

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
February 2, 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, Tony Fitzgibbons and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES – The meeting minutes from January 19, 2015 were presented to the Board for adoption. Mr. Bevans requested an addition into the minutes regarding the new "How Your Bill is Calculated" form and its acceptance by the Board to be placed on the website. With that addition, the Board approved the minutes from the last meeting.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$6,718.40 from the Water Fund, \$110,759.38 from the Sewer Fund. Mr. Kees informed the Board that the first payment from SESi for \$25,000 has been received. Mr. Bevans made a motion to pay the bills as presented. Mr. Thompson 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. Demler made a motion to accept the financial statement, pending audit. Mr. Helms 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 UGI had issues sending bills to the correct address, and that they were not billing the tenant of the apartment next door. The issue has since been corrected with the bills going to the right place and the tenant paying their bill. The Board discussed a possible rent reduction since they will be paying their own utility. This matter will be resolved at a later date. Tom Tobin of Diversified gave a few dates to which he would be able to come down to our office to discuss electronic billing and payment. The Board agreed on Thursday February 19th at 11 am for the meeting time and date. Mr. Kees will get in contact with Mr. Tobin to confirm the meeting time, and will remind the Board of it at the meeting on February 16th.

In the Monroe Valley Sewer District, when the sewer system went in, customers were allowed to "finance" their connection permit. Kathy Gamble has come across a number of accounts that are still unresolved, as backed up by

information in QuickBooks. Mr. Fitzgibbons will look into these accounts to see if they have been paid in full. Once there are answers, the office staff will proceed in collections as necessary. If there are open accounts, and they are unwilling to pay, the office staff is to lien the account. A Mr. Jay Davis has been in communication with the office staff regarding an account in the Fredericksburg area that has a lien on it. Mr. Davis made an offer to pay \$800 to satisfy the liens, as well as offered to pay off the remaining balance on the usage. Upon the recommendation of Mr. Fitzgibbons, the Board approves the offer of accepting \$800 for the liens, as well as charging \$265 for the usage on the account that has not been paid.

OPERATION MANAGER'S REPORT - Mr. Snader has been in contact with the plumber working at 6 Pine Avenue. The plumber will wait until the spring to work on this, in hopes that rain will help reveal where the infiltration is. Facility reports information has been gathered from the billing program, and Mr. Snader will finalize them in the near future. Mr. Snader informed the Board that the UV system at the new plant has not been working as anticipated. Mr. Snader compared and contrasted the results to the same system at the Monroe Valley Sewer Plant. While in communication with ETS, the organization that sold and supplies the UV system, Mr. Snader was recommended to chlorinate the pipes to kill any bacteria living inside them. This process was unsuccessful in affecting the outcome of the UV system with bacteria over an acceptable limit still present. The President/Owner of the organization will be making a trip out to look at the system. Mr. Heisey informed Mr. Snader to notify him of when the gentleman arrives so he could interact with him as well.

ENGINEER'S REPORT - SESI and JOAO & Bradley continue to await approval of the restoration plans, while addressing any additional comments that are made. There have been no more new connections to the sewer lines in the South Fredericksburg Area since the last meeting in January. The work for the upgrades at the base of the East Water Tower have begun. Jeff Steckbeck has been in communication with the Susquehanna River Basin Commission with respect to the Bell & Evans water consumption for the new Heat and Eat facility being constructed on State Route 22. SESI is working with Light Heigel on behalf of US Realty to redirect their sewer connection to the south via a new 8 inch gravity main through the Van Lieu property lot. In doing this, it will allow the warehouse flow to avoid going through the East Main Street Pump Station.

SOLICITOR'S REPORT - Mr. Fitzgibbons presented to the Board for adoption Resolution 2015-02, which addresses the grease traps and amends the way they are charged in the Rules and Regulations. Mr. Rudy made a motion to accept the Resolution, and Mr. Demler seconded the motion. The Board voted unanimously for the adoption of the Resolution. Mr. Fitzgibbons will work on an updated version of the Rules and Regulations including the new grease trap amendments. Mr. Fitzgibbons informed the Board that the former Office Manager has had the first Call to List meeting continued till March. Mr. Fitzgibbons presented to the

Board information regarding Mr. Caporaletti and his desire to pay for his EDUs. In his agreement, he was to be billed ahead. The rest of the Monroe Valley is billed in arrears. He would like to be billed in arrears as well. Mr. Thompson stated that, while doing the budget meetings, the Budget Committee planned for an occurrence where funds from Mr. Caporaletti would not be obtained and that the Board would be willing to work with him in figuring out an amount that he would be billed. Mr. Rudy made a motion to allow the solicitor to negotiate with John Caporaletti, the owner of Full Circle Mountain, LLC, to collect past due amounts and address the timing of future payments. Mr. Demler seconded the motion and the Board voted in favor of the motion to be carried. Mr. Fitzgibbons informed the Board that he filed the lawsuits on January 30th against the residence in South Fredericksburg that have not purchased a permit to connect yet. The residence next door to the new plant have been adamant about their placement of over 150 feet from the sewer lateral, but were recently shown they are in fact under that requirement. They asked the Board if they could pay their portion of the debt service until they sold their property. After a discussion, the Board was unwilling to set precedent and allow the resident to do that.

OLD BUSINESS - None

NEW BUSINESS - Mr. Snader mentioned that the Fredericksburg Fire Company is hosting a class and they were wondering if they could use the new sewer treatment plant. The Board agreed to let them use the plant as a location for the class.

COMMITTEE REPORTS

Budget Committee - None

Operations Committee - None

Building Committee - None

At 7:49 PM the Board went into Executive Session.

ADJOURNMENT – Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 8:10 PM.

Respectfully submitted,

**Jonathon Kees
Secretary/Treasurer**