables in the amount of \$22,490.74, the Monroe Valley Sewer Payables in the amount of \$3,823.29, the South Fredericksburg Sewer Payables in the amount of \$2,965.60, and the South Fredericksburg Sewer Project Sewer Payables in the amount of \$320,049.19. Tom Demler 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. Ron Thompson seconded the motion. All voted in favor and the motion carried.

**OFFICE MANAGER'S REPORT**

**Monroe Valley Flood Mitigation** - A status call was made to PEMA regarding the reimbursement for the MV flood mitigation issue. PEMA claims that they never received any paperwork. All of the original paperwork was submitted to them in November 2013.

**Fredericksburg Service Area** - Survey forms were sent out to all commercial and industrial customers in order to update the EDU files.

Work continues with the solicitor regarding the delinquent sewer/water accounts.

**Monroe Valley Service Area** - 37 Late Notices were issued to MV customers. An outstanding balance of \$20,292.00 remains. UMH Properties is disputing their penalty amount.

**US Real Estate Limited Partnership** - US Real Estate was issued a sewer tapping fee invoice in the amount of \$53,300.

**2013 Audit** - Greenawalt and Company will be in the office on January 23rd to do a preliminary audit for 2013.

**Payroll** - W-2's and 1099's are being processed.

PMAA was contacted to assist in processing the 4th quarter UC payment. L&I website is not working properly.

**Unemployment Claim** - The Authority received a claim for unemployment and the paperwork was submitted to PMAA.

**Office Building Loan** - A payoff figure for the purchase of the office building was provided to Northwest Bank.

**Miscellaneous** - Mr. Shilling indicated that he will be installing the ceiling fans in the office during the week of January 27th.

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

**Fredericksburg Sewer** - Normal operation continues.

Chapter 94 information has been forwarded to the engineer.

**Fredericksburg Water** - Chapter 110 Primary Facility reports are in progress. The 1st Quarter TTHM and HAA5 samples were completed late. DEP verified noting this on the 2014 CCR. Sample concerns were addressed by DEP.

**Monroe Valley Sewer** - Normal operation continues.

**Miscellaneous & Compliance** - C. Mengel's study material was mailed to the Office of Water Programs. He is registered to take a sewer exam prep class on March 13th and is scheduled to take the exam on March 28th. He is also required to complete the DEP mandated Securing Water and Wastewater Facilities course as a pre-requisite to obtaining his license.

### **ENGINEER'S REPORT**

**Fredericksburg Plant Expansion / South Fredericksburg** - Contract 1 - Joao & Bradley has submitted their final Application for payment. PennVest requires reconciling final quantities which were actually constructed and expended compared to the original estimate used on the Bid Form. Reconciliation will be prepared by the end of the week and discussed with the Budget Committee in the near future and then presented to the Board for approval and authorization for Chairman signature.

Contracts 2, 3 & 4 - Startup and certification of the plant equipment has begun. Various startups will be occurring throughout the remainder of January and into February.

An application was filed with the PA Department of Labor and Industry seeking an exemption from accessibility and handicap requirements from the entire site. The request was on their January 16th meeting agenda. Notification has not yet been received regarding their decision.

**Fredericksburg WWTP Operations Support** - 2013 Chapter 94 Report preparation is in progress.

**Water System Improvements / New 1MG Tank; Water Source** - The geologist and well driller have not yet run the pump test due to weather constraints. The farm field has not frozen stiff enough to bring in the pumping rig without the use of a bull dozer. The coming weather is expected to rectify the situation. Lobar

has also contacted the well driller to see if we can use the water from the test to partially fill the WWTP basins for startup and certification tests.

Mr. Beers has confirmed that CoLA has agreed to a year to year time extension with 2 year cancellation notice until such time that alternate provisions are presented.

**East Main Street Pump Station** - Design plans for the force main replacement are complete. The DEP permit application is complete. Filing the permit application is on hold until DEP first approves the Bell & Evans Planning Module for land development which are supposed to be issued by DEP this week.

**Miscellaneous** - Work 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. The water model was edited to simulate the 3,580 GPM draw that the new plant will require for fire sprinkler flow. It's been determined that a VFD driven 200 HP pump will be required. To provide emergency backup power for this and a future second pump, the generator will be on the order of 350kW. The Engineer was asked to first look into using the generator currently in place at the WWTP. Engineering is currently trying to determine what provisions are needed to be added for surge and water hammer protection.

Stacy Longenecker of Light-Heigel attended the December 2nd FSWA meeting to discuss Kenbrook Bible Camp sewer connection. E-mail correspondence indicates that planning is still underway, with an update to be issued to us in advance of the first February Board meeting.

As-Built sewer plans for Blue Mountain View Estates have been reviewed and are ready for Board approval. The Operator was asked to review them prior to Board approval. The Engineer was also asked to provide GPS coordinates on these drawings and future drawings.

Jeff Steckbeck recommended that the Authority consider investigating the possibility of implementing GPS Surveying and GIS Mapping which will tie into every manhole and water valve within our system via satellite.

Dale Yingst/Palmyra Homes plans for Oak Ridge Estates have been reviewed by the engineer, solicitor and office manager with a verbal report to the Board.

### **SOLICITOR'S REPORT**

**Kreiser Construction** - Kreiser Construction is in the process of dedicating the street commonly known as Kreider Drive to Swatara Township. The Deed of Dedication has been prepared for the sewer facilities but the solicitor does not recommend accepting the deed for recording until the streets have been accepted for dedication by Swatara Township. Anthony Fitzgibbons suggested that the Board authorize the engineer to establish the amount of the 18 month integrity bonding which should be placed when the sewer facilities are accepted for dedication by the Authority. The Board decided instead to use the balance remaining in his escrow account with the Authority until the 18 months elapses.

**Mountain Stream Village** - The Solicitor stated that he is under the impression that the developer is in the process of working on dedicating the streets in the Mountain Stream development to Bethel Township. As soon as this is confirmed

he will prepare a deed of dedication for the sewer and water facilities in that development.

**US Real Estate/Trammell Crow** - The Solicitor will follow-up with their counsel, Charles Courtney at McNees, Wallace, to ensure the sewer tapping fee is promptly paid.

**Office Loan** - Closing has been scheduled for Friday, January 24, 2014 at 2:00 PM in the Authority office.

**Farmers Pride / Bell & Evans** - No developments since the last meeting. The last version of the Water Service Agreement was presented for Board consideration.

**Sewer Liens / Delinquent Accounts** - The Solicitor continues to work with the Billing Clerk in resolving the delinquent accounts. Since most of the delinquent properties seem to be recurrent problems, the solicitor intends to start initiating Writs to sell all properties against which have liens 45 days after the liens are filed (unless satisfactory payment arrangements have been made). A copy of the most recent lien filed was presented to the Board.

### **OLD BUSINESS**

**Rate Increase Notification Letter** - Dale Bevans made a motion to authorize the administrative staff to mail the notification letter to the Fredericksburg / S. Fredericksburg area customers. Bev Martel seconded the motion. All voted in favor and the motion carried.

### **NEW BUSINESS**

There was no New Business brought before the Board.

### **COMMITTEE REPORTS**

**Budget Committee** - The Budget Committee will meet sometime within the next couple of weeks to analyze the impact of the loss of BC Natural / Perdue revenue and to discuss progress with Farmers Pride.

**Operations Committee** - Dale Bevans recommended that the Board perform a detailed walk through of the S. Fredericksburg WWTP once it goes online.

**Building Committee** - The Board decided to leave the fuses alone and not tie into the breaker box.

### **EXECUTIVE SESSION**

Dale Bevans made a motion to authorize the solicitor to consult with the engineer to approach, negotiate and acquire land in order to acquire a water source. Tom Demler seconded the motion. All voted in favor and the motion carried.

### **COMMENTS/COMPLAINTS**

There were no comments or complaints.

### **ADJOURNMENT**

A motion to the adjourn the meeting was made by Rick Rudy and seconded by Ron Thompson. All voted in favor and the meeting was adjourned at 8:09PM.

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