

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
January 5, 2015**

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 informed the Board earlier that he had another meeting and would arrive at 7:15pm.

COMMENTS/COMPLAINTS - None

TRUCK BIDS - At this time, the Board opened up bids for the 2001 Ford Ranger. There were five bids given to the Board for the truck, and the Board would accept the highest bid. The bids were as follows:

- Roy Jones, Sr. - \$3,500
- Michael Hess - \$3,491
- Juan Carlos Trejo - \$2,750
- Mary Hoberg - \$2,500
- David L. Troup - \$1,777

Mr. Bevans made a motion to accept the bid from Roy Jones, Sr. In addition, Mr. Bevans made a motion to accept the next highest bid if Mr. Jones was no longer interested in the truck. Mr. Demler seconded the motions and the Board voted unanimously in favor for the motion to be carried.

REORGANIZATION - At this meeting, the Authority must reassign officers. The results are as follows:

- **Chairman** - James Heisey, reelected
- **Vice-Chairman** - Dale Bevans, elected
- **Secretary** - Jonathon Kees, reappointed
- **Treasurer** - Jonathon Kees, reappointed
- **Representative to Bethel Township/Alternate** - Dale Bevans/Jim Heisey, appointed
- **Representative to Swatara Township/Alternate** - Tom Demler/Kevin Helms, appointed
- **Right to Know Officer** - Jonathon Kees, appointed
- **Engineer** - Steckbeck Engineering and Surveying, Inc., reappointed
- **Solicitor** - Anthony J. Fitzgibbons, Esq., reappointed
- **Financial Institutions** - Named as depositories are Fulton Bank, First National Bank of Fredericksburg, Susquehanna Bank and Northwest Bank

- **Board Member Hourly Rate** - Mr. Bevans made a motion to increase the Board Member Hourly Rate to \$16 per hour. Mr. Demler seconded the motion and the Board voted for the motion to be carried.
- **Mileage Rate** - The IRS standard rate of .575 cents per mile was accepted
- **Bond for Office Personnel** - Mr. Rudy made a motion to authorize payment to H.A. Thompson for the bonds for the office personnel. Mr. Bevans seconded the motion. The Board voted unanimously for the motion to be carried.
- **Committee Appointments** - The Board will retain the current committee appointments, which are as follows:
 - **Administrative/Budget** - Jim Heisey, Ron Thompson and Kevin Helms
 - **Operations** - Tom Demler, Rick Rudy and Dale Bevans
 - **Building** - Dale Bevans and Rick Rudy
- **Motion to Make Board Members Part-Time Employees** - Mr. Heisey informed the Board that, according to the terms in the insurance policy, if the Board Members are not recognized as part-time employees, they would not be covered under the insurance policies of the Authority if they were to sustain an injury while working. Mr. Bevans made a motion to recognize the Board Members as part-time employees for insurance purposes. Mr. Helms seconded the motion. The Board voted unanimously for the members to be recognized as part-time employees of the Authority.

MEETING MINUTES The meeting minutes from December 1, 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 \$92,646.61 from the Water Fund, \$251,501.39 from the Sewer Fund and \$3,367.86 from the Monroe Valley Fund. Mr. Heisey informed Mr. Kees he no longer needed to mark the difference between the Monroe Valley and regular Sewer payables because the Authority will now be working under one unified sewer system. Mr. Thompson noted that, while the loan payments had been placed on the payables, it was as one entry and not specified which loan was being paid and for what amount. The Board asked Mr. Kees to make sure that he keep all the loans separate on the payable sheets. Mr. Demler made a motion to pay the bills as presented. Mr. Bevans 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. Thompson noted that the sewer account continues to dwindle due to the situation with the Pennvest funds, which have yet to be released to the Authority. Mr. Bevans made a motion to accept the financial statement, pending audit. Mr. Demler seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT - Mr. Kees informed the Board that the natural gas conversion was completed. The new copier was also delivered to the office in December. A representative from Diversified will be at the next meeting to discuss in detail electronic billing and payment. Mr. Kees informed the Board that there were two outstanding invoices that have not been paid. The one is Muslitz Excavating for an amount of \$902.20. Mr. Snader will get in contact with someone and inform them the invoice is past due. The other unpaid invoice was for Full Circle Mountain for their third quarter EDU debt service in the amount of \$22,276.80. The Board requested Mr. Kees bill them for the fourth quarter, and inform them that the bill from the third quarter is also past due. Maguire Group, which is the auditing agency that was hired to review the Pennvest accounts as well as the new sewer treatment plant construction, were in and had no issues conducting their audit. End of the year tax information will be worked on with Mary Coble in the coming weeks. Mr. Kees asked what was to be done with the Monroe Valley bank account at First National Bank (FNB) of Fredericksburg. The Board requested Mr. Kees write a check from FNB to the Fulton Sewer accounts for most of the amount in the account.

OPERATION MANAGER'S REPORT - Mr. Snader informed the Board that the plant has a moderate filamentous problem, and that Sodium Hypochlorite was ordered to correct the situation. There has been contact made with the plumber working with the customer at 6 Pine Avenue. Musselman Plumbing had been unable to find any active leaks when they were inspecting, but will return at a later date and call with information. All reports have been submitted, including December DMR's. Mr. Snader has been, and will continue to forward Chapter 94 information to Mr. Lutzkanin as it becomes available.

At 7:25 pm, the Board went in Executive Session. The meeting returned to public session at 8:01 pm with no action taken.

ENGINEER'S REPORT - Met-Ed and CLEAResult are working on the year end amounts for the energy rebate. The geotechnical study that Joao & Bradley entered into contract has been received and the results were inserted into the restoration plan, which was submitted to DEP. No feedback has been received as of this date. The connections to the new sewer system have slowed down considerably with only one being completed from the beginning of December 2014. The DEP permit application for the East Water Tank booster pump has been received, and two of the three large equipment Purchase Orders have been received; the Booster Pump and the SCADA revisions/Chlorination system. All Purchase Orders are being made out to Bell & Evans and the Authority. The SRBC requested a consumptive use permit be submitted by Bell & Evans for the new cooking facility.

SOLICITOR'S REPORT - Mr. Fitzgibbons presented to the Board Resolution 2015-01, the Rate Resolution for the 2015 year. It is the same format as before, but also includes a schedule for Equivalent Dwelling Units (EDU). Mr. Fitzgibbons

and the Board note that the table for the determination of bills is incorrect to what the budgeted amounts were. Mr. Fitzgibbons said he will make the necessary corrections, but the Resolution could be adopted. Mr. Bevans made a motion to adopt Resolution 2015-01 with the approved sewer and water rates for the rate table attachment. Mr. Rudy seconded the motion and the Board voted to adopt the Resolution. Mr. Fitzgibbons will enter the proper figures and will circulate the corrected version sometime this week.

Mr. Fitzgibbons informed the Board that Traveler's Insurance will reimburse the Authority for all the known loss found by the forensic audit. The bidding threshold has changed for the 2015 year. If the bid is under \$10,500 no action is required; if it is between \$10,500.01 and \$19,400, three telephone quotes are required; anything above \$19,400 requires full bidding. Isaac Martin called to discuss the Mountain Stream Village dedication. Mr. Fitzgibbons will schedule an inspection of the water and sewer facilities, and will prepare the appropriate deed(s) of dedication. Mr. Fitzgibbons is working on the lawsuits for the residents in the new South Fredericksburg Sewer Area who have made no progress in connecting to the sewer system. The Board authorized Mr. Kees to pay for filling fees to speed the process along.

OLD BUSINESS - None

NEW BUSINESS - None

COMMITTEE REPORTS

Budget Committee - Mr. Heisey and Mr. Thompson will look into the budget and see where the error had been made.

Operations Committee - Mr. Snader mentioned the possibility of getting a new meter for Gubba's restaurant, but the new meter would be incompatible with our current billing software.

Building Committee - A.A. Krall will run lines to the dryer and stove for the apartment for natural gas. The Authority will not pay to convert the dryer, but will for the stove since the stove is the property of the Authority. The Committee will look into finding out about what is written in the lease documents for the apartment. Mr. Bevans will ask Mr. Krall to look into getting a programmable thermostat for the office building. Before the bill is paid for Krall, Mr. Kees will inform the Board of the bill arrival.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 8:46 PM.

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