

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
January 6, 2014
Re-Organizational Meeting

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, Dale Bevans, Tom Demler and Ron Thompson. Also in attendance were Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Lorrie Wright. Rick Rudy and Bev Martel were not present.

COMMENTS/COMPLAINTS

Richard Barr, 32 Fairway Drive - Mr. Barr appeared before the Board to request waiving the responsibility of paying a quarterly sewer bill for the property located at 32 Fairway Drive, Bethel Township. Mr. Barr explained that his family no longer resides in the property and has not resided there since December 2012. The property is currently up for sale but as of this date has not yet been sold. After some discussion, Dale Bevans made a motion to release the user fee portion of the March 2014 sewer bill. Mr. Barr will be responsible for the debt service portion. This is subject to renewal on a quarterly basis contingent upon Mr. Barr making the request. Ron Thompson seconded the motion. All voted in favor and the motion carried.

C.J. Conapitski, Geologist - Mr. Conapitski reported that attempts were made to run the pump tests but the ground is not hard enough. As soon as the weather permits the pump tests will be performed.

REORGANIZATION

Dale Bevans made a motion to retain all the existing officers for 2014 which include:

Chairman - Jim Heisey

Vice-Chairman - Rick Rudy

Secretary - Lorrie Wright

Treasurer - Lorrie Wright

Representative to Bethel Twp and Alternate - Dale Bevans & Jim Heisey

Representative to Swatara Twp and Alternate - Tom Demler & Rick Rudy

Right to Know Officer - Jim Heisey

Engineer - Steckbeck Engineering and Surveying, Inc.

Solicitor - Anthony J. Fitzgibbons, Esq.

Ron Thompson seconded the motion. All voted in favor and the motion carried.

Financial Institution - Tom Demler made a motion to approve Fulton Bank, First National Bank of Fredericksburg, Susquehanna Bank and Northwest Bank as the Authority's financial institutions. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Board Members Hourly Rate - Dale Bevans made a motion to continue the current hourly rate of \$15.75 for 2014. Ron Thompson seconded the motion. All voted in favor and the motion carried.

Mileage - Dale Bevans made a motion to approve the IRS standard mileage rate of .56 cents per mile. Ron Thompson seconded the motion. All voted in favor and the motion carried.

2014 Holidays - Tom Demler made a motion to approve the following holiday schedule for 2014:

January 1, 2014	New Year's Day
April 18, 2014	Good Friday
May 26, 2014	Memorial Day
July 4, 2014	Independence Day
September 1, 2014	Labor Day
November 27 & 28, 2014	Thanksgiving
December 25 & 26, 2014	Christmas
2 Personal Days	
January 1, 2015	New Year's Day

Dale Bevans seconded the motion. All voted in favor and the motion carried.

Bond for Treasurer & Billing Clerk - Dale Bevans made a motion to authorize payment to H.A. Thomson for the Treasurer and Billing Clerk's bonds. Tom Demler seconded the motion. All voted in favor and the motion carried.

Assignment of Committees - Dale Bevans made a motion to retain the current committee members as follows:

Administrative / Budget Committee - Jim Heisey, Ron Thompson & Bev Martel

Operations Committee - Tom Demler, Dale Bevans, & Rick Rudy

Building Committee - Dale Bevans & Rick Rudy

Tom Demler seconded the motion. All voted in favor and the motion carried.

MEETING MINUTES

The December 16, 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 \$17,896.54, the Fredericksburg Water Payables in the amount of \$39,501.89, the Monroe Valley Sewer Payables in the amount of \$1,560.14, the South Fredericksburg Sewer Payables in the amount of \$99,467.57, and the South Fredericksburg / PennVest Payables in the amount of \$1,100,000.00. 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. Ron Thompson seconded the motion. All voted in favor and the motion carried.

ENGINEER'S REPORT

Fredericksburg Plant Expansion / South Fredericksburg - Contract 1 - Joao & Bradley has completed their remaining work with the exception of the manhole adjacent to the wet well at the existing WWTP. That will be completed when the cutover is made to divert flows to the new WWTP. A punch list has been created and provided to the Contractor. They reviewed restoration and addressed most of the punch list items during December.

Contracts 2, 3 & 4 - Lobar's work on the WWTP is nearing completion also. MBR is continuing the wiring work on all the sections of the WWTP site. GF Bowman has the majority of their work complete. All startups and certifications are being scheduled in January. Utility power has been switched on to all sections of the plant but not all treatment equipment. A preliminary review by the Building Inspector revealed a number of items which do not meet ADA requirements. An application was submitted to the PA Department of Labor & Industry Accessibility Review Board seeking an exemption from accessibility requirements for the entire site. The request is expected to be on their agenda at their January 17th meeting.

PennVest - Pay Request #10 was presented to the Board for approval as follows:

Total Amount	\$258,760.44
Retainage	<u>12,196.03</u>
Net Payable	\$246,564.41
Local Share	0.00
PennVest Share	\$246,564.41

Dale Bevans made a motion to approve PV Pay Request #10 in the amount of \$258,760.44. Tom Demler seconded the motion. All voted in favor and the motion carried.

Change Orders - The following Change Orders were presented to the Board for approval:

Change Order 2-9 – This Change Order covers the costs to add gutters and downspouts to the Headwork's Building. Due to a misinterpretation of the site drawings, gutters and downspouts were not included on the Headwork's Building in the original quote. The cost of this Change Order is \$1,043.39.

Change Order 2-10 – This Change Order covers the costs to add snow fences to the roofs of the Main and Headwork's Buildings. During recent snow and ice events it became clear that snow fences should be installed on the raised seam metal roofs of the Main and Headwork's Buildings. The cost of this Change Order is \$6,205.48.

Change Order 2-11 – This Change Order covers the costs to add plywood backing boards for the electrical panels in the Filter Room and Garage. To maintain the schedule while the interior metal wall panels were reordered, the areas where the UV and other electrical panels were to be mounted were provided with plywood backing boards. The cost of the Change Order is \$1,208.98.

Change Order 3-8 – This Change Order covers the costs to make changes in the electrical wiring and conduit related to the addition of the Communication Panel in the Filter Room. The trenching in the yard from the Electrical Room to

the Filter Room had to be modified to facilitate the revised wiring scheme. The cost of this Change Order is \$7,010.28.

Change Order 3-9 – This Change Order covers the costs to relocate the MetEd transformer vault. The vault was relocated to accommodate the gate to the proposed water system well and, at the request of the Operator, move it farther away from the areas which will be frequented by trucks for deliveries. The cost of this Change Order is \$14,077.03.

Change Order 3-10 – This Change Order covers the costs to revise the Influent Screen wiring and control panel mounting location. The layout of the Huber Fine Screen is different than that of the Lakeside unit in the original design. Upon inspection of the screen area, the Operator requested relocation of the Screen Control Panel. The cost of this Change Order is \$2,248.04.

Change Order 3-11 – This Change Order covers the costs to change out the main breaker in panel board LP3 in the Headwork's Building. The size of the main breaker in panel board LP3 (Headwork's Building) was reduced in size during adjustments made in the Power Distribution as a result of the new driveway/plant site layout. The cost of this Change Order is \$1,123.35.

Change Order 3-12 – This Change Order covers the costs to change the location of the UV control panels in the Filter Room. The Filter Room was modified to make room for a trailer mounted centrifuge. This required moving the UV Control Panels to the opposite wall, farther away from the panel board. The cost of this Change Order is \$2,064.13.

Change Order 3-13 – This Change Order covers the costs to relocate and add a disconnect switch on the emergency shower hot water heater in the Chemical Room. The layout of the Chemical Room was adjusted and the Emergency Shower moved. A local disconnect switch was added to make it consistent with the other point-of-use water heaters. The cost of this Change Order is \$1,874.42.

Tom Demler made a motion to approve Change Orders 2-9 in the amount of \$1,043.39, 2-10 in the amount of \$6,205.48, 2-11 in the amount of \$1,208.98, 3-8 in the amount of \$7,010.28, 3-9 in the amount of \$14,077.03, 3-10 in the amount of \$2,248.04, 3-11 in the amount of \$1,123.35, 3-12 in the amount of \$2,064.13, and 3-13 in the amount of \$1,874.42. Total change orders = \$36,855.10. Dale Bevans seconded the motion. All voted in favor and the motion carried.

Monroe Valley WWTP Operations Support - The Operator submitted the DMR's to the engineer in order to begin preparing the 2013 Chapter 94 reports.
Water System Improvements / New 1MG Tank; Water Source - Mr. Beers has not yet provided a date for the negotiation committee for the CoLA contract revisions.

East Main Street Pump Station - Design plans for the force main replacement are complete. The DEP permit application is complete. Engineering is holding off on filing the permit application with DEP until DEP first approves the Bell & Evans Planning module for land development.

Miscellaneous - Engineering continues with the design of the new high flow water booster pump for the East Water Tank, along with a back-up power generator.

Stacy Longenecker of Light-Heigel attended the December 2nd FSWA meeting to discuss Kenbrook Bible Camp sewer condition. Submission of those plans are anticipated for review later in January.

SOLICITOR'S REPORT

US Real Estate/Trammel Crow - The solicitor reported that US Real Estate will be purchasing their 13 EDU's of sewer service. US Real Estate has requested an invoice for the EDU's for their billing department. The Authority will generate an invoice for \$53,300 (13 EDU's X \$4,100) for US Real Estate.

Verizon Lease/West Water Tower - Verizon requested four typographical changes to the tower lease. The changes were incorporated in the draft which is now dated December 26, 2013. Verizon has confirmed complete and total agreement on the lease language.

Office Loan - Northwest Savings Bank is in the process of generating the necessary paperwork.

OFFICE MANAGER'S REPORT

Monroe Valley Flood Mitigation - Status calls were made to PEMA prior to and during the holidays. No developments have occurred since the last meeting.

American Power and Gas - The Authority electric accounts (15) have been enrolled with American Power and Gas as our generation supplier. Their current rate is 6.50/kw.

Workers Compensation Report - Charlie Mengel reported an incident in regards to an incident that occurred on Thursday, January 2, 2014. The insurance company was notified.

Fredericksburg Service Area - The monthly and quarterly billings are being processed.

Two water complaints were received in December for 193 West Main Street and 166 Airport Road. Operations was notified.

Parking for Admin Staff - The Office Manager reported that during bad weather (snow) the staff has no parking spaces available when they come to work. A request was made to look into the possibility of paving the lot that the Authority owns behind the office building. After some discussion, it was decided that the Building Committee would look into the situation and work on a possible solution with the office staff.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - The MLSS has been increased in preparation of start-up for the new WWTP.

The December DMR for the Little Swatara Creek WWTP was submitted. Deep Run is being completed.

Fredericksburg Water - Monthly SDWA, Quarterly SRBC and annual Chapter 110 sub facility reports were submitted. The Primary Facility Reports will be completed when the information becomes available.

Monroe Valley Sewer - The oil has been changed on the grinder. It has been working well since it was adjusted by the Gayle Corporation.

DEP conducted an inspection. A few minor items need some adjustment.

December DMR was submitted. Chapter 94 information was forwarded to SESI.

Miscellaneous & Compliance - Monroe Valley and Fredericksburg DMR's for November and December were presented to the Board for review.

South Fredericksburg WWTP sign design at the entrance to the plant was presented to the Board for consideration. Total cost for the sign is \$386.00.

Dale Bevans made a motion to authorize the purchase of a new sign at a cost not to exceed \$386.00. Tom Demler seconded the motion. All voted in favor and the motion carried.

OLD BUSINESS

Operations Required Study Material - A brief discussion of a personnel matter was discussed, with no action taken other than to authorize the Operations Supervisor to act on behalf of the Board in the best interest of the Authority.

NEW BUSINESS

Rate Increase for Fredericksburg Rate Payers - A draft version was presented to the Board for review. Mr. Heisey requested that the Board submit any changes to the draft letter via email to him and he will incorporate the changes into a final version to be submitted at the next board meeting.

COMMITTEE REPORTS

Budget Committee - No report.

Operations Committee - No report.

Building Committee - Mr. Bevans reported that the heater has been repaired. Mr. Bevans stated that Tony Pajski expressed interest in doing the gas conversion in the administration building.

A proposal from Elvin Shilling was presented to the Board for the purchase and installation of two ceiling fans in the office building at a cost of \$1,050.00. Dale Bevans made a motion to award the contract to Elvin Shilling for the purchase and installation of two ceiling fans for the administration office in the amount of \$1,050.00. Ron Thompson seconded the motion. All voted in favor and the motion carried.

COMMENTS/COMPLAINTS

There were no comments or complaints.

ADJOURNMENT

A motion to adjourn the meeting was made by Ron Thompson and seconded by Dale Bevans. All voted in favor and the meeting was adjourned at 7:55PM.

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