

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
April 20, 2015

Chairman Jim Heisey called the meeting to order at 6:30 PM.

ROLL CALL Roll call was taken by Secretary Jon Kees. Ron Thompson, Jim Heisey, Tom Demler, Kevin Helms and Rick Rudy of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present. Board Member Dale Bevans was out due to a work trip.

COMMENTS/COMPLAINTS

Jeff Ritchie - Hain Pure Protein Manager: Mr. Ritchie came in to question about purchase of the old BC Plant. Hain would like to know what they would need to do if they proceed this way. Mr. Steckbeck discussed three issues that would come up. One involving an ordinance with Bethel Township, another knowing the type of waste, and the last being the tapping fee exceeding one million dollars. Mr. Heisey mentioned that the Board would be willing to work with Hain to create an agreement beneficial to both parties to cover the tapping fee. Hain will study the types and amounts of discharge that would be expected for the plant they would plan to run. The Board reiterated that they would gladly work with Hain to create a mutually beneficial arrangement.

MEETING MINUTES The meeting minutes from April 6th were presented, and adopted by the Board without revisions.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$30,838.55 from the Water Fund, \$24,321.11 from the Sewer Fund. Mr. Rudy questioned why we were paying a hydrant tax. Mr. Fitzgibbons explained that the office building is not entirely tax free, and therefore we could be charged for that. Mr. Kees looked at the bill and notified the Board that it was for 190 West Main Street, which is the water tower. Mr. Fitzgibbons will look into this matter and find out more information. Mr. Rudy made a motion to pay the bills as presented, as well as protest the fire hydrant tax. Mr. Demler seconded the motion and the Board voted in favor for the motion.

Financial Statement – The financial statement was presented to the Board for approval. Mr. Thompson made a motion to accept the financial statement, pending audit. Mr. Helms seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT – Mr. Kees informed the Board that the office staff waived the late fee from Ronald Stump's account, and wrote a check for Guy Miller to zero his account. 32 late notices were mailed out to the customers in the Monroe Valley. Since March 16th, two additional permits for South

Fredericksburg were sold that had not been reported. The bills that were sent to the Fredericksburg water and sewer customers were incorrectly calculated. The sewer portion of the billing was incorrectly posted at a flat rate. The office staff, with the assistance of members in Diversified, were able to rectify the problem, and mailed out a revised statement to those customers who were affected by the error. Mr. Kees informed the Board that the Online Bill Payment option is near finalization. A link has been placed on the Authority website leading to the bill-pay website. Mr. Kees asked the Board for permission to close the office a half an hour early someday this week to be instructed on how to use the bill pay system, to which the Board will allow. Mr. Kees will post a notice to inform the customers of the office closure.

Mr. Kees informed the Board that the equipment for bid has been posted in several locations, and will be advertised in the Merchandiser next week. Guardian has confirmed everything is in place for John Allwein's short-term disability claim. A refund check was received from Hach Company for a bill that was double paid in 2014.

OPERATION MANAGER'S REPORT – Mr. Snader informed the Board that Andritz was out and performed their pilot test for the centrifuge last week. A full report will be submitted in the coming weeks. Mr. Snader informed the Board that the testing showed a potential savings of 63% over using sludge removal, with the chance to reach 75% in total savings. Several bench tests were completed and the centrate did not show any signs of negativity impacting the plant, and the effluent met NDPEs permit. Martha Moran advised Mr. Snader that she hired a lawyer to dispute the \$750 Infiltration and Inflow fee. She believes the problem was resolved, and Mr. Snader requested an explanation on how the leak was fixed. The Board recommended Mr. Snader to tread with caution, and to cease communication. The Operations Staff will continue to monitor the situation. The supernatant pump replacement parts have been ordered.

Mr. Snader asked Kathy Gamble to compile a list of the oldest water meter customers because Mr. Snader wants to start replacing the meters. Mr. Snader informed the Board about new rules being recommended from PA DEP, which are much more stringent than the current EPA requirements, with most of the changes apply to surface water. Mr. Snader informed the Board that he has always taken a report from the water that included the City of Lebanon, as well as water that was without as a precaution. The rules are in the proposal phase and not set in stone. Mr. Demler requested information on the one hour notification change as oppose to the 24 hour notification for public notification. Mr. Snader stated that testing would probably change to meet the ability to require the notifications.

Mr. Snader also informed the Board of what will be necessary to service the East Tank. After a lengthy communication process, Mr. Snader was informed that the AWWA C652 Standard for Disinfection of Water Storage Facilities is what needs

to be followed. No further detail was provided due to not wanting to violate the copyright of the AWWA. SESI has the most current revision and will be providing guidance as needed.

ENGINEER'S REPORT – The Authority is expecting a release of \$132,931.70 from Pennvest by the end of the week. Mr. Rudy joined Mr. Steckbeck in the meeting for the DEP Enforcement Action, and a new restoration plan is being developed, with the work to be completed by June 30th. The 12" water line for the Esther's Project and the associated pump tests are complete. During the test, the pressure varied between 49 psi and 100 psi. Residual pressure after the test settled at about 88 psi. Vortex was informed to start their delineation process, which will take place in the next few weeks. The SRBC denied Bell & Evans the ability to use the two wells on site, so Bell & Evans filed a permit application to utilize FSWA public water for the HVAC system on April 16th.

Mr. Steckbeck informed the Board of a customer wishing to do a remodel of their house. A sketch was provided, which Mr. Steckbeck said looks good. The Board must decide if Mr. Snader or SESI will go out to inspect. The Board requests SESI to perform the inspection for the property and the proposed connection. Mr. Kees will write a letter stating that the Authority has no objection to rerouting the line, as long as it falls within the rules. Mr. Kees will also inform the customer to pay a \$75 fee to cover the costs for inspection.

SOLICITOR'S REPORT – Mr. Fitzgibbons received the deed of dedication from Isaac Martin. Mr. Fitzgibbons is looking for a motion to accept the deed conditioned upon receipt of \$2,500 in account of escrow. Mr. Rudy made the motion, and Mr. Helms seconded the motion. The Board voted in favor of the motion and it was adopted. A secondary motion was also requested to release the Letter of Credit contingent on the receipt of the \$2,500. Mr. Rudy made the motion, and Mr. Demler seconded. The Board voted in favor of the motion. Mr. Fitzgibbons has been working on figuring out an appraisal for the 20 acres needed for the proposed well field on the Martin farm. The final iteration of the easement between Trammell Crow and Margaret Van Lieu will be submitted, with Mr. Fitzgibbons believing Ms. Van Lieu will sign it. Trammell Crow has been invoiced to cover all costs associated with the easement, including the \$5,000 payment to Ms. Van Lieu. Mr. Fitzgibbons has prepared the developer's agreement for Mr. Halteman, and provided a copy to the engineer working with Mr. Halteman. Mr. Fitzgibbons will continue to work with Ms. Gamble on the lawsuits to connect for the South Fredericksburg customers.

OLD BUSINESS – Mr. Rudy provided a report on a cleaning person for the office building. The person would provide her own cleaning supplies, and perform twice a month for a fee of \$60 per cleaning. She would like us to withhold the taxes for her, effectively making her an employee. Mr. Kees informed the Board as a part-time employee she could deny being part of the retirement program. After a brief discussion, Mr. Rudy made a motion to hire Maria Metter as an employee of the

Authority, and exempt her from any of the benefits she could be entitled to. Mr. Thompson seconded the motion. The Board voted in favor of the motion. Mr. Rudy will be in contact with her to have her come in and file paperwork.

NEW BUSINESS – Mr. Snader informed the Board that there are trees that are growing overtop the power lines at the driveway entrance to the plant. Knerr's Tree Service was contacted about tree removal services and informed Mr. Snader it would cost \$400. Mr. Rudy made a motion to hire Knerr's Tree Service to remove the trees at the front of the plant entrance for \$400. Mr. Kees will work with Ms. Gamble on figuring out on which customers in South Fredericksburg who have purchased a permit but have not hired a contractor. As well as those who have purchased permits and have contracted someone but haven't been inspected.

COMMITTEE REPORTS

Budget Committee – The budget committee will meet on April 22nd to see where the Authority stands compared to the budget.

Operations Committee – In regards to operations employees, Mr. Snader would like to hire two employees; one as a maintenance and the other as an entry level operations employee.

Building Committee – None

ADJOURNMENT Mr. Helms made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 8:12 PM.

Respectfully submitted,
Jonathon Kees
Secretary/Treasurer