

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
December 1, 2014**

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

**ROLL CALL** Roll call was taken by Secretary Jon Kees. Ron Thompson, Rick Rudy, Jim Heisey, Tom Demler, Kevin Helms and Dale Bevans of the Board were present. Kevin Snader, Paul Lutzkanin and Jon Kees were also present. Anthony Fitzgibbons was not in attendance at this meeting due to a scheduled vacation.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from November 17, 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 \$25,160.17 from the Water Fund, \$5,179.87 from the Sewer Fund and \$2,422.95 from the Monroe Valley Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Thompson 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. Heisey questioned Mr. Kees on why the payables seemed to be different on the financial statement than on the payables presented. Mr. Kees stated that due to loan payments, which were automatic, they weren't part of the payables. The Board requested Mr. Kees to put all the bills into the payables for approval. Mr. Demler made the motion to accept the financial statement as presented, pending an audit. Mr. Bevans seconded the motion and the Board voted unanimously for the approval of the financial statement.

**OFFICE MANAGER'S REPORT** - Mr. Kees presented the proposed 2015 holiday schedule, as well as two versions of the 2015 meeting schedule. The "alpha" meeting schedule has the September meeting on the 21st, which is the third Monday. The "bravo" meeting had the September meeting on the 14th. Mr. Kees reasoned that there would be more than a month between meetings in the "alpha" schedule and wanted to present an option where there wasn't that long of a gap between meetings. The Board reasoned that the gap was okay. Mr. Bevans made the motion to adopt the 2015 holiday schedule, as well as the 2015 "alpha" meeting schedule. Mr. Demler seconded the motion and the Board voted unanimously. The Board requested Mr. Kees send the schedules to be posted on the website, as well as to advertise the meeting schedule in the paper before the end of the year. Mr. Kees also brought up that the apartment rent and the garage rent were up to date. The painter rent is three months behind. The Board

requested Mr. Kees lock the door to the painter and leave a note stating their rent is past due and the door will be unlocked once the bill is paid.

**OPERATION MANAGER'S REPORT** - Mr. Snader informed the Board that the operations is running smoothly. Aqua-Aerobics will be on-site training for process control. There has been no progress on 6 Pine Avenue. Mr. Snader will inform the customer that they have until the end of December to resolve the situation, or the accrued Infiltration and Inflow fees will be assessed.

**ENGINEER'S REPORT** - Mr. Steckbeck arranged a geotechnical study on the land listed in the Notice of Violation. Joao Bradley accepted the study as presented. There has been no confirmation on when PennVest would release funds to the Authority. They will be waiting until they conduct their own audit of the PennVest funds. There has been no response on the Chapter 94 Reports, and Steckbeck Engineering will be working on the reports for next year. The DEP permit application for the East Water Tank booster pump has been received. At the request of Bell & Evans, Steckbeck Engineering is investigating to determine if an engine driven pump can be delivered more quickly than the electric motor driven pump and generator.

**SOLICITOR'S REPORT** - Mr. Fitzgibbons was not present and no formal report was presented. However, Mr. Fitzgibbons' report will be filed.

**OLD BUSINESS** - None

**NEW BUSINESS** - None

*\*At 7:02 PM, the Board went into Executive Session. The Board returned to public session at 7:43 PM. At the conclusion, Mr. Heisey presented to the Board Resolution 2014-5, which states the Authority will pay and sign for the Consent Order and Agreement in relation to the Notice of Violation. In doing so, Steckbeck Engineering and Joao Bradley will be invoiced for the full amount each, and a resolution between the two organizations should be reached as to who is responsible for what amount. Mr. Bevans made a motion to accept Resolution 2014-5 as presented. Mr. Thompson seconded the motion and the Board voted unanimously for the adoption of the Resolution.*

**COMMITTEE REPORTS**

**Budget Committee** - None

**Operations Committee** - None

**Building Committee** - None

**ADJOURNMENT** Mr. Rudy made a motion to adjourn the meeting. Mr. Thompson seconded the motion and the meeting was adjourned at 7:49 PM.

**Respectfully submitted,**

**Jonathon Kees**

**Secretary/Treasurer**