

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES May 19, 2014**

The meeting was called to order by Chairman Jim Heisey at 6:33PM.

ROLL CALL - Jon Kees took roll call. Ron Thompson, Rick Rudy, Jim Heisey, Kevin Helms and Tom Demler of the Board were present. Tony Fitzgibbons, Paul Lutzkanin, Kevin Snader and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES - Minutes from May 5 were accepted and adopted by the Board with no changes.

TREASURER'S REPORT

Bills Payables - A motion was made by Mr. Demler to pay all the bills presented to the Board. Mr. Thompson seconded the motion and the Board voted unanimously for the motion to be carried.

Financial Statement – Mr. Rudy made a motion to accept the financial statement as presented to the Board. Mr. Helms seconded the motion and the Board voted unanimously for the motion to be carried.

OFFICE MANAGER'S REPORT - Uncleared checks were found in quickbooks, and it was decided that the new checks will carry an expiration period so that they have to be cashed after 180 days from the date of issue. It was recommended that all of Lorrie's personal belongings be boxed up and given to her.

OPERATION MANAGER'S REPORT

Fredericksburg Sewer - Route 22 Plant is officially cleaned out and closed. #6 Pine has been unresponsive. A bill for the I&I fee will be sent out, unless they have not paid their bill in which case, with the recommendation of Mr. Fitzgibbons, the Authority will lien the residence.

Fredericksburg Water - A meeting was set up for July 1st, 2014 between Mr. Snader and Mr. Jeff Steckbeck with DEP. A number of the Board members will go as well as the Solicitor and the Engineer with Mr. Snader staying behind so the Authority can be well represented in case of policy recommendations.

Miscellaneous - Kline's Services cleaning up the Monroe Valley Plant. Mr. Charlie Mengle was given a supplemental performance review.

ENGINEER'S REPORT

Fredericksburg Plant Expansion / South Fredericksburg - Steckbeck Engineering ran some numbers to come up with an amount to send out the Notice to Connect Letters and came up with a figure of \$1800. A motion was made by Mr. Demler to accept and permit Steckbeck Engineering to send out the Notice to Connect Letters when they are ready at an estimated cost of \$1804.31. The motion was seconded by Mr. Rudy and the motion was granted after full Board approval. Mr. Heisey brought up the directional drilling plans that were presented to the Board at the last meeting for consideration. Mr. Heisey motioned that the Authority adopt the plans for the lateral packages with respect to the slope being greater than 2%. Mr. Demler seconded the motion and the Board voted for the motion to be carried unanimously. Mr. Lutzkanin informed the Board that four change orders had to be redone due to some issues. Two of the four have already been resubmitted, but the other two require more information. Emergency System Services Company, Inc. has gotten in contact about missing a payment for a Generator. The Authority paid MBR in October, 2013 from the PennVest account in an amount that covered the cost of the generator. The check has been cashed and cleared. Mr. Lutzkanin is handling the situation between MBR and ESSC in settling the matter.

EXECUTIVE SESSION - An Executive Session was called at 7:41 pm. The Executive Session ended at 8:37 pm with no action being taken.

SOLICITOR'S REPORT - Mr. Fitzgibbons presented a version of the Notice to Connect Letter for the Board to approve. The Board decided to bill South Fredericksburg with Fredericksburg billing. With the Notice to Connect Letter set to be sent out June 1, 2014, 60 days will be given for the residence to connect. August 1, 2014 will begin the first billing cycle. A motion was made by Mr. Rudy to allow Mr. Fitzgibbons to revise the language in the Notice to Connect Letter to describe the billing cycle, as well as state a prorated first cycle payment for all the customers. The motion was seconded by Mr. Thompson and the Board voted unanimously for the motion to be carried.

OLD BUSINESS - None

NEW BUSINESS - The Board decided to bill the new customers south of Fredericksburg as a part of the quarterly Fredericksburg billing cycle.

COMMITTEE REPORTS

Budget Committee - None

Operations Committee - None

Building Committee - The Board authorized the purchase of three sets of blinds for the front windows. Mr. Shilling was contacted about the leak but is unable to get it at this time. He said he would try to fix the leak as time permits, however,

he will need access to the rental property because it appears that the leak is coming through the front or side walls.

ADJOURNMENT - A motion was made by Mr. Rudy to adjourn the meeting. Mr. Demler seconded the motion and the Board voted unanimously to carry the motion. The meeting adjourned at 9:08 pm.

**Respectfully submitted,
Jonathon Kees**