

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
October 6, 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, Kevin Helms and Tom Demler of the Board were present. Anthony Fitzgibbons, Jeff Steckbeck, Paul Lutzkanin, Kevin Snader and Jon Kees were also present. Board Member Dale Bevans arrived later in the evening due to a prior family engagement.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from September 15, 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 \$25,633.57 from the Water Fund, \$54,388.56 from the Sewer Fund and \$4,918.91 from the Monroe Valley Fund. Mr. Thompson made a motion to pay the bills as presented. Mr. Helms 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. Helms seconded the motion and the Board voted unanimously for the approval of the financial statement.

OFFICE MANAGER'S REPORT - Pennvest has not released the funds from the final pay request yet. In doing so, the Fulton account for Pennvest has been overdrawn. Mr. Lutzkanin has been in contact with representatives for Pennvest and will continue to work on rectifying this situation. Mr. Kees asked Board approval to have Diversified print and mail out the monthly bills due to the office not having a mailing machine to speed the process up. Mr. Thompson made the motion to have Diversified print and mail out the third quarter billings for Fredericksburg, as well as the first billing for the new customers in South Fredericksburg. Mr. Demler seconded the motion and the Board voted unanimously for its approval.

***At this time, Mr. Steckbeck gave a presentation on recent Notice of Violations from DEP and explained where issues would have occurred in gaining permission for the new sewer treatment plant.**

OPERATION MANAGER'S REPORT - The digester blowers are in the process of being looked at by Aqua Aerobics. Mr. Snader brought up a specific type of water conditioner from Martin's that would cost \$2500 and act like a water softener

system. The Board recommended he bring that item up at the next meeting. Progress has been made with the resident at 6 Pine Avenue with regards to the Infiltration and Inflow penalty that has been assessed. In addressing the dirty water complaints, Mr. Snader has pointed out that the water from Fredericksburg and the water from the County of Lebanon mixing together makes the manganese appear in the water due to the differing PH levels. Valve exercising will be commencing until October 17, 2014. Mr. Snader brought quotes for a new truck for operations. Mr. Rudy made a motion to purchase a Chevy Silverado for \$28,782. Mr. Demler seconded the motion. The Board voted with Mr. Demler, Mr. Rudy and Mr. Helms voting for the motion. Mr. Heisey and Mr. Thompson abstained from the vote. Mr. Snader was given permission to purchase the truck from the Board.

ENGINEER'S REPORT - Mr. Lutzkanin informed the Board of the progress on the MetEd and CLEAResult energy rebate. More data and calculations are being made on the numbers and should be finished in a few weeks. Mr. Lutzkanin informed the Board that there are 15 properties that have received the Notice to Connect Letter that have not acquired permits yet. One of those 15 was burned down and no longer is required to purchase a connection permit.

SOLICITOR'S REPORT - Nextel has finished their equipment removal and we shall be receiving the \$5,000 payment for the trailer. There is a removal bond that Mr. Fitzgibbons recommends the Board release. Mr. Thompson made the motion to release the Bond. Mr. Rudy seconded the motion and the Board voted unanimously for the motion to be carried.

OLD BUSINESS - The EDU schedule was moved to a meeting in November. A new surcharge formula will need to be created and will be worked on by the engineering staff.

NEW BUSINESS - None

COMMITTEE REPORTS

Budget Committee - Budget meetings will be held at least once a week going forward.

Operations Committee - None

Building Committee - Mr. Krall from Krall and Son came in to give a quote on converting the building to natural gas. Mr. Krall recommended we have a smaller water heater tank for the office building than the apartment, as well as having a High Efficiency furnace which will aid in savings over time. Mr. Thompson made a motion to accept the proposal with a limit of \$19,500 and not to exceed that amount. Mr. Rudy seconded the motion and the Board voted unanimously in approval of the motion. Mr. Kees will be calling UGI to get a separate meter for the office building and apartment building.

Executive Session - At 8:20 pm, the Board went into recess and Executive Session to discuss personnel matters. The Board came out of Executive Session with one motion. Mr. Thompson made the motion to hire Mr. Kees on officially as the Office Manager for the Authority with a one dollar raise per hour at the end of his probationary period, which is in November of 2014. Also, a general increase of pay at the end of the year for the staff of 2.5%, with amounts to be determined by the Board. Mr. Demler seconded the motion and the Board voted unanimously for the motion to be carried.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion and the meeting was adjourned at 9:10 PM.

**Respectfully submitted,
Jonathon Kees
Secretary/Treasurer**