

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES June 2, 2014**

The meeting was called to order by Chairman Jim Heisey at 6:26PM.

**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, Paul Lutzkanin and Kevin Snader.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** Meeting Minutes for the May 19th and April 7th meeting were presented and adopted by full Board approval.

**TREASURER'S REPORT**

**Bills Payables** - The payables were presented to the Board for approval to be paid in the amounts of \$3,614.75 from the Water, \$2,918.19 from the Monroe Valley portion of the Sewer Fund and \$13,908.72 from the Fredericksburg portion of the Sewer Fund. Mr. Bevans made a motion to accept the bills payable as shown. Mr. Helms seconded the motion to approve the payables and the Board voted unanimously for its approval.

**Financial Statement** – The financial statement was presented to the Board for approval with a note stating \$32,000 was transferred from the Sewer account to the Water account to cover the costs of loan payments. Mr. Bevans made the motion to accept the financial statement as presented, pending audit. Mr. Thompson seconded the motion and the Board voted for the acceptance of the financial statement.

**OFFICE MANAGER'S REPORT** Notice to Connect Letters have been sent out and customers have contacted the office staff to inquire about how to get permits and what must be done in order to fulfill their obligation. Five of the Notice to Connect Letters have been returned due to being sent at the incorrect address. Mr. Robert Attick of 136 Deer Drive called in and was concerned about legal action being taken against him if he was unable to pay for the permit. The Board was unaware of any previous legal action having been taken a customer, and recommended the office staff to inform the customer of the financing options available.

**OPERATION MANAGER'S REPORT**

**Fredericksburg Sewer** - Normal operations, with the pumping stations having recently been cleaned. Final punch list items being worked on with the contractors.

**Fredericksburg Water** - The three dirty water complaints received on Memorial Day were due to the altitude valve being closed and filter housing malfunctioning. Replacement parts for the filter housing have been ordered, and valve adjustments will need to be made when the tanks reach a higher water level. A Certificate of Completion Form for a Notice of Violation on March 22, 2014 is being processed.

**Miscellaneous** - The 2001 Ford Ranger has extensive rust damage and will not pass inspection in March of 2015 at its current state. The truck will also require new tires. The Board decided it was wise to purchase a new vehicle as it had been budgeted, but no decision was made at this meeting. Antennas were adjusted for better communication. A permit meeting with DEP is scheduled for July 1, 2014 at 10 AM.

**ENGINEER'S REPORT** Jeannie Sekura of CLEAResult, which is a rebate company associated with Met-Ed, toured the new plant. The initial feeling from Ms. Sekura is that the Authority will receive a "substantial" rebate for the plants energy conservation implementations. A co-permittee form was submitted to Joao & Bradley as required by DEP. Steckbeck Engineering is working with Joao & Bradley to design solutions to the various Erosions and Sedimentation Control issues described in a LCCD letter. Met with Lobar onsite to discuss the punch list of items in the second LCCD letter. In the process of acquiring an approval form from DEP for the conversion of an infiltration basin into a water quality basin. This modification will result in a Change Order on Contract 2. Mr. Conapitski gave an update about conversations with SRBC, which he felt highly pleased with.

**NOTICE TO CONNECT** - An updated data sheet on the cost breakdown of the Notice to Connect Letters being sent out was handed out at the meeting. At current, 46 letters have been successfully delivered to date, 5 have been returned, with a total number of permits sold at 109. Chart as follows:

ESTIMATE	ACTUAL	
NTC Letters	195	163 + 24 = 187
Postage Each	\$7.61	\$7.19 / \$7.82
Total Postage	\$1,483.95	\$1,359.65
Envelopes (3 @ \$19.99/box)	\$53.97	\$33.65
Labels (2 @ \$14.39/box)	\$28.78	\$18.70
Labor (5 hrs @ \$46)	\$230.00	8 hr @ \$46 = \$368
Subtotals	(was \$1,804.31) \$1,796.70	\$1,780.00
Copies (3,151 Pages @ \$0.15)		\$472.65
TOTALS		\$2,252.65

**SOLICITOR'S REPORT** Mr. Fitzgibbons reiterated that the customer at #6 Pine Avenue stopped into the office after the last Board Meeting. Mr. Kees had spoken to the customer at her visit to the Authority Office, and had informed the customer that the I&I Fee would be assessed from the previous quarter and future quarters if the situation was not dealt with. Mr. Kees passed along Mr. Snader's contact information and urged the customer to get in touch with him. As of yet, the customer hasn't, so the I&I Fee will be assessed and mailed out to her following the meeting as it was approved at the last Board meeting. The Verizon Lease at the West Water Tower is moving forward with construction permitting. Rent should be expected within the next couple of months. The meeting was adjourned into an Executive Session at 7:45 PM. The meeting resumed at 8:00 PM and several actions were taken that were discussed during the Executive Session which are as follows:

1. School House Lane Sanitary Sewer Easement – Motion made by Mr. Demler, seconded by Mr. Thompson and passed unanimously to authorize the Chairman to accept and sign on behalf of the Authority the Sanitary Sewer Easement Agreement between William and Janice Raynes and Richard and Mary Marks (6 Schoolhouse Lane, Jonestown, PA), dated May 22, 2014, of which the Authority is an intended third party beneficiary.
2. DEP Consent Order and Agreement - Motion made by Mr. Bevans, seconded by Mr. Helms and passed unanimously to accept, and authorize the execution of the Chairman and Solicitor of, the proposed Consent Order and Agreement from DEP, dated June 2, 2014, with the provision that the stipulated civil penalty assessment be reduced from \$7,980.00 to \$5,000.00.
3. Bell & Evans – Water Service Agreement - Motion made by Mr. Bevans, seconded by Mr. Thompson and passed unanimously to approve the Water Service Agreement with Bell & Evans, dated December 16, 2013, with the following two revisions: (1) the tapping fee set forth in paragraph 3 of the Agreement shall be \$250,000.00 and shall be paid within thirty days of the date the Agreement is signed by the Authority and (2) the estimate for the cost of the water booster pump that Bell & Evan will be required to construct, set forth in paragraph 2.e. of the Agreement, shall be increased from \$150,000.00 to \$300,000.00. The solicitor will revise the agreement accordingly and forward it to the Board for final review and approval at the June 16, 2014, meeting, following which it will be conveyed to Bell & Evans.

**OLD BUSINESS** - None

**NEW BUSINESS** - The Drug Policy in the Workplace must be redone to include language that covers employees working in the office. As it stands, it only covers the operations staff. Mr. Fitzgibbons will work on a new policy and have it ready for the next meeting.

**COMMITTEE REPORTS**

**Budget Committee** - The Budget Committee will meet after the Forensic Audit is completed, and sometime after July 1, 2014.

**Operations Committee** - Mr. Martin has requested the ground around the well, which is 20 feet from the gate to the well with a 135 foot diameter surrounding the well, be marked off so he would be able to plant corn. Mr. Snader will handle that duty before the end of the week.

**Building Committee** - Mr. Bevans will purchase blinds for the office building and install them as was approved by the Board at the last meeting.

**ADJOURNMENT** Mr. Rudy made the motion to adjourn the meeting. Mr. Helms seconded the motion and the motion was carried without dissent from the Board. The meeting ended at 8:11 PM.

**Respectfully submitted,  
Jonathon Kees**