

THE REGULAR MONTHLY MEETING WAS HELD ON WEDNESDAY, DECEMBER 19, 2018. PRESENT WERE MR. KAVITSKI, MR. THOMAS, MR. FISHER, MR. SPOCK, CHUCK MADISON, STEWART SMITH, THE SOLICITOR, AND THE SECRETARY.

SALUTE TO THE FLAG AND MOMENT OF SILENCE

For those less fortunate, let their wishes come true this season and throughout the year.

CITIZENS PARTICIPATION

Mr. Bill Kuklis, a former board member was present at the meeting.

APPROVE NOVEMBER MINUTES

Mr. Fisher made the motion and Mr. Spock second. Vote 4-0.

APPROVE NOVEMBER PAID INVOICES

Mr. Spock made a motion to approve the November paid invoices for the Water Division totaling \$ 130,373.96 and the Sewer Division invoices totaling \$77,655.12, and Mr. Fisher second. Vote 4-0. (Reference 2166-A).

CURRENT INVOICES

Mr. Thomas made a motion to approve payment of the current Water Division invoices totaling \$ 144,608.17, the Sewer Division invoices totaling \$ 28,189.85, and the Sandy Run invoices totaling \$ 260.58. Mr. Fisher second. Vote 4-0. (Reference 2166-B).

FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2166-C.

Mr. Thomas made a motion to name First National Bank as a new depository bank for the Authority and Mr. Fisher second. Vote 4-0.

SEWER DIVISION REPORT

See Engineering Report Reference 2166-D.

Ms. Samantha Albert of Borton Lawson Engineering discussed the PADEP 537 Special Study. Ms. Albert will meet with Brittany to go over the Flo Metering data and to show Brittany the graphing that needs to be done.

Citterio seems to be hauling their brine out, which is helping the WWTP.

POTW Pretreatment Program needs to be submitted to the EPA by end of January. The Authority needs to determine if we want to revise our local limits. The non-detects for the sampling that was completed this year can be eliminated from future sampling. Ms. Albert will do a draft for the Board to look at prior to submitting to EPA.

Birkbeck St Reservoir Project

Contract #1 Construction – LB Industries – Punch List Items were completed. The sampling station completion will be dependent by the weather and awaiting approval from RUS to sign off on them.

Contract #2 Electrical – Hayden Inc. – 100% completion and all change order from the Water Tank Project are complete.

Well House Improvements with LB Industries and Hayden Inc. are all being done as change orders per RUS recommendation.

LB Industries has started the building additions are Well 9 & 10 – concrete block and roofing is completed. The punch holes in walls need to be completed yet. Perimeter fencing needs to be completed. Need to verify Well House #6 is also included on the fencing contract. The fencing contract needs to be verified that the diesel generators will be placed inside the perimeter. All the fencing needs to be approved by RUS yet.

Hayden Inc. – Install RTU's & VFD's at the Wells 4, 6, 11, 9 & 10 only temporary electrical work completed. Submittals needs to be reviewed by Keystone and FMA. Installation of diesel generators with concrete pads and auto transfer switches at Wells 6, 9 & 10 submittals for generators provided but no construction work done yet. Mr. Kavitski will check on the Generac generator website for the loads on the generators to be sure the electric heaters can be installed on the backup system of the generators too. We need to make sure we have the correct size generators. Ms. Albert will also verify with Hayden about the electric heaters at the well houses to be wired with generators in case of power outages during cold weather.

DEP states all sources of water must have backup power source by August of 2019. The Authority will also look into a diesel tank at the WWTP for our equipment.

Mr. Kuklis asked about Well 12 – The Board informed him the well is being evaluated at this time to see if it can be put back into service for use as part of the water system. BART tests being done right now. The Authority along with Meiser & Earl and Judith from RUS are scheduling a sit down to discuss Well 12. Pump Test is 75 gallons per minute and quality of water is better because of the heavy flushing this past year. Next step is to pull well, camera it to determine if acid flush is required. We need to complete this process at every well and it needs to be done one well house at a time.

In the future, all well heads need to be placed outside of the well house building, that way you can drill them deeper if it needs to be done.

Mr. Thomas made a motion to approve the following Change Orders and Mr. Fisher second. Vote 4-0.
 Change Order 13- Install VFD for Well Pumps 4, 6, 11, 9 & 10 - \$ 36,462.00
 Change Order 14 – New RTU's Panels at Wells 4, 6, 11, 9, 10 and Harding St - \$ 75,750.00
 Change Order 16 – 30 kw Generac Diesel Generators at Wells 6, 9, & 10 - \$ 99,372.00
 Note: There is no Change Order # 15 per Hayden Inc. (Reference Eng. Report 2166-D).

Ms. Albert of Borton Lawson will double check on the Promax fencing to be sure it includes Well House 6 and all other well houses too. She also needs to check on the auto transfer switch for Well House 17 to be sure it was submitted to RUS.

The Sewer Lead Waste Water Operator job description, position and bonus for the lead position were discussed. Prior to approval on any of these items, Mr. Thomas wants all of this to be presented to the Teamsters Local Union #401, so they can agree to the creating of this position. Attorney Fagan will contact the Teamsters Union and set up the date and time. The Authority will also discuss the problems that they have been having with the other employees with Scott Kucharski, Teamsters Union President at the same time.

Mr. Kavitski would also like to pass along a compliment about Ryan McDonough. Mr. Marc Gradwodl from North East Technical Sales was going over the flo meters with Mr. McDonough. Mr. Gradwodl told Mr. Kavitski that he is a very good employee and a great asset to the company.

Gene Zynel stated the polymer system is cleaned and Stu knows the cleaning schedule. UV water boxes, tubes and cooling fans were all maintained only the fuses need maintenance yet. The cooling fan will be put on the maintenance checklist which needs to be completed by the sewer employees. The UV lights can be activated into the SCADA System.

We will be at dumpster #66 with 86.93 tons compared to last year 72 dumpsters with 89.00 dry tons.

Lab reports should be kept for 5 years per Mr. Zynel.

Calibration report from Bob of Moyer Instruments needs to be forwarded to Samantha Albert of Borton Lawson for the Chapter 94 report.

Corrosion inhibitors need to be scheduled for early fall and every 6 months the rollers need to be scheduled for cleaning starting this spring.

Mr. Kavitski thanked Gene Zynel for the wonderful job with the WWTP and getting Dan Murphy and Stu Smith up to speed with all the things at the WWTP. We wish you well and we hope that you will be available if we have any questions.

WATER DIVISION REPORT

Mr. Kavitski asked Samantha Albert of Borton Lawson to prepare a proposal for water line replacement on Centre Street from the Front Street intersection to Chestnut Street intersection and to have it prepared for the January meeting. This will include hydrant and all new service lines with curb to curb repaving. Mr. Kuklis informed the Board that there are also old water lines from Centre Street to Carbon Street & Front Street to South Street that has not been replaced as of yet.

Mr. Thomas made a motion for the approval of the RUS Reimbursement #17 for \$ 454,440.67 and Mr. Fisher second. Vote 4-0. (Reference 2168-A).

BORTON LAWSON INVOICES

Mr. Thomas made the motion for approval and Mr. Fisher second. Vote 4-0. (Reference 2168-B).

ATTORNEY REPORT

Attorney Fagan stated he will complete a waiver for Mr. Gene Zynel. He will review the newly revised employee handbook for next meeting. He will also call the Union and schedule meeting as discussed earlier in the meeting.

MANAGERS REPORT

Lowest unaccounted water report for the year.
Some frozen meters in houses with the cold snap.
Would like to eliminate the CDL requirement and purchase a smaller truck and mini excavator because the large Mack truck at times is very challenging when working in tight spaces.
11 sewer mains for the I & I need to be repaired for the coming spring.
Look into a valve exerciser/cleaner machine.
Sewer camera machine is at A & H Equipment to be evaluated and repairs to fix is around \$6200 awaiting an estimate in writing.
5-inch water line in Upper Lehigh should be considered for replacement.
Harding Street Tank needs attention to the inside of the tank but we need a backup water supply put in place first.
Verizon is upgrading to 5G for modems and all of our equipment is 3G which will not work after December of 2019.
Four Hydrants are on the schedule to be replaced soon.
Start a system wide leak detection, which would be completed in between other work with sonic listening devices.
Freeland Village has a water leak at their own meter vault.
Overtime issues with the SCADA system – Want all the staff with callout phone to call Chuck or Stu prior to going on the callout because SCADA issues normally reset themselves and staff cannot reset the modems. Normal callouts for water or sewer issues will still be callouts for staff who carry the phone.

OTHER/OPEN ACTIONS

Mr. Thomas made the motion to approve the 2019 Meeting Calendar and Mr. Fisher second. Vote 4-0. (Reference 2168-C).

Dual License Employees approve or deny the bonus for each license. Mr. Fisher made the motion to approve the bonus for each license and Mr. Thomas second. Vote 4-0.

Mr. Kavitski informed the Board members that Ryan Smith, who is the only dual licensed employee, is training Ryan McDonough on 334 Testing, All the Paperwork along with BART and Ortho testing.

Mr. Fisher made a motion for the Returned Check Fee to be increased to \$30.00 and Mr. Spock second. Vote 4-0.

Mr. Kavitski stated it was a very active and productive year with 29 items completed on the water side, 15 items completed on the sewer side and 6 items completed in the personnel/general side. With all these things being completed, Mr. Kavitski asked for the Board to approve \$1000 bonus a piece for Chuck Madison, Stewart Smith, Carlene Troell and Michele Connors. Mr. Thomas made the motion for approval and Mr. Fisher second. Vote 4-0. (Reference 2169-A).

Mr. Thomas also made the motion for Brittany Caskey to receive a \$300 bonus for the great job of gathering all information about the water and sewer systems and inputting all into the computer system and Mr. Fisher second. Vote 4-0.

At this time, Mr. Kavitski showed the Board Members a power point presentation that Brittany Caskey had prepared. This presentation showed all the information that she has gathered and inputted into the computer system:

94 mapped fire hydrants with GPS locations

214 sewer manholes with GPS locations also has the sewer manholes in Foster Township locations.

305 water valves with GPS locations

All information will be inputted into the ArcGIS computer and anyone will be able to locate anything by phone, tablet or PC. In the future, we will be gathering all the information such as the manufacturer of the valves and other pertinent information.

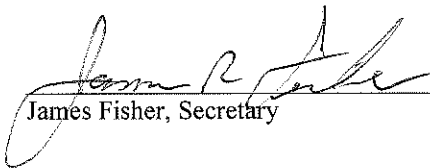
Brittany has also created spreadsheets for the Water & Sewer Reports, so we have a running history of everything. Mr. Kavitski stated Brittany is a very talented employee at taking data and creating graphs from flo meter data. She is also taking pipe lengths, pipe flows and elevations to create historical water usage and flows. Data from 2008 to present from the SCADA system will also be inputted into the computer for historical purposes. The Sewer data will help immensely for the I & I Program.

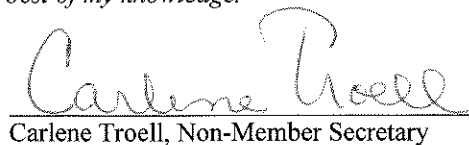
The Board was tremendously impressed with the information shown in the slide presentation prepared by Brittany.

ADJOURN

Mr. Fisher made a motion to adjourn the meeting. Mr. Kavitski second. Vote 4-0.

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


James Fisher, Secretary


Carlene Troell, Non-Member Secretary