

THE REGULAR MONTHLY MEETING WAS HELD ON WEDNESDAY OCTOBER 17, 2018. PRESENT WERE MR. KAVITSKI, MR. THOMAS, MR. FISHER, MR. LINDSEY, MR. SPOCK, CHUCK MADISON, STEWART SMITH, THE SOLICITOR, AND THE SECRETARY.

SALUTE TO THE FLAG AND MOMENT OF SILENCE

The moment of silence for Gerald Brogan and his family and the people with all the flooding down south.

CITIZENS PARTICIPATION

There were no citizens present at this meeting.

DOUGLAS BORLAND – VOLUNTARY BENEFITS BROKER FOR THE EMPLOYEES

Mr. Borland informed the board members that he not only offers Aflac, but he is also an independent broker for Colonial Life. He explained to the board members Colonial Life has the same type of policies that Aflac offers but the premiums are normally cheaper with higher payouts that would benefit the employees. Mr. Borland asked if he may present to the employees and he was given the approval to do so. He also inquired, if he may be able to meet with Freeland Borough employees and he was told the Authority and Freeland Borough are separate entities, but he may meet with borough employees in the conference room, if they choose to meet with him. Mr. Borland would set up the Section 125 plan.

APPROVE SEPTEMBER MINUTES

Mr. Thomas made the motion and Mr. Fisher second. Vote 5-0.

APPROVE SEPTEMBER PAID INVOICES

Mr. Fisher made a motion to approve the September paid invoices for the Water Division totaling \$ 93,426.59 and the Sewer Division invoices totaling \$53,850.99, and Mr. Lindsey second. Vote 5-0. (Reference 2158-A).

CURRENT INVOICES

Mr. Thomas made a motion to approve payment of the current Water Division invoices totaling \$ 70,453.48, the Sewer Division invoices totaling \$ 42,616.38, and the Sandy Run invoices totaling \$ 69.22. Mr. Lindsey second. Vote 5-0. (Reference 2158-B).

FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2158-C.

SEWER DIVISION REPORT

See Engineering Report Reference 2158-D.

Ms. Samantha Albert of Borton Lawson Engineering discussed the ACT 537 Special Study. All the flow meter data is just about ready for her to be able to compile her report.

Ms. Albert informed the board that she only received 1 sample report from Citterio this month. Samantha Albert and Chuck Madison will work together after the construction meeting on October 29th to complete the POTW report.

The Delaware River Basin Commission (DRBC) renewal docket was submitted today and Ms. Albert will provide a copy of the docket on Share Point, so the Authority has a record of the docket.

Mr. Kavitski asked Samantha Albert to put all the Citterio sampling information on the Share Point, so the Authority has record of all this information too. Ms. Albert did request Mr. Al Augustine of Citterio to add the Authority general email address to all their correspondence but they have not completed the request.

Birkbeck St Reservoir Project operational permit issued effective September 17, 2018 and permit was received by mail. Ms. Albert mentioned the site restoration is on going as well as the demolition of the old reservoir. A 10 x 10 section of the concrete floor in the pump room needs to be replaced along with a steel beam. The approximate additional cost is \$23,500 and the Board unanimously agrees with this work.

The corrosion control permit was approved by DEP on October 15, 2018. When meeting with the inspector from DEP, a list was compiled of things that need to be taken care of and the authority can let the inspector know when all work is completed.

Contract #1 – General Construction (LB Industries) working on punch list items.
 Contract #2 – Electrical (George J Hayden Inc) working on punch list items.
 Completion date is extended until October 26, 2018.
 Next construction meeting is Monday October 29, 2018 at 9:00 AM.

Mr. Kavitski informed Ms. Albert that Borton Lawson Engineering will have to place a bid for the Authority for fencing at the Birkbeck St Reservoir, Freeland Village Meter Vault, Wells 4, 6, 9, 10, 11, & 17. The Authority will get all the specifications to her along with measurements, heights and what type of gates etc. for the bid to be advertised.

There were three bids for the Wyoming St PS – Lift station to be cleaned, check valves cleaned and rebuild and gaskets to be replaced. The lowest bidder was Biros Septic and Drain Cleaning. Mr. Thomas made the motion to accept Biros and Mr. Fisher second. Vote 5-0. This motion for Biros is pending Foster Township Supervisors approval. A letter will be sent to them requesting written approval. The work will be scheduled as soon as Foster Township approves. (Reference 2159-A).

WATER DIVISION REPORT

Tree stump removal at the Freeland Public Park motion to accept Gerlach Excavating was made by Mr. Fisher and second by Mr. Lindsey. Vote 5-0. (Reference 2159-B).

A suggestion from Mr. Fisher on contractor bids is to have a written/typed line item spreadsheet given to each contractor for any bids, so they will know exactly what the request of work entails.

Fencing quotes are too high and will need to be placed for bid and this was all covered with Samantha Albert of Borton Lawson during the Sewer Division Report. (Reference 2159-C).

RUS Reimbursement Request #16 for \$ 176,703.59 Mr. Thomas made the motion for approval to submit and Mr. Fisher second. Vote 5-0. (Reference 2159-D).

BORTON LAWSON INVOICES

Mr. Thomas made the motion to approve Borton Lawson Birkbeck St Reservoir Invoice #27 (re-approved from last month) and Invoice #29 and Sewer Invoice # 8 and Mr. Lindsey second. Vote 5-0. (Reference 2159-E).

Borton Lawson Engineering has agreed to pay for the disconnect safety switches for the Birkbeck St Reservoir Project.

ATTORNEY REPORT

Attorney Fagan said he spoke with Scott Kucharski of the Teamsters Local Union #401 concerning Mr. Sontag not returning the mutual agreement signed and notarized to the Authority. After Mr. Kucharski was in contact with Mr. Sontag, he stated Mr. Sontag had changed his mind and refused to sign the agreement that the Union, the Authority and Mr. Sontag had agreed upon and so the Teamsters Local Union #401 has withdrawn the grievance.

Attorney Fagan had revised the Freeland Borough loan agreement and it was sent to the borough for approval. The amount for the software was different from the original agreement. The revised agreement payment plan will start in January of 2019 at \$391.50 a month for 12 months.

MANAGERS REPORT

The corrosion control was done by staff and they did a fine job. The pipes are starting to be coated and dirty water complaints are down.

The water authority guys are helping the streets department with paving and patching and in turn, the streets department guys are helping the authority with things too.

The valves for the line under Front street and still trying to be located.

OTHER/OPEN ACTIONS

On recommendation of the authority's One Source Benefit Coordinator, Fran Keller, Highmark plan will be renewed again. Mr. Thomas made the motion and Mr. Fisher second. Vote 5-0. (Reference 2160-A).

Training Reimbursement Agreement will be used for all training classes, even for obtaining credits to keep water or wastewater licenses. The reimbursement will be for classes, materials or testing materials not payroll hours if the training is done during work hours. The employees do have the option to pay for their classes on their own, if they wish. Mr. Fisher made the motion to accept the training reimbursement agreement and Mr. Thomas second. Vote 5-0. (Reference 2160-B).

New water and sewer connection for Dale and Dwilla Peters at 1117 Walnut Street was approved. Mr. Thomas made the motion and Mr. Fisher second. Vote 5-0. (Reference 2160-C).

First National Bank is under consideration for general fund accounts and money market accounts for the Water and Sewer Division. The Authority thinking about payroll accounts for Community Bank. The Authority will contact John Nonnemacher of Snyder & Clemente about payroll accounts.

Gene Zynel stated the sewer plant is on dumpster #53 with 69.25 dry tons this year compared to last year at this time was dumpster #59 and 73.47 dry tons. Since unplugging the garage door opener at the back area, the sewer treatment plant has not had any communication faults. Polymer system and the sludge pump were cleaned.

Control valve failure switched to the "B" control board which is in "not so good" condition.

Calibration of meter is scheduled next week and DO probes are scheduled for October 24th.

Dan Murphy, certified sewer operator, is working with Gene to complete the reporting. Gene will be more of a consulting role next year and Dan will be lead operator. Gene will be set up on an hourly contract for consulting.

There was a discussion on writing a SOP (Standard Operating Procedure) for every position in the authority. Mr. Zynel stated that every plant is different, and it takes time to learn what each plant likes and dislikes. Just because a person is licensed does not mean they can run the plant.

EDMR permit tells you what and when you need to do reporting and testing and when it needs to be completed.

Mr. Kavitski stated Michele and Carlene will be developing the water and sewer budgets for 2019 on Saturday and any board member is welcome to join us.

Mr. Kavitski stated the pump test for Well #12 with Meiser & Earl will take place next week.

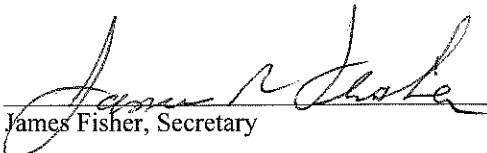
SRBC reporting should be completed and meeting with the SRBC needs to be scheduled.

Electrical quotes for all wells need to go to RUS for approval. Well 9 & Well 10 the buildings need to be expanded with a 6 x 6 add on.

ADJOURN

Mr. Thomas made a motion to adjourn the meeting. Mr. Fisher second. Vote 5-0.

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


James Fisher, Secretary


Carlene Troell, Non-Member Secretary