

THE REGULAR MONTHLY MEETING WAS HELD ON WEDNESDAY, DECEMBER 18, 2019. PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. THOMAS, CHUCK MADISON, STEWART SMITH, JR., THE SOLICITOR AND THE SECRETARY.

SALUTE TO THE FLAG AND MOMENT OF SILENCE

For everyone's safety in this inclement weather.

CITIZENS PARTICIPATION

No citizens were present. Mr. Fisher inquired about Mr. Murnello providing his tenants phone numbers for the Swift Reach call out system. The Board Secretary informed Mr. Fisher that Mr. Murnello has not contacted the office staff with the information so far.

APPROVE NOVEMBER MINUTES

Mr. Thomas made the motion to approve and Mr. Fisher second. Vote 3-0.

APPROVE NOVEMBER PAID INVOICES

Mr. Thomas made a motion to approve the November paid invoices for the Water Division totaling \$ 109,270.38 and the Sewer Division invoices totaling \$ 58,147.33 and Mr. Kavitski second. Vote 3-0. (Reference 2226-A).

CURRENT INVOICES

Mr. Fisher made a motion to approve payment of the current Water Division invoices totaling \$ 72,185.36, the Sewer Division invoices totaling \$ 35,761.95 and the Sandy Run invoices totaling \$ 156.85 and Mr. Thomas second. Vote 3-0. (Reference 2226-B).

FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2226-C.

SEWER & WATER ENGINEERING REPORT

See Engineering Report Reference 2226-D.

Mr. Kavitski went over the engineering report that was prepared by Samantha Albert of Borton Lawson. Mr. Jay Lynch of Meiser & Earl Inc. was going to be at this meeting too, but inclement weather kept Ms. Albert & Mr. Lynch from attending the meeting.

Water Project – Hayden is 90% complete. Well #4 RTU panel needs to be checked by Keystone Engineering. VFD Panel for Well #4 will be here by late February of 2020. Generators will be tested on Friday December 20<sup>th</sup>.

Hayden Application #10 - \$70,764.00 Certified Payroll – Ms. Albert was going to bring to the meeting for approval and a signature. The Payment Application will be delivered to FMA by Hayden Inc. because it was already reviewed and approved by Ms. Albert. (Reference 2226-E).

Minor Permit Change for the corrosion control at Well #12 needs to be completed and Borton Lawson is working on the paperwork.

Mr. Lynch of Meiser & Earl Inc. has the reports on Well 4 & 12 completed. The report shows that each well has improved post rehabilitation.

Well #12 - looking at 75 gpm (125% improvement)

Well # 4 - looking at 77-78 gpm (67% improvement) This well can now produce 100 gpm post-rehab.

Mr. Jay Lynch should be at the January meeting to discuss his report.

Leib Drilling for Well 4 & 12 Rehab Project-All work completed. Original Contract Value \$83,052.00.  
Change Orders:

1. \$1,500 - Additional cleaning Well 4 with drill bit
2. \$2,000 - Rental costs for generator at Well 12 for 4 days.
3. \$7,474.10 - New Certa-Lok drop pipe, check valve - Well 12

Total CO's \$ 10,974.10 USDA needs to approve all Change Orders before submitting payment.  
Payment Application #2 Request \$10,974.10 Engineer recommends paying \$10,974.10 and submit to  
USDA for reimbursement after CO paperwork is approved by USDA.

Kohl Bros could not get the vertical turbine to fit into Well #4 their invoice shows a restocking fee along with all the labor, which they did plus the new submersible pump and drop piping, well casing extension, bubbler tubing, surface plate with seal & vent - 100% complete. Need to turn over the manufacturer O&M manuals. Invoice total \$ 25,875.00 through COSTARS Program.

#### PADEP ACT 537 Special Study

FMA is still collecting data. Will set up a meeting in January of 2020.

#### POTW Pretreatment Program Development & Implementation

Ms. Albert of Borton Lawson just finished the waste surcharge bills for Citterio USA and PGA Inc. The waste surcharge bills for Citterio USA are increasing due to FMA doing random sampling too. FMA is invoicing PGA Inc. for the samples FMA is pulling because PGA has not provided any sampling to FMA as required.

Industrial Pre-Treatment Surveys sent to PGA and Citterio. Ms. Albert of Borton Lawson said Al Augustine of Citterio contacted her about the sampling list. Citterio must sample the entire list and afterwards any non-detects will be eliminated. Deadline for this is December 11<sup>th</sup> per Ms. Albert.

PGA has not responded to any of the surveys. The surveys were mailed by certified mail and they are received and signed for by PGA.

The first round which contained a letter and the EPA survey went out in August and both Citterio USA and PGA signed for them at end of August with no response. The second round which again had a letter reminding both parties the survey needed to be completed went out in October and both parties signed for the certified letters. Again, no response from either party.

#### SEWER DIVISION

Solomon Container is our hauler for the sewer sludge. Alliance Landfill is where Solomon delivers the sludge. Solomon charges \$300 per container and Alliance Landfill charges per ton for the weight of the sludge. Since the last holiday, Thanksgiving, Solomon has not been here to deliver an empty container and collect the full container. Solomon is costing FMA monies in overtime due to having to run the sewer press longer hours. FMA will have to decide to either haul liquid sludge at 7 cents a gallon or look at another vendor to haul containers which is priced significantly higher than Solomon. Chuck Madison will look for two separate bids from different vendors, since he already has a bid from County Waste presently. FMA can find a vendor in an emergency since Solomon is not coming for their full container.  
(Reference 2227-A)

Mr. Fisher asked Chuck Madison if the sewer press went down how long realistically could FMA wait until it creates a problem? Chuck Madison responded within 3 days. Mr. Kavitski stated this press was not designed to capacity. Mr. Fisher asked if there is room for a second press at the sewer plant. This maybe a possibility in the future. Mr. Kavitski said next meeting Samantha Albert of Borton Lawson should be asked to investigate and offer a few suggestions on the press situation.

#### WATER DIVISION

Mr. Thomas made a motion to approve the RUS Reimbursement Request #22 for \$ 273,251.81 and Mr. Fisher second. Vote 3-0. (Reference 2227-B).

## BORTON LAWSON INVOICES

Mr. Fisher made the motion to pay Borton Lawson Invoice #07 for \$942.48 and Mr. Thomas second. Vote 3-0. (Reference 2228-A).

Mr. Kavitski stated in 2020 FMA will have Brittany Caskey prepare the high strength waste surcharges for Citterio USA and PGA Inc. and these two companies will need to supply FMA directly with their information.

## ATTORNEY REPORT

Attorney Fagan happily reported an agreement with the Teamsters Union. Scott Kucharski sent Attorney Fagan a copy of the union contract that the employees are going to vote on today and Attorney Fagan needs to review it. Mr. Kavitski stated he wants to be able to review the contract in its entirety.

Mr. Spock has arrived at the meeting at 6:44 PM.

Mr. Kavitski wants to continue this meeting at 9 AM Friday, December 20, 2019, for the ability to review the Union Contract before approval.

Mr. Thomas had a question regarding delinquent bills. If the public wants to look at the delinquent list, could it just be given out or would a right to know request need to be completed? Attorney Fagan stated a right to know request must be filled out to obtain such information.

## MANAGER REPORT

Ahlborn Enterprises is almost complete with the new office & kitchenette.

Well #4 concrete on the floor completed. Well #9 & Well #10 will be done next with fixing the concrete floor and install soffit and putting the finishing touches on the buildings.

Homeland Security Signage will be installed at all the proper locations.

Overtime issue with the upcoming holidays at the sewer plant. The sewer employees need to understand management has the right to approve schedules and the employees should not be able to pick and choose their own schedules. An employee had vacation time scheduled almost a month in advance and now wants to come in for overtime to collect extra money. Mr. Thomas stated the employee had his vacation time scheduled and coming in for the holidays should not be allowed. The current union contract does not specify who picks and chooses overtime or the work schedule itself.

All employees will be cross trained and FMA will have one call out phone on a six-week rotation by end of March 2020.

Water License correction with an employee due to the wrong information supplied by the employee.

Contacted DEP who said the person should be an Operator in Training not a License Water Operator. This employee needs to have proper training before obtaining a Water Operator License. FMA does not think this was intentional on the part of the employee. He never worked at a Water Facility before so he cannot be licensed at this time.

Younger staff members are doing a fantastic job.

## OPEN/OTHER ACTIONS

Mr. Thomas made the motion to keep the regular meetings on the 3<sup>rd</sup> Wednesday of every month and approve the 2020 Meeting Calendar and Mr. Kavitski second. Vote 4-0. (Reference 2228-B).

Mr. Spock made the motion for the renewal of the ESRI software at the cost of \$2,159.37 and Mr. Fisher second. Vote 4-0. (Reference 2228-C).

Mr. Spock made the motion to purchase the Adobe Software for the office and Mr. Fisher second. Vote 4-0

Mr. Kavitski stated the attic was emptied of all Freeland Borough records which was 30 boxes and they were all delivered to the borough building. And there were NO records of any ordinances in the attic.

Things to put out for bid:

- 1-Build a computer room for server that contains the office and Scada systems to keep it cool and clean from debris and dust. Need 3 bids to our specs.
- 2-Clean AC/Heat Duct work and install filter system.
- 3-Obtain bids for replacement windows for the office building.

Mr. Thomas made the motion to approve the estimate from Ahlborn Enterprises to panel outer walls of the office in back room for \$1,757.00 and Mr. Fisher second. Vote 4-0. (Reference 2229-A).

Mr. Fisher made a motion for pay increases for the office and management as follows:

Office Staff increase by \$2.50 per hour

Regulatory Specialist increase by \$3.50 per hour

Meter Reader to \$13.50 per hour

Technical Manager and Foreman - a 3% Salary Increase

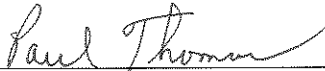
A bonus of \$600.00 for Office Staff, Regulatory Specialist, Technical Manager and Foreman-Pay Now

The pay increase to be effective January 1<sup>st</sup>, 2020 and Mr. Kavitski second. Vote 4-0.

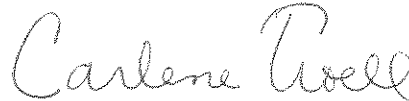
Mr. Kavitski expressed his gratitude for all the help that Mr. Spock has given FMA over the 10 years of his service. Mr. Spock was presented with a small token of appreciation. Mr. Spock stated he enjoyed serving as a Board Member on the Freeland Municipal Authority.

Mr. Spock made the motion to continue the meeting until Friday, December 20<sup>th</sup> of 2019 at 9:00 AM and Mr. Thomas second. Vote 4-0.

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



Paul Thomas, Secretary



Carlene Troell, Non-Member Secretary

THE CONTINUED MEETING WAS HELD ON FRIDAY, DECEMBER 20, 2019. PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. THOMAS, CHUCK MADISON, STEWART SMITH, JR. AND THE SECRETARY.

Mr. Kavitski called the meeting to order.

Chuck Madison explained to the Board of Directors the issue with the overtime for the upcoming holidays. Management is supposed to set the work schedule and needs to approve all overtime.

Mr. Thomas stated Mr. Yefchak requested vacation and he should not come in for the holidays. He cannot carry over his vacation time per the union contract that is in force now. If he does not like the fact of not working this coming holiday than he needs to file a grievance with the union. Chuck Madison will contact Ryan Smith, Acting Shop Steward, to inform the Teamsters Union that Mr. Yefchak will not be working this holiday at all because he is on vacation at his request and FMA is going to honor the vacation request.

Chuck Madison said FMA currently has four employees that can handle the job at the sewer plant.

By end of March, the call out phone will be on a six-week rotation. Weekends will be 2 hours. If any employee must change a call out weekend they need to go to management and the phone would go to the next person due if possible.

New contract will allow employees to carry over a few days from the current year providing the days are used by March 31<sup>st</sup> of the following year.

Chuck Madison presented the Board with three estimates for sludge hauling and Fought's Disposal had the best price without locking FMA into a contract. Mr. Fisher asked if there is room for two containers down the treatment plant so FMA has a backup dumpster if needed. Chuck Madison did explain to Mr. Fisher there is enough room for 2 dumpsters at treatment plant. The Board were all in agreement to contact Fought's Disposal for hauling sludge. (Reference 2230-A).

Mr. Kavitski stated the sewer press is under sized for the capacity of the treatment plant. He wants Ms. Albert of Borton Lawson to research for a second press or a larger press. There is temporary portable equipment, but this would be costly, and the percentage solids may not be better with a temporary press. Mr. Fisher stated FMA should be looking into this matter immediately.

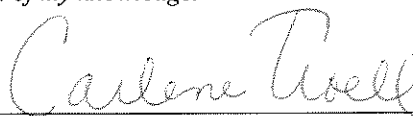
Mr. Fisher made a motion to approve the Teamsters Union Contract for three years as written and Mr. Kavitski second. Vote 3-0. (Reference 2230-B).

ADJOURN

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

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

  
Paul Thomas, Secretary

  
Carlene Troell, Non-Member Secretary