

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES April 7, 2014**

The meeting was called to order by Chairman Jim Heisey at 6:30PM.

ROLL CALL Roll call was taken by Kathy Gamble. Jim Heisey, Rick Rudy, Ron Thompson, Dale Bevans, Tom Demler and Kevin Helms of the Board were present. Kevin Snader, Paul Lutzkanin, Jeff Steckbeck, Tony Fitzgibbons, Mary Coble and Kathy Gamble were also present.

Mr. Fitzgibbons gave a brief statement from the Authority regarding the resignation of Lorrie Wright.

COMMENTS/COMPLAINTS

Ray Stichler - The customer is planning to sell three lots, but with how much it would cost to hook up to the sewer the customer could combine all three properties together and sell them as one. Mr. Fitzgibbons explained the details of the previous motions made to justify the special purpose tapping fee price.

MEETING MINUTES None available at this time.

TREASURER'S REPORT

Mrs. Coble went over the financial reports as printed from Quickbooks. Mr. Bevans made the motion to accept the financial statement as presented for this meeting. Mr. Demler seconded the motion and the motion went to vote with unanimous Board approval. The motion was carried.

OFFICE MANAGER'S REPORT - No official report at this time.

Mr. Rudy made a nomination to make Mr. Bevans be named Treasurer of the Authority. The motion was seconded by Mr. Thompson. Mr. Bevans has no issue with the nomination, but he will be away for 30 days, and someone else will have to take over the duties until then. The Board voted unanimously and the motion was carried for Mr. Bevans to be the Treasurer. A motion was made to authorize Chairman and Treasurer to pay all bills that are due prior to the next meeting by Mr. Rudy. Mr. Demler seconded the motion and the Board voted on the motion and it was carried out with a unanimous vote.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Normal operations. A redundant High Water Level Float was installed at the Richard Hills Pump Stations. It will be a backup in case computer failure. #6 Pine Avenue still has a substantial leak and could be the major contributing factor to the HWL alarms.

Fredericksburg Water - Secondary containments have been worked on and are close to completion. Meter at #15 Pine Avenue was replaced. The old meter was tested and proved to be in working condition. The customer got a \$295 meter for

free as of this point because of a logistics error in the billing system. Because of the error, the new meter is assigned to that customer and cannot be used again. Ms. Gamble will call Diversified to get the answer on whether or not the meter can be reused and the system can be overridden. It was determined, based on the rules and regulations, that Mr. Altrath at #15 Pine should be charged the \$25 deposit fee for analyzing his meter and it proving to be in good working condition. Mr. Snader is to write the letter and circulate it for the Board to review. Once it is reviewed, it will be placed on Authority letterhead and mailed out. A DEP pre-enforcement conference is being held on April 30th to which the Authority is requested to attend. Mr. Snader requested Mr. Steckbeck attend the meeting.

Miscellaneous - Repairs to the Ford Ranger are being made. A new employee was brought on and he would like to work three 8 hour shifts and one 6 hour shift. Mr. Snader was curious if this employee, who is hired through a Temp Agency, could drive Authority vehicles and be covered by Authority Insurance. Mr. Snader was recommended to look into the situation with the Insurance Agency.

ENGINEER'S REPORT

General Administrative - Continue working with Administration Staff, as well as on the website and has been administering email addresses as necessary.

Fredericksburg Plant Expansion / South Fredericksburg - Start-Up date was delayed so sufficient time could be given to act on the Change Orders that were approved at the last meeting. Inspection is now scheduled for April 15th. MetEd rebate is being pursued; phone consultation is scheduled for later in the week to continue. PennVest Pay Request 13 is presented for Board approval for the amount of \$317,702.31 to be paid from the PennVest loan. Mr. Demler made the motion to approve the request and Mr. Bevans seconded the motion. The Board voted on the motion and it is carried with a unanimous approval.

Fredericksburg WWTP - No feedback from DEP on the report submitted.

Monroe Valley WWTP - No feedback from DEP on the report submitted.

FSWA Water System - Support in obtaining a DEP permit for the Eaton Proline 100 Bag Filter. A filing fee check will need to go with the application.

Water System Improvements / New 1MG Tank; Water Source - Meeting with SRBC happened. Geologist is scheduled to review PA DEP files for the wells in question on April 21st.

East Main Street Pump Station - DEP Permit application has been submitted to the DEP regional office. Some minor feedback has been given and has already been addressed.

Miscellaneous - Final details for a DEP Permit application for a high flow water booster pump is being worked out. Awaiting an update on the Kenbrook Bible

Camp sewer connection. Water system hydraulic model for Oak Hills Mobile Home Park has been updated with theoretical hydrant flow data presented.

SOLICITOR'S REPORT - Easements were finalized from the houses around the Sewage Treatment Plant. Mr. Bevans as Treasurer is required to sign. The signed lease for the West Water Tower arrived from Verizon. Mr. Fitzgibbons drafted a letter in regards to the variance petition and requests Board approval for finalization of the letter to send it out. Mr. Fitzgibbons also suggested that the next Board meeting should start at 5 pm and immediately go to Executive Session to tour the new plant. Mr. Rudy made the motion to start the next meeting at 5 pm and Mr. Thompson seconded the motion. The Board voted unanimously for the motion to be carried.

OLD BUSINESS - None

NEW BUSINESS - Gubba's had a water pipe burst with an estimated 5,000 gallons of water wasted. A letter was addressed to the Authority in adjusting the bill to compensate for the pipe burst. The Board agreed to look into the issue and trying to resolve it.

COMMITTEE REPORTS

Budget Committee - Due to the recent administrative change, attempts have been made to gain access to all password protected information. Insurance information presented to the Board regarding Short Term Disability and Life. With Guardian, the total would be \$1031.76 for the year. Mr. Demler made the motion to use Guardian as the Short Term Disability and Life insurance provider. Mr. Heisey seconded the motion. The Board voted for the motion to be carried. Mr. Heisey made a motion to make a payment of \$1296.61 to Harris to settle the agreement with them. Mr. Rudy seconded the motion and the Board voted for the motion to be carried.

Operations Committee - Operation Committee will get together to discuss issues.

Building Committee - Office door was rekeyed.

ADJOURNMENT - Executive session was taken with the regular meeting being put into recess at 9:37 pm. At the conclusion of the Executive Session, the meeting was resumed. No further official action was taken. A motion to adjourn the meeting was made by Mr. Rudy and seconded by Mr. Thompson. The motion was carried unanimously and the chairman adjourned the meeting at 10:12 pm.

**Respectfully submitted,
Jonathon Kees**