

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES May 5, 2014**

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

**ROLL CALL** Roll call was taken by Jon Kees. Ron Thompson, Rick Rudy, James Heisey, Kevin Helms and Tom Demler of the Board were present. Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Jon Kees were also present.

**COMMENTS/COMPLAINTS**

**Earl Zellers, 267 West Main Street** - Concerns were made about the meter readings that had been collected and how they were steadily rising month to month. Mr. Fitzgibbons stated the policy of testing the meter that the customer would have to get in contact with Mr. Snader about checking the meter, and if it were determined to be in working condition, the customer would owe \$25 for the analysis. If it wasn't a working meter, it would be replaced at no cost. Concerns were brought up about the debt service and if there was a projected path for it going up or down. The Board was not able to give a definite answer, but water rates for the rest of the year would stay the same.

**TREASURER'S REPORT Bills Payables** - The Bills Payable were approved on a motion by Mr. Thompson and seconded by Mr. Demler. The board voted unanimously and the motion was carried.

**OFFICE MANAGER'S REPORT**

Quickbooks account was updated. The taxes are waved on the property south of Greble Road on which the new Sewer Treatment Plant was constructed. The check to Caldwell Tanks for \$20,000 has been sent on the 28th of April.

**OPERATION MANAGER'S REPORT**

**Fredericksburg Sewer** - The sewer plant along Route 22 is being cleaned in order that it may be decommissioned. The bench testing of the new plant effluent appears to be in compliance with the NPDES permit. The residents of 6 Pine Avenue have not gotten in contact with us about their I&I Fee. A letter was sent to them stating that they needed to fix the situation in which ground water is coming in through a leaking lateral or the \$250 I&I fee would be assessed to them. A motion was made to charge the \$250 Infiltration and Inflow fee against 6 Pine Avenue with the next billing quarter and until the situation is corrected. The motion was made by Mr. Thompson and seconded by Mr. Demler. The board voted unanimously for the motion to apply the fee until the situation is corrected.

**Fredericksburg Water** - Allied Control Services will be scheduling a time to come in and make adjustments in the next two weeks. Secondary containment situations from DEP were addressed with secondary containments where needed.

**Monroe Valley Sewer** - Everything is running as scheduled.

**Miscellaneous** - The Operations Staff would be taking a Road Safety Class, and the training costs \$50 a person to be paid from the training budget.

## **ENGINEER'S REPORT**

**General Administrative** - Nothing new to report.

**Fredericksburg Plant Expansion / South Fredericksburg** - DEP and the US Army Corps will be back out for a second inspection of the wetlands with The Corps requesting the wetland delineation flags be re-established via field surveying for their second visit, with the original wetland biologist that performed the delineation requested to be there for the visit. The files for the single audit are readily accessible from Mr. Lutzkanin, and he has provided a compact disk with the information on it as well. A spreadsheet is being created that lists all of the customers in the South Fredericksburg area that need to pay for their tapping fee. JOAO & Bradley has had their retainage reduced to 2% while issues on restoration are being resolved with all other contracts reduced to 1% retainage while any start up issues are being resolved. Pennvest request 14 was presented for Board approval of net amount of \$529,408.69 payable by Pennvest and \$12,900.14 from the Local Share. Mr Lutzkanin explained all of the contracts combined were under the 5% contingency. A motion to approve the request was made by Mr. Rudy and seconded by Mr. Demler and approved unanimously by the board.

**Change Orders** - Pennvest wants a complete reconciliation for Contract 1-South Fredericksburg Sanitary Sewers. Motion to approve change order 1-4, which are adjustments to the final numbers against the estimates, was made by Mr. Helms and seconded by Mr. Demler. The Board voted unanimously and the change order was approved. Change order 3-17 is for the termination for heat trace tape on the Influent Screen utility water line. The amount for the termination is already included in the pay request. Motion for approval was made by Mr. Demler and seconded by Mr. Thompson. The Board voted unanimously and motion was approved.

**Fredericksburg WWTP** - No feedback on the Chapter 94 submission yet.

**Monroe Valley WWTP** - No feedback on the Chapter 94 submission yet.

**FSWA Water System** - The DEP permit application for the Eaton Proline 100 bag filter has been submitted to the DEP.

**Water System Improvements - New Water Source & Filtering Plant** - Mr. Conapitski sent a status report for the possible purchase of some wells, which was passed along to the Board. DEP permit application and drawings for East Water Tank booster pump are available for Board's approval. Motion was made to approve a \$750 check for the permit of the booster pump by Mr. Demler and seconded by Mr. Thompson. Farmer's Pride will reimburse because they will use

the pump for their water flow. The Board voted unanimously and the motion was carried.

**East Main Street Pump Station** - DEP Permit application was submitted for East Main Street Pump Station and all concerns were addressed and we are awaiting the permit. Grant money is available from DCED and the deadline to apply is May 16th. A motion was made by Mr. Demler to create and approve a resolution for the Grant; seconded by Mr. Helms. Mr. Thompson opposed the motion and believes that it could create issues later on as far as grant money is concerned. Mr. Demler volunteered himself for the position of Acting Secretary to sign the Resolution. The board voted for both the resolution and the application approval and the motion was carried with Mr. Thompson voting against it.

**Miscellaneous** - Specifications for the directional drilled gravity sewer lateral were handed out, which modified the rules that the Board adopted at the last meeting. The specifications were revised to provide for distinction between lateral slopes greater than 2% and installations with slopes below 2%. The proposed changes were tabled until the next meeting in order for the board members to be able to familiarize themselves with the content and to ask any questions of the engineers. No new information was received from Light-Heigel in regard to Kenbrook Bible Camp connecting to the sewer system. Matthew and Hockley have submitted new drawings of Oaks Hills which shows an additional hydrant off the back of the property. Board approval was requested for the utility plan as amended by Light-Heigel. A motion to approve the revised utility plan was made by Mr. Rudy and seconded by Mr. Thompson. The Board voted unanimously and the motion was carried. USAA Realty has a construction conference scheduled for May 9 at 11 AM.

**SOLICITOR'S REPORT** - The Authority will continue to get rent until November 30, 2014, or until such time as the equipment and antennas are removed, for the East Water Tower due to Nextel cancelling the contract. When all equipment is removed, the Board will have to consider a document to approve the removal, will receive the trailer and \$5,000, and will be required to release the decommissioning bond, after the Engineers sign off on the condition of the tank. Mr. Fitzgibbons provided a copy of Perano v. Ord Sewer Authority, which determines that the Authority can send out a notice to connect letter and assess fees to the South Fredericksburg customers even if they do not connect to the lines. The Board had voted to accept the sewer lines for dedication contingent upon Kreider Drive becoming a public street, which it now is. The 18 month maintenance bond will run from May 5, 2014 through November 5, 2015. Mr. Fitzgibbons advised the board that a notice of violation had been received concerning the installation of the bag filters at the water plant. He will attempt to negotiate a settlement with DEP in order to avoid a penalty or at least to minimize one. If all else fails, he indicated that the board could approve an appeal to the Environmental Hearing Board.

**Old Business** - None.

**New Business** - Mr. Fitzgibbons and Mr. Lutzkanin will work on a notice to connect letter to be voted on for the next meeting.

**COMMITTEE REPORTS**

**Budget Committee** – No report

**Operations Committee** – No report

**Building Committee** – No report

**COMMENTS/COMPLAINTS** - None.

The board recessed briefly and then began an executive session to discuss both real estate acquisition and personnel matters. Subsequent to the executive session, the meeting was again called to order by the Chairman. A brief discussion took place regarding the purchase of additional real estate, but the board agreed that no decision on any further acquisition of land would be made for several months.

A motion was made by Mr. Thompson to hire Jonathon Kees as a full-time office employee, the start date for which would be the beginning of the next pay period, May 12, 2014, with the title of Financial Officer trainee, at a rate of pay of \$17.00 per hour. The motion was seconded by Mr. Demler and approved unanimously by the board. A motion was made by Mr. Thompson to increase the rate of pay for Kathy Gamble to \$13.00 per hour with the same effective date. This motion was seconded by Mr. Helms and approved unanimously by the board.

**ADJOURNMENT** – The meeting was adjourned on a motion by Mr. Rudy, seconded by Mr. Helms, and approved without dissent by the board. The meeting ended at 9:40 PM.

**Respectfully submitted,  
Jonathon Kees**