

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
February 17, 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 and Kevin Helms. Also in attendance were Tony Fitzgibbons, Jeff Steckbeck, Kevin Snader and Lorrie Wright. Mr. Heisey welcomed Kevin Helms to the Authority Board of Directors and thanked Bev Martel for her service to the Authority.

**COMMENTS/COMPLAINTS**

**Robert Altrath, 15 Pine Avenue** - Mr. Altrath appeared before the Board to express his concerns about the Rate Increase letter that was mailed to the FSWA customers on January 27th. Mr. Altrath also indicated that he had concerns about his water usage.

**MEETING MINUTES**

The January 20, 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 \$20,221.87, the Fredericksburg Water Payables in the amount of \$61,433.13, the Monroe Valley Sewer Payables in the amount of 5,506.36, the S. Fredericksburg Sewer Payables in the amount of \$6,580.29 and the S. Fredericksburg / PennVest Payables in the amount of \$93,545.00. Ron Thompson 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. Rick Rudy seconded the motion. All voted in favor and the motion carried.

**OFFICE MANAGER'S REPORT**

**Monroe Valley Flood Mitigation**

Paperwork regarding the flood mitigation work performed by the Authority was submitted to PEMA in November 2013. PEMA representatives claim that they never received anything. Information was submitted again. I have been in contact with PEMA but there has been no progress since the last meeting.

**Fredericksburg Service Area**

The 1st quarter sewer and water bills were due on February 10th. 108 Late notices were issued later that week. The outstanding balance is approximately \$35,000.

Work continues with the solicitor on the delinquent sewer and water accounts.

## **Monroe Valley Service Area**

The staff continues to work with the solicitor on delinquent sewer accounts.

### **2013 Audit**

Greenawalt & Company performed a preliminary audit on January 23rd. They will return March 17th - March 21st to complete their audit procedures.

### **Payroll**

2013 W2's were processed and sent to all employees.

1099's were processed and sent to all involved vendors.

### **Unemployment Claim**

A second claim for unemployment was received for S. Levan. The first claim was denied however the second claim determined her eligible to receive compensation. The Authority pays unemployment comp payments to PMAA who acts as a trust to the state so they will be responsible for submitting payment. This will not affect the Authority's percentage due to PMAA. Currently our percentage is 2.7%.

### **Northwest Bank**

Office loan closing was on January 24th. Payment was applied towards the S. Fredericksburg Short Term loan principal.

### **Land Lease**

Mr. Light was invoiced for the 2014 rental of land at the Rt 22 WWTP.

### **Rate Increase Letters**

Rate increase letters were mailed to the Fredericksburg service area customers on January 27th. Several customers voiced their opinions and concerns regarding the increase.

South Fredericksburg letters were mailed on February 14th.

### **2013 Statements of Financial Interest**

Statements were included in board folders. Statements are due by May 1, 2014.

### **Ceiling Fans**

Shilling Construction installed the ceiling fans in the office on January 28th.

### **Life Insurance**

Information has been provided to Zinn Insurance and PMAA to collect quotes for life insurance and short term disability.

## **OPERATION MANAGER'S REPORT**

### **Fredericksburg Sewer**

Operation is running normally. Chemicals have been ordered and some have been delivered to the WWTP.

### **Fredericksburg Water**

The Chapter 110 Primary Facility are in progress.

Jack Curry from DEP will be conducting a detailed inspection on Tuesday, February 18, 2014.

There were no updates to the CoLA system. Farmers Pride and Hain Pure Protein agreed to conserve 100,000 gallons of water until Monday. BC Natural said that they would have conserved water if they were open. The inclement

weather caused the majority to be closed on Friday, February 14th. Hain Pure Protein asked that the Authority would consider waiving the penalties for the duration.

### **Monroe Valley Sewer**

Operation is running normally. The grinder was out of service for a week. Parts were ordered locally and repaired by the operations staff.

The post EQ line was frozen on February 13th. The effluent was held in the basins until the line was thawed. The February DMR will reflect zero flow for that day and no damage was noted. The mercury registered -7 that morning.

### **Miscellaneous & Compliance**

The January DMR's for Fredericksburg and Monroe Valley were presented to the Board for review. There were no violations.

The sign for the new WWTP was picked up at Brown Signs.

No certificates have been received for C. Mengel's Sacramento study material.

## **ENGINEER'S REPORT**

### **Fredericksburg Plant Expansion / South Fredericksburg**

Contract 1 - Joao & Bradley has submitted their final application for payment. As is normal and customary for all Unit Price Contracts, Pennvest requires that we reconcile final quantities which were actually constructed and expended compared to the original estimate used on the Bid Form.

The Board instructed the engineer to pursue construction on S. Pine Grove Street to connect the remaining homes that could have been connected by gravity line had the development of the Maulfair property proceeded as hoped.

Contracts 2, 3 & 4 - Startup and certification of the plant equipment continues.

Various startups will be occurring throughout the first half of February.

Pennvest - Pay Request 11 was presented for approval as follows:

Total Amount	\$351,371.69
Retainage	<u>(13,159.26)</u>
Net Payable	\$338,212.43
Local Share	<u>0.00</u>
PV Share	\$338,212.43

Dale Bevans made a motion to approve Pennvest Pay Request #11 in the amount of \$338,212.43. Tom Demler seconded the motion. All voted in favor and the motion carried.

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

Change Order Proposal 3-X - The proposed Change Order for the UV wiring in the amount of \$9,799.64 has been eliminated. It is being resolved between two of the contractors and ETS, the UV equipment manufacturer.

Change Order Proposal 3-14 - Generator Wiring - This Change Order covers the cost to add additional wire and conduits between the Generator, Automatic Transfer Switch and Panel board. The Generator provided includes additional features which if used will provide an easier installation for the operator to maintain and troubleshoot. The cost of the Change Order is

\$1,929.96. The Board tabled voting on this matter until more information was received from the engineer.

Change Order Proposal 4-4 - Dryer Vent - This Change Order covers the costs to install a vent for the washer dryer combination unit in the locker room. The cost of this Change Order is \$226.00. The engineer offered to pay for this Change Order.

PROPOSED STARTUP DATE - The proposed "start up" of the new WWTP has been altered and delayed to accommodate Aaron Barr from DEP. Mr. Barr is requiring two full sets of as-built drawings and a 30 day advance notice for his final inspection prior to authorizing the plant to be placed in service. The contractors have not yet completed their as-builts since their construction work is only now coming to completion. Thus, the official start up date is anticipated to only occur in late March.

Testing, certification and training of the new equipment has been or will be conducted according to schedule.

Approval of the accessibility exemption was received from the PA Dept. of Labor and Industry Accessibility Review Board. A final walk through with the Code Enforcement Officer is being scheduled to coordinate issuance of the occupancy permit.

#### **FSWA Water System Operations Support**

Engineering has consulted with Hoover Excavating on the details for the water meter pit at the property located at 119 S. Center Street.

#### **Water System Improvements / New 1MG Tank; Water Source**

The geologist and well driller have performed most of the tests on the proposed well. Results have not been received yet. The land owner, Mr. Martin is not satisfied with their performance and lack of communication and was in attendance to discuss the matter. Geologist Conapitski was also in attendance to discuss the matter.

Mr. Beers has confirmed that the CoLA has agreed to a year to year time extension with a 2 year cancellation notice until such time that alternate provisions. It was confirmed that CoLA does not want to terminate service to FSWA. In light of Perdue's recent announcement of closure of their plant, CoLA is interested in meeting to better identify FSWA future water needs and develop a new contract accordingly.

#### **East Main Street Pump Station**

Design plans for the force main replacement are complete. The DEP permit application is complete. DEP's approval of the Bell & Evans Planning Module for land development was received earlier this month so the application is ready for submittal. A filing fee in the amount of \$500.00 will need to be submitted to the Commonwealth of Pa.

#### **Miscellaneous**

Design of the new high flow water booster fire pump continues 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 back-up power for this and a future second pump, the generator will be on the order of 350 kW. Provisions are being finalized for surge and water hammer protection; chlorine supplementation; water re-circulation; and SCADA controls. DEP PWS permits should be ready to file in the next two weeks.

Stacy Longenecker of Light-Heigel attended the December 2nd FSWA meeting to discuss Kenbrook Bible Camp sewer connection. Recent email correspondence indicates planning is still underway with an update to be issued in advance of the first March board meeting.

The engineer continues to perform the work requested by the Board in regards to the Perdue plant shut down.

### **SOLICITOR'S REPORT**

#### **Us Real Estate / Trammel Crow**

Attorney Courtney stated that USRE will likely be starting the site work in the spring to prepare the site for a building. He also indicated that he did not think the building would be constructed, however, since USRE did not yet have a tenant. As long as the site work is done though, USRE will be installing the water line across its property thus allowing the water system to be extended to a point near the intersection of Mill Road and S. Pine Grove Street.

#### **Kreiser Construction**

A Deed of Dedication was forwarded to Kreiser Construction, Inc. Swatara Township is being contacted to see if the street is in the process of being dedicated to the township. Once the street is dedicated, then, consistent with FSWA past practice, the Authority will be in a position to accept sewer facilities for dedication. The escrow account placed by Kreiser Construction contains enough money to serve as the bonding/financial security during the 18 month bond period.

#### **Mountain Stream Village**

The solicitor is checking on the ownership of the various phases on Mountain Stream Village so that, when appropriate, a deed of dedication for the water and sewer facilities can be prepared.

#### **Sewer Liens/Delinquent Accounts**

The solicitor continues to work with the office staff as issues arise.

The Board recessed at 7:45 PM to go into an Executive Session.

The meeting resumed at 9:05 PM.

### **EXECUTIVE SESSION**

Tom Demler made a motion to authorize the engineer to request a meeting with the PA DEP and the SRBC to discuss Perdue. Ron Thompson seconded the motion. All voted in favor and the motion carried.

### **OLD BUSINESS**

The Board reaffirmed the Chairman to sign the letter to Bethel Township to repair roads where utility lines settled.

### **NEW BUSINESS**

Dale Bevans requested that the Office Manager work on setting up online payments for the sewer and water customers.

### **COMMITTEE REPORTS**

**Budget Committee** - There was nothing to report.

**Operations Committee** - Tom Demler made a motion to authorize the operator to hire from Temp Force with a starting date on or about March 17th. Rick Rudy seconded the motion. All voted in favor and the motion carried.

**Building Committee** - The Building Committee was asked to look into heating and air conditioning for the administration building.

### **COMMENTS/COMPLAINTS**

There were no comments or complaints.

### **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 at 9:30PM.

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