

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
April 21, 2014

The meeting was called to order by Chairman Jim Heisey at 7:30PM, after the board had completed the inspection tour of the new sewage treatment plant.

ROLL CALL - Kathy Gamble called the roll. Jim Heisey, Rick Rudy, Kevin Helms, Dale Bevans, Ron Thompson and Tom Demler of the Board were present. Tony Fitzgibbons, Jeff Steckbeck, Kevin Snader and Kathy Gamble were also in attendance.

COMMENTS/COMPLAINTS - None

MEETING MINUTES - Meeting Minutes from March 17th were given. The April 7th Meeting Minutes were not yet finalized. The March 7th minutes were approved without objection.

TREASURER'S REPORT

Bills Payables - Concerns were voiced about Lebanon MobileFone and why we are still paying them since we are using Comcast's services. The board instructed the office staff to cancel the agreement with them. Motion to approve all unpaid bills was made by Mr. Bevans and seconded by Mr. Demler. The Board approved unanimously.

Financial Statement – None available at this time.

OFFICE MANAGER'S REPORT

Quick books license is coming to an end. Board was informed of this and that a renewal would cost around \$600 and cover three years for two licenses. Motion was made to approve the purchase by Mr. Bevans and seconded by Mr. Thompson. Board voted unanimously to approve the motion.

OPERATION MANAGER'S REPORT

No formal report generated. The 4500 gallon tank at Route 22 Plant is no longer in use, therefore there is no need to renew a license for the tank. JOAO Bradley diverted flow to new plant.

ENGINEER'S REPORT

General Administrative - Nothing to report.

Fredericksburg Plant Expansion / South Fredericksburg - Today was the initial startup date. DEP was in last Friday to do an interim inspection and authorize startup. DEP will return in two to three months, after the plant has been in operation, for the final inspection, which will allow a delay in amortization of the PennVest loan. Last week, DEP Wetlands, US Army Corp. of Engineers, and US Fish and Wild Life personnel conducted an inspection of the interceptor routes. Because construction activities resulted in the flags that delineated wetlands to be removed or destroyed, the engineer was requested to re-establish wetland flags and notify them in order that they may again inspect those areas. The wetland areas were re-surveyed, the flags replaced and the agencies were called back in to make a final inspection. Mr. Lutzkanin was looking into a MetEd rebate, but won't have an answer for several months because some history of electrical usage must first be established. Contracts 2-4 are substantially complete, which allows for the plant to open. Mr. Steckbeck presented a proposal to revise our sewer regulations to permit the installation of directionally drilled gravity sewer connections. The proposed regulation set the requirements for registration of driller, qualification of staff, procedures for monitoring depth to ensure that sufficient slope is maintained, and permits the installation. Clean outs would be permitted at 75 foot intervals. A motion was made by Mr. Bevans to adopt the regulations, seconded by Mr. Thompson, and the motion was adopted without dissent. The regulation will be placed on the website. Mr. David Brubaker of United Methodist Church located on Shirksville Road asked if they needed to connect to the sewage line since the church is located over 150' away from the road. Mr. Bevans, a member of that congregation agreed to speak with him. Basically, the board recommended that they connect as soon as they can because costs will rise in the future; however, the board will not attempt to force the church to connect at this time.

Fredericksburg WWTP - Nothing to report. No feedback on the chapter 94 report from DEP

Monroe Valley WWTP - Nothing to report. No feedback on the chapter 94 report from DEP

FSWA Water System - Meeting Wednesday with DEP regarding the installation of the water filter system. The fee for the permit increased from \$500 to \$750 needing Board approval as a payment of \$500 had previously been approved. The Board approved the increase without objection.

Water System Improvements / New 1MG Tank; Water Source – Geologist Conapitski is scheduled to review the well files April 24. SRBC report would be submitted, which will inform us on how much will be allocated from the proposed wells if purchased by the Authority.

East Main Street Pump Station – The application to replace the force main with a larger pipe in order to increase the station's capacity has been submitted. The

objective is to replace the existing force main in the same ditch in which the original force main was installed. However, the review engineer, Mr. Barr, indicated that clearance was required from the Historical and Museum Commission before the project could be approved.

Miscellaneous - Request was made to release the final payment to Caldwell Tanks for \$20,000 which was held as retainage. This amount from the original contract for construction of the west tank was held until the tap-ap mixing systems were installed and inspected. The board approved the request to release the retainage without objection. The application for installation of the high flow booster pump at the East Water Tank is ready to be filed. The board approved the request to file the application and the fee to do so, since the system is being paid for by Farmer's Pride as part of their project. Mr. Joe Eisenhower is now the main contact person for Light-Heigle with respect to the matter of a possible sewer connection for the Kenbrook Bible Camp. Mr. Eisenhower wanted to know which manhole to connect into. He was told that any manhole they can get to would be acceptable; however, they will have to directional drill through the woods because the entire area is wetlands. The Army Corps of Engineers doesn't want the Authority disturbing anything in a protected area. Matthew and Hockley will revise the drawing for Oak Ridge Estates to show the additional hydrant on our 12 inch water main. The drawings should be available next meeting. Nothing new to report on Purdue Plant shut down.

SOLICITOR'S REPORT - Update was given on purchasing the land on which we drilled a well from Mr. Randy Martin. There is a possibility of our purchasing the land we need and allowing the surrounding area to be used for cultivation. Because the board has not made any decisions with respect to new water sources, this issue will not be resolved for some time.

OLD BUSINESS – The board discussed sending a letter on Authority Letterhead to Mr. Altrath concerning his request for a meter test and the \$25 meter replacement fee.

NEW BUSINESS - A motion to approve the use of Mary Coble as necessary until the office can be running productively was made by Mr. Thompson, seconded by Mr. Bevans and received unanimous board approval. Motion was made and seconded for a specialized audit by Micco and DeLuca of Lebanon. The board unanimously approved.

COMMITTEE REPORTS

Budget Committee - The budget committee is attempting to determine how to use the existing software we have in place to be able to develop more user-friendly financial reports. The existing Quickbooks reports tend to be confusing for those not trained in accounting. Mr. Thompson raised the matter of Quickbooks and Visual Utility Billing training. The board agreed that money had

been approved in the 2014 budgets for training purposes and that he could schedule whatever staff training he believed was necessary.

Operations Committee - Mr. Snader had requested that the committee approve a list of additional equipment and tools, at a cost of about \$2,300, for the new treatment plant. The committee had approved his request and recommended that the board authorize the purchase, which the board did without objection.

Building Committee – A recommendation was received from DEP for the installation of double barrier protection for a chemical drum at the new plant that would contain leakage in case of a break. The board agreed that this protection should be provided. Roof repairs were brought up concerning both well #5 and the main water building. The board approved the request to have both roofs repaired as soon as money was available in the water fund to do so.

COMMENTS/COMPLAINTS – Mr. Thompson raised the issue of revising the hours of the office staff to reflect a half an hour lunch and a full eight hour workday. The motion was made and seconded to set office hours at 8:00 AM to 4:30 PM and provide every employee with a half hour lunch period. The motion was approved unanimously by the Board.

ADJOURNMENT – A motion to adjourn was made by Mr. Thompson and seconded by Mr. Helms. The meeting ended at 9:20 PM.

**Respectfully submitted,
Jonathon Kees**