

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

The meeting was called to order by Chairman Jim Heisey at 6:32PM.

ROLL CALL Jon Kees took the roll call. Ron Thompson, Rick Rudy, James Heisey, Dale Bevans, Kevin Helms and Tom Demler were present for the Board. Also in attendance were Tony Fitzgibbons, Jon Kees and Paul Lutzkanin. Kevin Snader arrived a little later due to a situation at the main plant.

COMMENTS/COMPLAINTS - None

MEETING MINUTES Meeting Minutes for the June 16, 2014 meeting were presented to the Board. The Board adopted the minutes without changes.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$31,585.29 from the Water Fund, \$574,795.23 from the Sewer Fund and \$22,217.62 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. Rudy 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 was nominated by Mr. Bevans to assume the positions of Secretary and Treasurer for the Authority, thus enabling him the ability to sign checks and deal with matters in relation to the positions. Mr. Thompsons seconded the motion and the Board voted unanimously in favor of the motion. Mr. Kees will be able to sign checks as soon as proper paperwork is filed. A motion was made by Mr. Demler to change the recorded pay week period in the Employee Handbook with the actual pay week schedule of Monday to Sunday being used. Mr. Bevans seconded the motion and the Board voted for the change, charging Mr. Kees to rewrite that section of the Employee Handbook. A discussion was had about how to determine the EDU amount for Verl's Salad along South Pine Grove Street. The Board made no official decision on the situation, but the issue will be looked into more thoroughly at the next Board Meeting.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Normal operations. No violations to report from the Department of Environmental Protection (DEP). Richard Hills Pump Station was serviced.

Fredericksburg Water - The one million gallon tank permit was issued by DEP. Filter housing requirements are being met. Due to a lightning strike, Allied Control Services was contacted to assist with repairs to well transducers and flow meters. Mr. Snader has been informed to keep thorough and accurate records of the incident because the Authority is covered in such losses with insurance. Mr. Snader is gathering information on system pressure monitoring and surge protection. Water complaints have become more frequent and Mr. Snader has reached out to Mr. Herb Spencer.

Monroe Valley Sewer - Normal operations. Little Mountain Road pumping station was serviced.

Miscellaneous - Mr. Charlie Mengle was given sewer exam registration materials. He is to fill them out and Mr. Snader will register him for the test as soon as possible.

ENGINEER'S REPORT The Notice to Connect Letters will be hand delivered to assure they arrive with the residences in the South Fredericksburg Service Area. Mr. Lutzkanin has been working with CLEAResult and Met-Ed about a substantial rebate. In figuring out a proper number for a rebate, the use of the old Fredericksburg Waste Water Treatment Plant was unsuitable due to the age of the plant. The Caernarvon Township plant, located in Lancaster, PA was chosen as a suitable comparison for the new Fredericksburg Plant to see how energy efficient it is. DEP has requested some additions and modifications to be made to As-Built plan sets, as well as breaking up single change orders into multiple. DEP also would like a Change of Scope Change Order to be submitted. Mr. Jeff Steckbeck and Mr. Lutzkanin are working on the requests. Mr. Lutzkanin requested the Board make a motion to set the date for substantial completion on contracts 1-4 on April 4, 2014. Mr. Rudy made the motion and Mr. Bevans seconded the motion. The Board voted fully to accept the date of substantial completion.

SOLICITOR'S REPORT Mr. Fitzgibbons presented the "Drug Free Workplace Policy" as Resolution 2014-03. Mr. Bevans made the motion to accepted Resolution 2014-03 and to adopt it into the Employee Handbook. Mr. Helms seconded the motion and the Board voted unanimously for the adoption of the Resolution.

The Board went recess and then into Executive Session at 7:45 PM. The Public Session resumed at 9:19 pm. Two actions were taken out of the Executive Session. First, Mr. Bevans made the motion to approve Steckbeck Engineering and Surveying paying a fine of \$5250 due to a civil penalty violation. Mr. Thompson seconded the motion and the Board voted for the approval unanimously. The second action is to allow Mr. Mike Polk to go through the entire year of 2012 in his audit, as well as to give him two more weeks to finish his

report. Mr. Thompson made the motion, and Mr. Rudy seconded it. The Board voted unanimously, and Mr. Polk was informed to have his findings prepared for the next Board Meeting.

OLD BUSINESS - A cleaning person has not been found yet. Mr. Kees is tasked now with gathering quotes from professional services for both the office and operations buildings.

NEW BUSINESS - A discussion was made about having an "Open House" event at the new treatment plant. A committee was formed to handle the duties with Mr. Bevans, Mr. Demler and Mr. Heisey.

COMMITTEE REPORTS

Budget Committee - None

Operations Committee - None

Building Committee - None

ADJOURNMENT Mr. Rudy made the motion to adjourn the meeting. Mr. Thompson seconded the motion and the motion was carried without dissent from the Board. The meeting ended at 9:31 PM.

**Respectfully submitted,
Jonathon Kees**