

THE REORGANIZATION MEETING WAS HELD ON JANUARY 16, 2019, PRIOR TO THE REGULAR MEETING. PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. SPOCK, CHUCK MADISON, STEWART SMITH JR., THE ENGINEER, THE SOLICITOR AND SECRETARY.

REORGANIZATION

Atty. Fagan convened the reorganization meeting.

Mr. Spock nominated David Kavitski as Chairman; Mr. Fisher second. Vote 3-0. None opposed.

Mr. Kavitski nominated James Fisher as Vice-Chairman; Mr. Spock second. Vote 3-0. None opposed.

Mr. Kavitski nominated Paul Thomas as Secretary; Mr. Spock second. Vote 3-0. None opposed.

Mr. Fisher nominated Richard Lindsey as Treasurer; Mr. Kavitski second. Vote 3-0. None opposed.

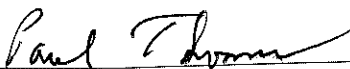
Mr. Kavitski nominated Michael Spock as Assistant Secretary/Treasurer, Mr. Fisher second. Vote 3-0. None opposed.

At this time, Atty. Fagan turned the meeting over to Mr. Kavitski, who asked for a motion to retain the following:

Attorney Peter J. Fagan	Solicitor
Borton Lawson Engineering	Consulting Engineer – Sewer Division & Special Projects
Snyder & Clemente	Accountant
Community Bank, N.A., ESSA Bank and First National Bank	Depositories
Carlene Troell	Non-Member Secretary

Mr. Fisher made the motion for the retention of all positions that Mr. Kavitski recommended and Mr. Spock 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

REORGANIZATION 2019

Board Members:

David Kavitski	Chairman
James Fisher	Vice-Chairman
Paul Thomas	Secretary
Richard Lindsey	Treasurer
Michael Spock	Assistant Secretary/Treasurer

Retain the Following:

Peter Fagan	Solicitor
Borton-Lawson Engineering	Consulting Engineer – Sewer Division & Special Projects
Snyder & Clemente	Accountant
Community Bank, n.a. & ESSA Bank and First National Bank	Depositories
Carlene Troell	Non-Member Secretary

THE REGULAR MONTHLY MEETING WAS HELD ON WEDNESDAY, JANUARY 16, 2019.
PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. SPOCK, CHUCK MADISON, STEWART SMITH, JR., THE ENGINEER, THE SOLICITOR, AND THE SECRETARY.

SALUTE TO THE FLAG AND MOMENT OF SILENCE

The moment of silence for the fire victims and the person who perished in the fire located in W. Hazleton.

CITIZENS PARTICIPATION

There were no citizens present at this meeting.

APPROVE DECEMBER MINUTES

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

APPROVE DECEMBER PAID INVOICES

Mr. Fisher made a motion to approve the December paid invoices for the Water Division totaling \$ 183,770.35 and the Sewer Division invoices totaling \$50,004.40, and Mr. Kavitski second. Vote 3-0. (Reference 2173-A).

CURRENT INVOICES

Mr. Spock made a motion to approve payment of the current Water Division invoices totaling \$ 96,005.79 and Lehigh Gorge RV Center \$358.00, the Sewer Division invoices totaling \$ 54,936.04, and Solomon Container \$900.00 and the Sandy Run invoices totaling \$ 252.28. Mr. Kavitski second. Vote 3-0. (Reference 2173-B).

FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2173-C.

SEWER DIVISION REPORT

See Engineering Report Reference 2173-D.

Ms. Albert of Borton Lawson Engineering thanked the Board for the reappointment of their firm and stated they truly do appreciate it.

Birkbeck St Reservoir Project

Contract #1 – LB Industries

Site restoration – inspection will be done in spring

Sampling Stations – will be installed in spring.

LB needs to turn over red line drawings because of some changes on site restoration and they have no open change orders on the reservoir project.

Total remaining unbilled on Contract is \$13,437 for sampling stations.

Contract #2 – Hayden Inc.

100% completion

No change orders

Dave Gettile has PDF's on the reservoir pumps and Dave Wieller of Borton Lawson will make sure that they are put on share file for FMA.

Well House Improvements

Contract #1 – LB Industries

Paint exterior and interior walls – Walls cut at Well #9 need to be completed yet.

Perimeter fencing around Well #9 completed. Perimeter fencing Well #10 in progress with one section not installed – waiting on installation of concrete pad and diesel generator. Perimeter fencing to be installed at well houses 4 & 11, 6 and extend fencing at 17.

Open Change Orders are:

Well House 9 & 10 building additions and fencing approved by engineer and FMA. Awaiting RUS Approval.

Perimeter fencing installation at Wells 4, 6, 11 & 17 Need Final Price from LB Industries.

Chuck Madison is also looking into the lock situation for all the fencing.

Contract #2 – Hayden Electric

New RTUs & VFDs at Wells 4, 6, 11, 9 & 10 – Keystone is reviewing. FMA and Borton Lawson to meet Jan. 18th to review and follow up with Keystone. No construction has started only some temporary wiring to support the new panel installations were completed by Hayden.

Install diesel generators with concrete pads and ATS at Wells 6, 9 & 10. Need to revise change order for Well 9 & 10 for larger generators to be able to power all electrical loads at the well houses.

Install ATS at Well 17 generator. Adam Sheffler and Chuck Madison were in discussion to run wires overhead, so the concrete does not have to be dug up.

Open Change Orders are:

#13 - Installation of VFDs at Well Houses 4, 6, 11, 9 & 10 – this is under review. Current pricing \$36,462 but will need to be finalized with FMA and Hayden (VFDs on Well 4, 6 & 11 need submittals to be reviewed by Samantha Albert of Borton Lawson).

#14 – Installation of RTUs and Electrical Upgrades at Well Houses 4, 6, 11, 9 & 10 and Harding St and RTU at the UL Tank (Samantha Albert will confirm with Hayden to make sure the UL Tank is in the Change Order). Current pricing \$75,750

#16 – Installation of Diesel Generators – REVISED now to show (1) 30 kw generator with ATS and concrete pad at Well 6 and (2) 60 kw generators with ATS and concrete pads at Wells 9 & 10. Current pricing \$111,987 (Samantha Albert will check on muffler for generators to be sure it is included in the enclosure pricing and will also contact Hayden on the decibel rating for Level 1 and Level 2 enclosures. Ms. Albert will also verify with Hayden about the Frost Proof concrete pads to be sure Hayden is absorbing the cost.)

Ms. Albert also mentioned that Kim Loftus and Judith Tutino not working due to the federal government shutdown.

PA DEP Act 537 – Meeting with FMA to complete field work on January 18th.

Industrial Pretreatment – Samantha Albert is waiting on Citterio flow metering data. Mr. Kavitski requests Samantha to inform Attorney Fagan if she does not receive this information from Citterio. Next meeting, FMA will need to figure out what to do about Citterio when they do not provide the information to our engineer that they are required to do.

PGA has not provided any pretreatment samples at all which they need to do because they fall under the Freeland Borough Pre-Treatment Ordinance. They bought a sampler and Chuck Madison was shown the unit, but PGA has never provided sampling information to FMA. Also, FMA will dig line from here at the Authority building to Balas dollar store to replace ductile iron pipe and then dig to find PGA service line. Mr. Kavitski stated there are multiple sources to shut water off to PGA and by end of summer FMA should know which sources will provide the ability to terminate their water source.

POTW – review at meeting with FMA on January 18th to look at the current local limits.

David Wieller of Borton Lawson Engineering presented the proposal for the Water Line Replacement on Centre Street from the intersection of Front Street to Chestnut Street. There are two (2) cast iron lines that need to be replaced with an 8-inch line and full curb to curb paving. The Fee of \$14,600 will include the field survey, design/construction documents and bidding services. The construction administration services will be billed on a time and material basis at an estimated \$4,000.

Mr. Kavitski wants language for the contractor to state service lines will be replaced from main to curb stop and box. If the service line is deteriorated the homeowner will be responsible for the replacement of the line. Double homes need to have a single line for each side and FMA will investigate all the lines. Time frame for project late spring or early summer and will be placed on PennBid.

Mr. Kavitski stated if there are funds left in project, he would like to submit to RUS, but RUS would need to approve and there would need to have a full-time inspector for the job until completion.

Mr. Fisher made the motion for Borton Lawson Engineering to design the Centre Street Water Replacement from Front St to Chestnut St and Mr. Spock second. Vote 3-0. (Reference 2175-A).

Lead Water & Wastewater Operator Job Description and Position – FMA met with Mr. Scott Kucharski President of the Teamsters Union and Donald Yanoski, FMA Shop Steward on January 8, 2019. The union has no problem with the job description or the position. The union also stated that Chuck Madison is in charge and the employees must follow his directions. Salary will be negotiated at the next union contract for the lead operator positions. The lead positions are for regulatory reporting and the every day decision making of the facilities. (Reference 2175-B).

At the recommendation of Scott Kucharski, Stewart Smith is shadowing the sewer employee to see his routine to make suggestions to improve time management for 3 days and then write up an evaluation and provide a copy to Scott Kucharski. This sewer employee needs to learn how to multi task.

Daniel Murphy is doing all the regulatory reporting now and at Chuck Madison's recommendation, he would like to name Daniel Murphy as Lead Wastewater Operator with a \$1500.00 bonus. Mr. Fisher made the motion to name Daniel Murphy and Mr. Spock second. Vote 3-0.

WATER DIVISION REPORT

Catholic Social Services sent a letter informing FMA that George J. Hayden gave a gift in our honor. (Reference 2175-C).

Mr. Fisher made the motion to approve the Lead Water Operator Job Description and Position with Ryan Smith named to the position and a bonus to be determined because he must be taught all the regulatory reporting first and Mr. Spock second. Vote 3-0. (Reference 2175-D).

The conceptual plan of action by Meiser & Earl Inc. was tabled so the Board can obtain a clearer picture on the fees for this plan. The main question to the plan is what does the \$26,000 per well include? Mr. Kavitski made a motion to table and Mr. Spock second. Vote 3-0. (Reference 2175-E).

BORTON LAWSON INVOICE

Mr. Fisher made the motion to approve the Borton Lawson invoice totaling \$1696.24 and Mr. Spock second. Vote 3-0. (Reference 2175-F).

ATTORNEY REPORT

Attorney Peter Fagan made a resolution to exempt and hold harmless from action, claims or suits Gene Zynel from his tenure here at the Authority as Treatment Plant Operator from 01/01/2014 to 12/31/2018. Mr. Zynel has done a great job per Chuck Madison. Mr. Fisher made the motion to approve the resolution and Mr. Kavitski second. Vote 3-0. (Reference 2175-G).
Daniel Murphy and Stewart Smith are responsible for all the reporting now.

MANAGERS REPORT

Well 4 had a bad check valve replaced and is back in service.

Chapter 10 reports, Water Audit Report and DMR reports are all complete.

There is a frame problem with the Mack truck.

Obtaining price quotes for the mini excavator and trailer through Co-Stars.

Mr. Spock recommended to Chuck Madison to contact Highway Equipment to check prices too.

Terrace Drive has a hydrant that is frozen. It is bagged out of service and located near the Freeland Diner.

On Call Policy – copy given to Attorney Fagan to be covered at time of negotiation with Union during contract talks this year. This was developed due to several phone calls place to the emergency call out phone on dirty water complaints. The employee who had the call out phone did not inform management about the situation. It was discovered by a post on Facebook and a customer from that area came into the Authority office Monday morning.

Well 2 located inside the FMA building, which has been put out of service many years ago, Kohl Bros. looked at the well and suggested to pull out the turbine pump & shaft and cap the well. A crane would be needed to complete this process. Mr. Kavitski did ask Attorney Fagan if we should contact DEP about the well. Attorney Fagan stated it has been many years since the well has been used and to just remove the

pump and shaft without notification to DEP. The quote from Kohl Bros. is \$6200.00 and Mr. Fisher made the motion to approve and Mr. Spock second. Vote 3-0. (Reference 2176-A).
Chuck Madison stated there has been 4-man hours of safety training this month.
Clip on Photo ID's for employees will be investigated.

OPEN/OTHER ACTIONS

Mr. Kavitski stated that Chuck, Stewart, Carlene and Michele all have goals to be met for 2019. This was discussed when employee evaluations were completed.

Mr. Kavitski made a motion to table the approval of the revised employee handbook and Mr. Spock second. Vote 3-0.

Guyette Communications phone bill for the Borough phone line repair will be paid by the Authority as agreed upon by Mr. Kavitski, Mr. Fisher and Mr. Spock. (Reference 2176-B).

The yearly software contract for the Guyette/NEC phone system at \$406.00 was approved Mr. Spock made the motion and Mr. Fisher second. Vote 3-0. (Reference 2176-C).

Mr. Spock made the motion to name Michele Connors as the right-to-know officer and Mr. Fisher second. Vote 3-0.

ADJOURN

Mr. Spock 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.



Paul Thomas, Secretary



Carlene Troell, Non-Member Secretary