

THE REGULAR MONTHLY MEETING WAS HELD ON WEDNESDAY, NOVEMBER 21, 2018. PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. SPOCK, CHUCK MADISON, STEWART SMITH, THE SOLICITOR, AND THE SECRETARY.

#### SALUTE TO THE FLAG AND MOMENT OF SILENCE

The moment of silence is for anyone who is having difficulties during the holidays.

#### CITIZENS PARTICIPATION

There were no citizens present at this meeting.

#### APPROVE OCTOBER MINUTES

Mr. Spock made the motion and Mr. Fisher second. Vote 3-0.

#### APPROVE OCTOBER PAID INVOICES

Mr. Kavitski made a motion to approve the October paid invoices for the Water Division totaling \$ 137,095.09 and the Sewer Division invoices totaling \$64,830.64, and Mr. Fisher second. Vote 3-0. (Reference 2162-A).

#### CURRENT INVOICES

Mr. Spock made a motion to approve payment of the current Water Division invoices totaling \$ 65,614.54, the Sewer Division invoices totaling \$ 45,167.89, and the Sandy Run invoices totaling \$ 765.15. Mr. Fisher second. Vote 3-0. (Reference 2162-B).

#### FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2162-C.

Meeting in December will cover opening accounts at First National Bank and keeping general funds here at Community Bank, so we can continue to accept cash payments from customers as this time.

Mr. Fisher made a motion to approve the 2019 Sewer Budget and Mr. Spock second. Vote 3-0.

Mr. Fisher made a motion to approve the 2019 Water Budget with a rate increase of \$1.00 per every 1,000 gallons and increase base charge by \$1.00 and Mr. Kavitski second. Vote 3-0. This rate increase was also recommended by the auditor at Snyder and Clemente during the review of the annual audit.

Mr. Kavitski made the motion to deny the Solvency Fee and Mr. Fisher second. Vote 3-0. (Reference 2162-D).

#### SEWER DIVISION REPORT

See Engineering Report Reference 2162-E.

Ms. Samantha Albert of Borton Lawson Engineering discussed the PADEP 537 Special Study. There is a lot of data to look over and Ms. Albert and Chuck Madison will have a meeting to go over all the material. Citterio provided only 2 samples for the month of October. POTW Pretreatment Program Ms. Albert has complied all information and will schedule a meeting to be able to review the spreadsheets with Mr. Kavitski and Mr. Madison.

#### Birkbeck St Reservoir Project

The last construction meeting was held on October 29<sup>th</sup> of 2018.

Certificate for completed work on Contract #2 – Hayden

Need to submit pictures of changes that PADEP requested to show the work was completed.

Waiting on the Well #12 pump testing results – not completed from Meiser & Earl.  
Additional items to consider submitting to the project are: Generators for Wells 6, 9 & 10 as required by PADEP, Old SCADA to be upgraded and integrated to the new server, new upgraded modems for the Wells, and a CADD ArcGIS computer.

Mr. Fisher made a motion to approve change orders for perimeter fencing around the new pump house building and water storage tank, 8' x 6' additions at Well 9 & 10 with security fencing and at Wells 4, 11, 6, 9 & 10 new electrical and RTU Panels and Mr. Spock second. Vote 3-0. (Refer to Reference 2162-E.)

Mr. Fisher made a motion to name Dan Murphy, the Lead Operator at the WWTP, as of January 1, 2019, and Mr. Spock second. Vote 3-0. Mr. Murphy will also be doing all regulatory reporting at the wastewater treatment plant.

#### ATTORNEY REPORT

Attorney Peter Fagan stated he had a “quiet” month with the Authority and only spoke to Mr. Madison once this month. Attorney Fagan will look over the revised employee handbook and give his recommendations at the December meeting.

Mr. Gene Zynel has asked Attorney Fagan if a waiver could be drafted since he is relinquishing his duties at the WWTP. Attorney Fagan will draft a waiver for next month.

#### WATER DIVISION REPORT

Mr. Fisher made the motion to approve the quote from Keystone Engineering to upgrade the SCADA to the new server, which will be submitted to the water project. The cost of \$47,500 includes hardware, software, set-up and upgrades and Mr. Kavitski second. Vote 3-0. (Reference 2163-A).

#### BORTON LAWSON INVOICES

Mr. Spock made the motion to approve Borton Lawson Birkbeck St Reservoir Project Invoice #30 and Mr. Fisher second. Vote 3-0. (Reference 2163-B).

#### MANAGERS REPORT

The epoxy floor coating was completed in the new pump house building.

Twenty-four feet of sewer line was replaced in the Freeland Public Park and the grass restoration will be done in the springtime.

Sewer manholes at Centre & South Streets intersection and at Schwabe Street were completed.

Well 9 & 10 – the foundations were poured for the additions.

SRBC was completed.

2008 CAT backhoe needs welding repairs and the estimate is \$1400.00, approval was given to have repairs made as soon as possible.

Wyoming St Pump Station – Biros was scheduled for the repairs there since Foster Township has given their written approval on the bid.

Freeland Village meter and vault are complete now and the new meter is in operation.

#### OTHER/OPEN ACTIONS

Mr. Fisher made the motion to approve the ArcGIS CADD PC with software and Civil 3D perpetual license and Mr. Kavitski second. Vote 3-0. (Reference 2163-C).

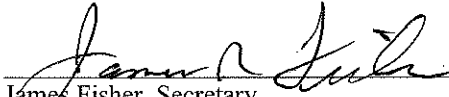
Mr. Fisher made the motion to approve Lynx Silver Care Plan at the beginning of 2019 for \$1200.00 per month and Mr. Spock second. Vote 3-0. (Reference 2163-D).

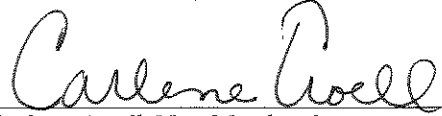
Freeland Borough has requested the use of the SwiftReach call out system for the snow parking ban and the Board agreed for the Borough to have use of the System. Mr. Fisher made the motion and Mr. Kavitski second. Vote 3-0.

ADJOURN

Mr. Fisher made a motion to adjourn the meeting. Mr. Kavitski second. Vote 3-0.

*These minutes are certified true and correct to the best of my knowledge.*

  
James Fisher, Secretary

  
Carlene Troell, Non-Member Secretary