

**MNUTES OF THE REGULAR MEETING  
OF THE FREEBURG MUNICIPAL AUTHORITY**

<b>Approved Dec 12, 2024</b>
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**November 14, 2024**

**Members Present:** Thomas Gingrich, William Hoffman, Bruce Blades, John Wiegler and John Reichenbach.

**Others Present:** Attorney Matthew Cravitz, Josh Owens, PESI; Josh Satteson, HRG; Margerie Sweeney, John Hepner, Robert Reggia, Charles Hoke, Pam Hoke and Wanda Kantz.

Attorney Cravitz called the Freeburg Municipal Authority meeting to order.

*William Hoffman made a motion elect Thomas Gingrich as President, John Reichenbach seconded and the FMA members unanimously approved the motion.*

*William Hoffman made a motion to retain Bruce Blades as Vice President, John Reichenbach seconded and the FMA members unanimously approved the motion.*

*Thomas Gingrich made a motion to elect John Reichenbach as Treasurer, William Hoffman seconded, the FMA members unanimously approved the motion.*

2024-2025 FMA officers are:

Thomas Gingrich, President

Bruce Blades, Vice-President

John Reichenbach, Treasurer

Wanda Kantz, Recording Secretary & Assistant Treasurer.

**Check Signatures** – Wanda Kantz will draft a letter to Northumberland National Bank to update the signature cards for the FMA checking accounts.

Thomas Gingrich called the regular meeting to order.

**PUBLIC CONCERNS:**

**5 West Market Street** – Property owner, Marjorie Sweeney, is concerned about the current bill for water & sewer service of \$632.00 (39,000 gallons) for the third quarter of 2024. There was a significant leak at this property and it was discovered there was a leak on the authority side of the shut-off valve, this leak has been repaired. Property owner doesn't believe the recorded amount of water actually when through her meter, and requests an adjustment on her billing. The authority had the meter reread after the October 10<sup>th</sup> meeting and before the November 14<sup>th</sup> meeting and review the usage. After review of the new meter reading and discussion, *John Reichenbach made a motion to adjust the 2<sup>nd</sup> and 3<sup>rd</sup> quarter billings to 9,000 gallons of water used for each. John Wiegler seconded, the FMA members unanimously approved the motion.*

Wanda Kantz will make the needed adjustments and notify Marjorie Sweeney of the adjusted bill amount.

**5 West New Market Street** – Property owner, Robert Reggia, is concerned about the amount of his water and sewer bills for quarters 1 to 3 for 2024. Wanda Kantz did an audit on his meter readings and the billing spreadsheet and found an error on the spreadsheet calculations. This error results in a \$268.50 overpayment by Mr. Reggia. ***John Reichenbach made a motion to issue a refund check in the amount of \$268.50 to Mr. Robert Reggia, Bruce Blades seconded and the FMA member unanimously approved the motion.*** Wanda Kantz will issue the refund check Monday, 18, 2024 for Mr. Reggia to pick up at the office.

With the recent concerns regarding bill issues, the water meter reading and billing process will be review and any needed adjustment will be made.

The October 10, 2024 meeting minutes were available for review. ***Bruce Blades moved to approve the minutes, John Reichenbach seconded, the FMA members unanimously approved the motion.***

The paid bills for November 2024 were presented for review. ***John Reichenbach made a motion to approve the November 2024 paid bills, Bruce Blades seconded and the FMA members unanimously approved the motion.***

## **OLD BUSINESS:**

**PESI Report** – The PESI report for November 2024 was reviewed, completed issues PESI has done:

- All the monthly DEP Reports for have been submitted with no violations.
- Teir 2 public notifications were sent out
- Completed quarterly calibrations
- Turned water off at 103 West Market Street
- Investigated/repaired water leak at 5 West Market Street
- Worked on brine pump
- Replaced modules
- Worked on & submitted service line inventory report
- Investigated low reservoir level – Fire company was testing pump truck
- Read meters
- Prep lead consumer notification templates
- Checked for water leaks at 200 West Market and 107 New East Street
- Located leak at 200 West Market Street

## **Action Items:**

- Regulators – Last regulator has been received, need to schedule installation.

- Filter Items – PLC need replaced, PLC information given to HRG to coordinate replacement, Heater in CHN tank needs installed.
- FPPE – Filter Plant Performance Evaluation was conducted November 7 & 8, 2023
  - DEP Exit meeting was held on Jan 30, 2024 at 10 am
  - Waiting for final report
- Heater – Quote from Paige Electric to replace with same heaters.
- Brine Pump – A backup brine pump has been ordered
- Modules – Aria Filter took a module to shop to clean and test.
  - Will provide update on condition and weather it is worth it or not to keep and use the old modules.
- pH Meter – The SC200 for pH monitoring needs to be replaced
  - Information was provided to HRG to order the replacement
- Leaks – Leaks repaired at 105 East New Market St. & 5 West Market St.
  - Leak found at 200 West Market Street
- Air Compressor – Soliciting Atlas Copco for pricing

**Water usage for last month: Average GPD: 46,000      Maximum GPD: 55,000**

**Replacement Heaters in Chemical Room** – Josh Owens shared that the heaters in the chemical room is not working and needs to be replaced. A quote from Paige Electric was presented for review, the quote was for \$1,000.00 to replaces the two heaters. ***William Hoffman made a motion to approve the quote for the heater replacements, John Wiegler seconded and the FMA members unanimously approved the motion.*** Josh Owens will contact Paige Electric about scheduling the installation of the chemical room heaters.

**Screen for PLC Quote**– A quote from Aria Filtra for a new panel view replacement screen was received of \$22,163.73. Josh Satteson will reach out to the CFA Grant #2 to see if this expense can be covered under Grant #2, also Josh Satteson will do some investigation into a possible less expensive PLC option.

**New Air Compressor Quote**– Quote for a new air compressor from Altas Copco was \$8,895.00. Josh Satteson will also check to see if the FMA can purchase the new air compressor as a micro purchase under Grant #2.

**pH Meter** – The SC2000 pH meter needs to be replaced, it cannot be calibrated anymore. Josh Satteson & Josh Ownes will check with Hack Controls and JS instruments on cost for a replacement pH meter. Also, Josh Satteson will check to see if this purchase can be covered by Grant #2 as a micro-purchase.

**Disinfection Issue – Sept 16, 2024** – There was a pump failure with the chlorine pump. This caused an issue of low-level chlorine residual in the water supply for a very short period of time. This issue was repaired but DEP was not notified. So, the Authority received a Tier 2 violation

and needed to inform the community by mailing out a notice. Notice was mailed Nov. 5, 2024, the day we received the notice for mailing.

**DEP Inspection – November 14, 2024** – During the recent DEP inspection, the Authority was issued a violation for failure of a public water system to obtain a permit for the filter plant recent upgrades and added filters. Also, we are cited for violation deemed to be significant deficiencies for not having a filter to waste connection. Josh Owen presented a quote for supplies for this repair from L/B Water of \$1,915.20. According to DEP we do not have to amend our operation permit for this repair. ***William Hoffman made a motion to approve the repairs upon written approval from DEP that we will not have to amend our operation permit for this issue, Bruce Blades seconded, and the FMA members unanimously approved the motion.*** Josh Owen will work on getting written approval for this repair and the scheduled the repairs.

### **Nitrate Level Issues**

**Consent Order from DEP** – Consent Order & Agreement (COA) has been terminated by DEP effective June 27, 2023.

**Nitrate Levels** – Current daily nitrate levels are between 4.6 mg/L and 5.5mg/L

**PA Small Water and Sewer Grant** - Grant request has been submitted. Freeburg Municipal Authority was awarded a PA Small Water and Sewer Grant in the amount of \$418,302.00.

**Remaining balance on grant is \$42,479.85.**

**Grant had been extended to June 30, 2025, *\*\* (Extended from June 30, 2024) \*\****

**Level Sensor System** – PSW&S Grant has approved this as reimbursable with the grant money.

- TRA Electric was award the project - \$22,465.00
- Installation should occur the week of May 27, 2024
- Project completed by June 2024.
- System working as it should.
- Bill was submitted to Grant #1 for reimbursement. (\$17,972.00)

**Line of Credit – Current Line of credit balance is \$140,000.00.** Currently making interest only payment. Construction loan end date is October 5, 2026. ***Thomas Gingrich made a motion to make a \$30,000.00 principal payment on the construction loan, John Reichenbach seconded and the FMA members unanimously approved the motion.*** Wanda Kantz will contact Northumberland National Bank to process the principal payment on the loan.

**Nitrate System Brine Pump Issues** – There are issues with the Nitrate system brine pump, the tape used on the connections has disintegrated and the brine solution is leaking directly on the pump causing corrosion and damage to the pump. Photos of the issue were sent to HRG on April 2, 2024. The construction warranty expired on April 4, 2024. HRG

will contact J P Environmental to look at the issue, and possibly come up with a solution for this issue. Galene and Riordan both noticed the leaking during service visits. The system design appears to contribute to the issues. This issue should have been addressed on the punch list for the general contractor and was not. Authority member feel that this repair should not be the responsibility of the municipal authority.

**Letter to Engineers** - It has been suggested to send a letter to the engineers overseeing the project detailing this issue and requesting their assistance in resolving this issue. William Hoffman made a motion to have Attorney Matthew Cravitz send a letter to the engineers (HRG), Thomas Gingrich seconded the motion and the FMA members unanimously approved the motion. Attorney Cravitz sent a letter to HRG stating the FMA position on this issue. Joshua Satteson presented a response letter, but after discussion, Josh Owens commented that Dave Madl was present during discussion regarding the brine pump issues. Joshua Satteson will do some further investigation on this issue and report back at the next FMA meeting.

**Second Replacement Pump Purchase** – Since the backup replacement pump has been installed; Josh Owens suggest we purchase another back up pump. ***Thomas Gingrich made a motion to purchase a seconded replacement pump, William Hoffman seconded and the FMA members unanimously approved the motion.*** (Oct 10, 2024) Josh Owens ordered a new replacement brine pump.

**Second PA Small Water & Sewer Grant Application #2**– The Freeburg Municipal Authority has received a \$80,000.00 grant.

New quotes from AriaFiltru on May 9, 2024, are less than the original quotes received from Pall Corp. The new quote from AriaFiltru for the membranes was \$48,000 including installation service. This quote was approved at the May 16, 2024 FMA meeting.

- Thomas Gingrich made a motion to purchase the equipment from AriaFiltru at a cost of \$48,000, including installation, Bruce Blades seconded the motion, the FMA members unanimously approved the motion (6-13-2024).
- Joseph Volinskie made a motion to authorize Wanda Kantz to sign AriaFiltru order documents, Bruce Blades seconded and the FMA members unanimously approved the motion (July 11, 2024). All parts have been ordered.
- Air Compressor can be reimbursed under grant #2 as a micro purchase as long as it comes from a Costars approved vendor. Joshua Owens will contact Atlas Copco for a quote for a new air compressor.
- **Membrane Operations Panel Display** – The membrane operations panel display has died. Josh Owens and Josh Satteson are working on get costs for the replacement and seeing if this can be covered under the Grant #2 as a possible micro-purchase.
- **pH Meter** – The SC2000 pH Meter needs to be replaced, it can not be

calibrated anymore. Josh Satteson & Josh Ownes will check with Hack Controls and JS instruments on cost for a replacement pH meter. Also, Josh Satteson will check to see if this purchase can be covered by Grant #2 as a micro-purchase.

**System Water Leaks** – Two leaks were recently repaired, one at 5 West Market Street (15,000 gallons/day) and one at 306 East New Market Street (12,000 gallons/day). Current water level is 46,000 gallons/day after these repairs. A new leak was discovered at 200 West Market Street.

**Source Water Protection Plan**– The complete Source Water Protection Plan has been reviewed. The approval of this plan has been shared with the community.

**2024 Steering Committee Meeting** – The committee met Thursday, Feb 29, 2024 at 1 pm. The 2023 report has been submitted and accepted by DEP

**Water Shed Grant Program** - Snyder County Conservation District does not have enough money available to help with the water shed project at the well site. Joshua Satteson suggested the FMA apply for a 319 Water Shed Grant. Josh Satteson said he would help with the application at no cost to the FMA. Thomas Gingrich made a motion to authorize Joshua Satteson to complete the 319 Water Shed Grant application on the FMA's behalf, Bruce Blades seconded and the FMA members unanimously approved the motion (6-13-2024). Joshua Satteson will start working on the application process, for an October 2025 submission.

**American Tower Discussions** – American Tower has requested a review of the previous submitted offer. The authority has decided to table this issue again.

**Holes in Reservoir Roof** – There are some holes in the plastic panels on the roof of the reservoir. This issue will be discussed at a future meeting.

**Water System Replacement Priorities Committee - The Committee includes Thomas Gingrich, William Hoffman, HRG representative and a PESI representative, Joshua Owens.**

Joshua Satteson presented updated cost estimates for system wide repairs of the water lines and connections. Current estimated is 5 million dollars. Larson Design can provide technical assistance for developing a phased plan for the upgrades. Thomas Gingrich suggested creating a committee to review option for water line improvements and prioritizing projects. Josh Satteson has developed a phased capital improvement plan at a total cost of \$5,109,000,

- Penn vest can offer a 60% grant with a 1% fixed interest rate for 20 years.
  - For a PennVest Grant/Loan design must be completed and permits must be in hand to apply.
- USDA is currently offering a 30 years loan at 3.25%

- The H2O program is not going to be funded for 2024 per governmental sources.
- Contacting SEDA-COG regarding possible CBDG Grant.
  - Send out education materials regarding the survey in the newsletter.
  - Request Shannon Rudy to attend a future FMA meeting.
- To complete a system design it will take 1 to 2 years, at an estimated cost of \$200,000 to \$250,000.00.
  - Permits alone would cost \$45,000.00 (estimated)
- 2023 Project to finish Front Street to South Street and replace the main serviced line from the Reservoir was estimated at \$720,000.00. Projected current cost increase of 10-15% for 2024 costs
- 2023 Reservoir Hill and Market Street project was estimated at \$2,138,000.00. Projected current cost increase of 10-15% for 2024 costs
- CDBG money can be used for Planning & Design.
- Local Share Account – The State Local Share Account is a possible funding source for engineering cost for the water replacement project. Josh Satteson and Wanda Kantz will research this funding source further. There is a 1 million max on this grant.
  - Thomas Gingrich made a motion to approve Wanda Kantz to submit an application on the FMA's behalf, William Hoffman seconded and the motion was unanimously approved by the FMA members. (Oct 10, 2024)
  - Wanda Kantz is planning on submitting a grant request for 1 million dollars of the total project cost of \$1.7 million.
  - Cost of the grant application is \$100.00
  - Submission deadline is November 30, 2024.
  - ***John Reichenbach made a motion to authorize Thomas Gingrich and Wanda Kantz as authorized Officials for the grant application, Bruce Blades seconded and the FMA members unanimously approved the motion.***
  - Wanda Kantz will submit the grant application the week of November 25th
- CDBG surveys will be completed the fall of 2024. Residence will be posted with a survey letter and the survey form with a stamped return envelope to return completed surveys to the borough office.
- The Authority will not qualify for a federal Public Works Grant Program as a possible source of funding for the project.
- Senate Appropriation Requests are not available for Municipal Authorities.
- Penn DOT's next paving project for Route 35/Market Street is scheduled for 2030, a micro surfacing project.

**Lead & Copper Service Lines Inspection** – Service lines for customers need to be inspected by October 2024 for lead and copper pipes according to DEP and Federal mandates. PESI submitted a cost for the lead, copper and sewer service line inspection of \$280/day for two PESI employees to do the inspections. This cost would be split with the sewer authority. **There are**

**2 suspected lead service lines.** Lead & Copper Service Line Inspection report has been submitted.

**Water Meter Replacement Project** – The FMA would like to start planning to replace water meters in 2025 budget, due to most meters being at least 20 years old. Meter replacement would cost an estimated \$300 per meter. Josh Owens and Josh Satteson, both suggested implementing a Transfer of Property Ordinance like other borough are using to have the water meter replaces and sewer connections inspected before the property transfer can be completed. This would be at the seller’s expense.

**Property Transfer Resolution** – The FMA has reviewed a resolution that would require all properties that are being sold to replace the water meter at the owner’s expense before transfer of ownership. *John Wiegler made a motion to approve the Property Inspection, Transfer and Water Meter Replacement Resolution, Resolution 2024-1, John Reichenbach seconded, the FMA members unanimously approved the motion. This Resolution will become effective January 1, 2025.*

**2025 Rate Increase Resolution, (Resolution 2024-2)** – *John Reichenbach made a motion to approved the 2025 Water Rate Resolution (Resolution 2024-2), Bruce Blades seconded, the FMA members unanimously approved the motion. The new water rates will become effective with first quarter 2025 bills.*

**2025 FMA Budget** – *John Wiegler made a motion to advertise the 2025 FMA budget, John Reichenbach seconded, and the FMA members unanimously approved the motion. Attorney Cravitz office will advertise the 2025 budget.*

**CORRESPONDENCE:** None

## **NEW BUSINESS**

**2023 Audit** – The 2023 FMA audit is completed. After review, *William Hoffman made a motion to approve the 2023 FMA audit, John Reichenbach seconded, and the FMA members unanimously approved the motion.*

**2025 Meeting Dates** – The 2025 Meeting Dates were presented for review. *John Reichenbach made a motion to advertise the 2025 meeting dates, William Hoffman seconded, the FMA members unanimously approved the motion. Wanda Kantz will advertise the 2025 meeting dates.*

**BJE Solar Field Project** – BJE Properties is planning a solar field on the land that surrounds the municipal authority wells. There are two unused well on their property, and the company managing the project (ARM Group) would like to know if the Authority would like to abandon the two used

well. The cost of this process would be covered by the solar field project. *John Wiegler made a motion to approve the abandonment process for the two unused wells on the BJE property, John Reichenbach seconded, the FMA members unanimously approved the motion. Josh Satteson will be in contact the ARM Group regarding the FMA wishes.*

**AUTHORITY MEMBERS/EMPLOYEE CONCERNS - None**

**Service Units for Businesses** – John Reichenbach questions how many service units some businesses are being charged. Some businesses are paying business rates and some are not. John was informed that business rates are based on number of employees. It was suggested to have a review of the rates being charged for certain businesses. Thomas Gingrich, John Reichenbach and Wanda Kantz will conduct a review of the rates being charges for service. Wanda Kantz will look for the service unit resolution for all FMA members to review.

*John Reichenbach made a motioned to adjourn, Thomas Gingrich seconded, the motion carried.* The Freeburg Municipal Authority’s meeting was adjourned at 9:02 pm.

The next FMA meeting will be **Thursday, December 12, 2024 at 7 pm.**

Respectfully Submitted,  
Wanda Kantz, Secretary  
Freeburg Borough / Freeburg Municipal Authority Secretary/Treasurer