

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
August 4, 2014**

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

**ROLL CALL** Roll call was taken by Secretary Jon Kees. Jim Heisey, Ron Thompson, Rick Rudy, Dale Bevans, Kevin Helms and Tom Demler of the Board were present. Also in attendance were Tony Fitzgibbons, Paul Lutzkannin, Kevin Snader, Jon Kees. Jeff Steckbeck was also present.

**COMMENTS/COMPLAINTS - None**

**MEETING MINUTES** The meeting minutes from July 21, 2014 were accepted and adopted by the Board without revisions.

**TREASURER'S REPORT**

**Bills Payables** - The payables were presented to the Board for approval to be paid in the amounts of \$14,202.75 from the Water Fund, \$21,835.39 from the Sewer Fund and \$4922.40 from the Monroe Valley Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Demler seconded the motion and the Board voted unanimously for the bills to be paid in the amounts presented.

**Financial Statement** – The financial statement was presented to the Board for approval. Mr. Thompson made the motion to accept the financial statement as presented, pending an audit. Mr. Helms seconded the motion and the Board voted unanimously for the approval of the financial statement.

At this time, Mr. Steckbeck gave a report on the properties of the Anspachs and Bickels, as discussed at the meeting on July 21, 2014. Mr. Steckbeck said the properties, which are side by side, are able to share a lateral connecting to the sewer lines. Both the Anspachs and Bickels must pay for separate tapping fees. Mr. Fitzgibbons is going to draw up an agreement to protect the Authority if anything were to go wrong with this arrangement. Mr. Thompson made a motion to allow the Anspach and Bickel residences to connect via one line to the sewer lateral, contingent on the draft to be written by Mr. Fitzgibbons. Mr. Rudy seconded the motion and the Board voted in favor for the motion to be carried.

**OFFICE MANAGER'S REPORT** - Mr. Kees presented more information on the possibility of the Authority accepting online bill payments and credit card payments from the Pennsylvania Rural Water Association. Due to the high amount of surcharge to be passed on to customers with their option, Mr. Kees was requested to keep looking and be in contact with other local businesses to see how they accept credit card payments and online payments. Mr. Heisey wrote a draft of a letter which is to be sent to the customers of the Authority informing them of the increase to the tapping fee permit from \$4,100 to \$5,000. The date on the letter is to be October 1, 2014, and aside from that change, the

letter was acceptable to send out. Customer questions between meetings were brought up and dealt with without action.

### **OPERATION MANAGER'S REPORT**

**Fredericksburg Sewer** - An offer was made to Mr. Snader for the emergency generator from the old sewer plant in the amount of \$4,000. The Board and Engineer recommend not selling the generator. 11 grinder pump stations need to be handed out to customers in the newly expanded South Fredericksburg area.

**Fredericksburg Water** - Valve exercising will start on October 6th, Monday to Friday from 8 am to 2 pm, to be completed by October 17th. A Rapid Response should be placed on October 3rd to notify the customers of any fluctuations in pressure and/or discolored water. Manganese testing reagents were purchased and the operations staff will gather as much data as possible to aid in a solution to the recent dirty water complaints.

**Monroe Valley Sewer** – Sludge from the Monroe Valley Sewer System needs to be removed. Mr. Snader asked to if the Board would like the operations staff to remove it or have Walter's Services remove it. The Board recommends the operation staff to remove the sludge and put it in a Centrifuge processing at the new sewer plant since there is more space, and it is the most cost effective option.

**Miscellaneous** - Mr. Snader made a recommendation to give Charlie Mengel, Jr. his two week notice based on performance reasons. Mr. Bevans made a motion to allow Mr. Snader to give the employee his two week notice. The motion was seconded by Mr. Rudy and was given full support by the Board upon vote. Mr. Mengel's last day with the Authority will be Monday August 18, 2014.

**ENGINEER'S REPORT** - Mr. Lutzkanin presented to the Board the findings that have been made so far from the CLEAResult Energy Rebate Program. With lighting fixtures alone, the rebate is \$2800. More work will be done to determine the exact scope of the rebate in the coming weeks. Steckbeck Engineering and the Authority have received approval from the Lebanon County Conservation District (LCCD) to convert the infiltration basin into a water quality basin. Quotes have been gathered from Lobar/Horst at \$61,667.93 (\$55,000 of which comes from Horst), and SLH Excavating at \$22,580. Mr. Demler made a motion to authorize Steckbeck Engineering to make a check not to exceed the amount of \$22,580, with the understanding a couple more quotes will be gathered. Mr. Bevans seconded the motion and the Board voted in favor of the motion to be carried out.

***The Board took a five minute recess at 8:02 pm and went in to Executive Session after. The Session ended at 8:37 pm with no action being taken.***

**SOLICITOR'S REPORT** - Mr. Fitzgibbons presented Resolution 2014-04, which is the increase of the Tapping Permit Fee from \$4,100 to \$5,000, for Adoption. Mr. Bevans made the motion to adopt the Resolution with no changes. Mr. Thompson seconded the motion and the Board voted unanimously for the Resolution to be implemented. Verizon has begun working on the West Water Tower. Rental payments in the amount of \$2,045 per month will be commencing soon. Mr. Fitzgibbons will look into when the payments are to be received.

**OLD BUSINESS** - None

**NEW BUSINESS** - The EDU calculation adjustments were presented to the Board. The Board recommended the issue be brought up at the next meeting as "Old Business."

**COMMITTEE REPORTS**

**Budget Committee** - A budget meeting will be scheduled in the coming weeks once all audits have been completed and a budget has been finalized.

**Operations Committee** - None

**Building Committee** - Preliminary information was gathered for converting the Administrative Building and the rental apartment to natural gas. Mr. Bevans created a notice letter for the Open House that will be held at the new sewer plant on September 20, 2014 from 11 am to 2 pm.

**ADJOURNMENT** Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion and the meeting was adjourned at 8:57 PM.

Respectfully submitted,  
Jonathon Kees  
Secretary/Treasurer