

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
April 6, 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, Jim Heisey, Tom Demler, Kevin Helms and Dale Bevans of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present. Board Member Rick Rudy was out on a fire call.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from March 16th were presented, 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 \$12,824.90 from the Water Fund, \$104,733.68 from the Sewer Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Helms seconded the motion and the Board voted for all the bills to be paid.

**Financial Statement** – The financial statement was presented to the Board for approval. 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** – A South Fredericksburg customer (Joanna Crane) was connected to the system, but hadn't purchased a permit to connect. Jerry Kalinoski, upon doing the inspection, found out that Lech Brothers connected her to the system without the permit. Ms. Crane came into the office and made a down payment of \$500, and will pay usage and \$1,000 a month to pay for her permit. Monroe Valley customer Guy Miller has a \$208.16 credit on his account, and was requesting a reimbursement check from the Authority for that amount. After a brief discussion, the Board gave Mr. Kees the authority to write the reimbursement check to zero out his account. Monroe Valley customer Ronald Stump has a penalty on his account, which was added because the bank check that was written for his bill was received a few days after the bill was due. Mr. Stump has not paid the penalty, but has continued to pay his quarterly usage, and Mr. Stump would like the Board to waive the late penalty from his account. After discussion, the Board agreed to waive the penalty from his account.

Mr. Kees informed the Board that Mr. Rudy had brought someone in to give a bid on the office cleaning. Also, Mr. Bevans was in contact with Mr. Shilling about purchasing and installing blinds in the office. Mr. Shilling came in and inspected the blinds that were in use prior and recommended they be cleaned. Once

cleaned, he could hang them up by the window. Mr. Heisey requested a sun blocker film cover for the upper portion of the window, which Mr. Bevans will see if Mr. Shilling can supply. The Fredericksburg Fire Company advertised for the Authority concerning the planned hydrant flushing, which was scheduled on April 3<sup>rd</sup>. Mr. Heisey authorized Mr. Kees to write a \$50 donation check to the Fire Company to be placed on the payables list for the next meeting.

At this point, Mr. Kees presented to the Board three different options to switch the South Fredericksburg customers to match the Monroe Valley customers in terms of billing cycle. After discussion, the Board agreed it was in the Authority's best interest to bill the South Fredericksburg customers as normal for the remainder of the year; however, in December, which is a Monroe Valley billing month, bill the South Fredericksburg customers for the prior two months. In doing so, it would keep the flat rate customers on the same cycle, and would allow ample time to adjust for the potential change in funds for the next year. Mr. Kees also presented to the Board a list of office equipment that was not being used which could be put up for bid. The Board recommended Mr. Kees post the items for sale in the office, as well as the merchandiser, via bids which will be opened at the first meeting in May. At this point, Mr. Heisey informed the Board of the detailed plan that Deb Kelly at Greenawalt had worked up for an audit of the tapping fees collected for the South Fredericksburg area. After a brief discussion, it was determined in the best interest of the Authority to allow Greenawalt to audit the tapping fees received until the end of the former Office Manager's time with the Authority.

**OPERATION MANAGER'S REPORT** – The trailer park on North Center Street has multiple cleanouts and areas that are contributing to the I&I on the East end of the system. Webber Properties is aware of the leak, and will be working with Mr. Snader to get the properties up to code. The Caustic Soda lines have thawed, and Mr. Lutzkanin is assisting with a flushing system to clear the lines of caustic after the pumps run. At this time, Mr. Snader presented to the Board a proposal for a new service truck for the Operations Staff. It is for a 2016 Ford F-550, to be built and deliverable by October of 2015. The budget committee will sit down later in the month and look over the numbers to see if it is feasible for the Authority to purchase a service truck in 2015.

**ENGINEER'S REPORT** – \$129,600 is sitting in a Pay Request awaiting an e-signature from Mr. Heisey. Mr. Heisey will be in communication with Pennvest to complete the task. Pennvest is encountering software anomalies, which are preventing them from releasing the rest of the remaining funds. The latest iterations of the restoration plan has been rejected by DEP. Joao & Bradley has requested a meeting at DEP on Wednesday April 8<sup>th</sup> at 2 PM, which DEP has agreed upon with one stipulation is that all of the parties involved must have a representative present. Mr. Lutzkanin has the Right of Ways, which have been agreed upon, for the Halteman Land Development Plan, and will circulate them for comment. The installation of the 12" water line for the Esther's Project is

complete. The temporary pump has been installed at the American Legion vault, and the results of the test shall be evaluated within the next couple of days.

Based on the aquifer plan submitted from Geologist Conapitski, the Authority received notice from the Pennsylvania Natural Diversity Index that we must study the Elkto Mussel, as had been done for the new Treatment Plant. A new wetland delineation report and mapping must be prepared first. Mr. Lutzkanin received a quote from Vortex Environmental, Inc. to perform a wetland delineation on the plant site and the Martin farm. The quote is for \$2,400. Mr. Demler made a motion to accept the bid not to exceed the quote, and allow Mr. Heisey to sign off on the proposal. Mr. Thompson seconded the motion, and the Board voted in favor of the motion to be carried. Mr. Heisey informed the Board of the plan for the Halteman Trucking on Route 22. Mr. Heisey was looking for a motion from the Board to accept the plan. Mr. Demler made a motion to accept the Halteman Trucking plan to connect to the Sewer system. Mr. Thompson seconded the motion, and the Board voted unanimously for the motion to be approved.

**SOLICITOR'S REPORT** – With the Authority pursuing an audit for tapping fees, Mr. Fitzgibbons will be in contact with Traveler's Insurance regarding the Authority's fraud claim. Mr. Fitzgibbons has not received word back from Isaac Martin regarding the Mountain Stream Village Development, and will continue to pursue the matter. Mr. Fitzgibbons believes that Thomas Van Lieu will sign the easement with US Real Estate, allowing the US Real Estate Warehouse to connect to the sewer system through the Van Lieu property. Everything will be put on hold until Mr. Fitzgibbons receives payment from US Real Estate for work on the easement. Mr. Fitzgibbons is working with Mr. Heisey to acquire a broker's price opinion on the value of the decommissioned waste water treatment plant, which has been a request from the auditors. At this time, Mr. Kees asked Mr. Fitzgibbons if there was any change in the plan to bill the Full Circle Mountain for their quarterly EDUs. Mr. Fitzgibbons stated that they be billed for the current rate per EDU in arrears with the rest of the Monroe Valley.

**OLD BUSINESS** – None

**NEW BUSINESS** – The Board requested Mr. Kees to find out if any employee can opt out of the Authority retirement plan held by Pennsylvania Municipal Retirement System.

### **COMMITTEE REPORTS**

**Budget Committee** – The budget committee will meet in the middle of the month of April to evaluate where the Authority stands through the first quarter.

**Operations Committee** – Mr. Snader will need assistance to run the plant with John Allwein going on disability, and Nelson Dreesse resigning on April 3rd. Mr. Snader has already received an employee from a temp agency, and has a number of other options available to him. Mr. Fitzgibbons informed the Board that

the Authority must hire an employee due to liability reasons. Mr. Snader will work on a job description to advertise for the position.

**Building Committee – None**

**ADJOURNMENT** Mr. Thompson made a motion to adjourn the meeting. Mr. Bevans seconded the motion and the meeting was adjourned at 8:17 PM.

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