

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
June 1, 2015

Chairman Jim Heisey called the meeting to order at 6:30 PM.

ROLL CALL Roll call was taken by Secretary Jon Kees. Ron Thompson, Jim Heisey, Tom Demler, Kevin Helms, Dale Bevans and Rick Rudy of the Board were present. Paul Lutzkanin, Tony Fitzgibbons and Jon Kees were also present. Kevin Snader was out on an emergency call in the Monroe Valley and would be present at a later time.

COMMENTS/COMPLAINTS – Mr. Heisey congratulated Mr. Rudy on his election to the Bethel Township Board of Supervisors.

MEETING MINUTES The meeting minutes from May 18th 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 \$71,137.54 from the Water Fund, \$80,993.53 from the Sewer Fund. Mr. Thompson made a motion to pay the bills as presented. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Financial Statement – The financial statement was presented to the Board for approval. Mr. Heisey questioned Mr. Kees on if there would be enough funds to pay for the PennVest loan, to which Mr. Kees informed the Board there was for the month of June. Starting in July, unless more funds were released from PennVest, we would have to transfer money into the South Fredericksburg account to cover the monthly loan payment. Mr. Lutzkanin informed the Board that he hasn't been able to move the process forward to release the funds. Mr. Fitzgibbons will work with Mr. Lutzkanin to be proactive on the matter. Mr. Thompson made a motion to accept the financial statement, pending audit. Mr. Bevans seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT - Mr. Kees opened up the bids for the office equipment. The results are as follows:

- James Heisey- \$25 for all of the office equipment available.
- Kathy Gamble- \$10 for a folding table, and \$10 for a white board and easel.

The Board discussed keeping the white board and easel, and how they have used it in the past. The Board will not sell that white board and easel, but the folding table is acceptable to sell. Mr. Bevans made a motion to accept the bids as proposed. Mr. Demler seconded the motion, and the Board voted unanimously to accept the bids.

Mr. Kees informed the Board that no new occurrences happened in the Monroe Valley or South Fredericksburg sewer areas. In Fredericksburg, the Operations staff has been using the new hand-held meter reading device, as well as new water meters for the customers that have scheduled appointment times to change their water meter. The Office Staff has received several calls regarding recently filed liens. The potential new Operations Employee (Brandon Nye) has completed paperwork for the Authority, and all papers will be submitted when he is officially hired as an employee of the Authority. Mary Coble and Mr. Kees will work on a new Quickbooks file for the book-keeping for next year and beyond. It will store the old files and free up computer operation disk space.

OPERATION MANAGER'S REPORT – Mr. Snader explained how the new water meters work, and how they can help detect a water leak. The customers have been receptive to the new meters being installed. Mr. Snader informed the Board that the Saturday before Memorial Day the plant was running on generator power due to a Met Ed glitch of over voltage. The plant is set to shut off electrical use when a reading passes a peak of 5%. Mr. Snader called Met Ed and the Met Ed engineers are looking into the options available to correct the over voltage situations that we may experience at the new treatment plant. Mr. Snader adjusted the generators to turn on once the voltage passes a 10% yield. Mr. Heisey voiced concern of adjusting things at the plant that could potentially blow the equipment to run the plant. Mr. Thompson asked Mr. Lutzkanin if there was a way to monitor the voltage at the main plant. Mr. Lutzkanin will look into a way to track the electricity at the plant. Mr. Snader informed the Board that Mussleman Plumbing will perform a pressure test on the lateral at 6 Pine Avenue for Ms. Moran. Hoffer Paving has completed all of the restoration requests from the Township in the roads.

ENGINEER'S REPORT – Mr. Lutzkanin informed the Board that no progress has been made with the PennVest loan due to an IT problem. Mr. Lutzkanin informed the Board that due to the delay in the release of the funds the Authority could be able to capture more funds from the PennVest system, which would be a reimbursement for eligible invoices. Mr. Lutzkanin informed the Board that he had the seventh revision for the DEP Enforcement Act for the Board to look at. DEP offered minor comments on the restoration plan, which will be resubmitted with the geotechnical engineer's certification of stability later in the week. There has been no movement on the connections since the last meeting for the South Fredericksburg expansion. Mr. Lutzkanin is in the process of gathering cost information to expand the plant with another basin due to the interest in Hain Celestial purchasing capacity in the new plant. Mr. Lutzkanin informed the Board that he delivered the 2014 Consumer Confidence Reports, which will need to be delivered before the end of June. The SRBC is reviewing the Bell & Evans consumptive use permit application for their use of approximately 120,000 gallons per day of water. Everything is in place for the force main upgrade on the East Main Street Pump Station. Due to a miscommunication, Bell & Evans and their

contractor thought it would be beneficial to go over all the estimates again. Once that is taken care of, Bell & Evans will give the go ahead for the work to begin.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board that the former Office Manager had her sentence hearing and was given some jail time, and this matter is complete. Mr. Fitzgibbons has had correspondences with Isaac Martin regarding Mountain Stream Village. An invoice was sent to Mr. Martin for the costs of time and repair supplies in the Mountain Stream Village which he will have to pay for. Mr. Martin will have to decide to pay \$5,000 to be put into as an escrow account for any future inspections or repairs needed for Mountain Stream Village, or to let the Authority continue to hold a letter of credit in the amount of \$5,000. The Authority does not have a recorded easement for the water and sewer lines on the American Legion property. Mr. Fitzgibbons has an easement agreement with him, but the agreement must be signed in front of a notary. Mr. Heisey will take the easement and get it signed by Joseph Kolar later in the week.

Mr. Fitzgibbons informed the Board that the first appraisal is nearing completion for the Martin Farm in an effort to gain a new public water source. A second appraisal is scheduled to occur once the engagement letter from Robert Zogorski is signed and sent back to him. Mr. Fitzgibbons informed the Board of the passing of Margaret Van Lieu. The property should transfer in the near future, and the Authority will gain a new tapping fee and a new customer through the transfer. Mr. Fitzgibbons has not been able to obtain a brokers price opinion or appraisal for the decommissioned waste water treatment plant. The appraisal is needed for the audit to be completed.

OLD BUSINESS – Mr. Heisey presented to the Board for consideration a letter for Mike Saphore, the owner of the Eagle Hotel. The Board had no objections or corrections to the letter, so Mr. Kees will mail the letter to Mr. Saphore. Mr. Bevans asked about the issue related to Dale Richards from the last meeting. Research has not been conducted, and the Board will not be able to make a decision until that is completed. Once the engineers make a report, the Board will be able to come to a conclusion on the matter.

NEW BUSINESS – None

COMMITTEE REPORTS

Budget Committee – None

Operations Committee – Mr. Demler made a motion to hire Brandon Nye as an Operations Employee on June 10th, 2015, with a starting salary of \$18 per hour. Mr. Rudy seconded the motion and the Board voted unanimously for Mr. Nye to be hired.

Building Committee – Mr. Rudy made mention that the sink in the bathrooms are dripping and need to be fixed. Mr. Bevans will get someone in the office to give a quote on what it would cost to fix the sinks.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Bevans seconded the motion and the meeting was adjourned at 8:25 PM.

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