

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
March 16, 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. Jeff Steckbeck, Tony Fitzgibbons and Jon Kees were also present. Kevin Snader was not present due to a training he had scheduled for this evening.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from March 2nd 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 \$35,741.10 from the Water Fund, \$31,118.79 from the Sewer Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Demler 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. Rudy 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 he will be working with John Allwein, who will be having surgery sometime in April and will be collecting disability during the time he will not be working. In addition, he will retire at the end of the year. Mr. Kees informed the Board that the Operations staff and Office staff have worked together to improve the look of the office. Mr. Bevans will order a set of blinds for the windows in the front of the office building. Mr. Kees informed the Board that there is office equipment the staff does not use, and he has requested direction on how to handle the equipment. The Board requested he write down what's available, and the Authority will advertise that there is office equipment for bid. The Board also requested that Mr. Kees work on presenting a process to bill the South Fredericksburg and Monroe Valley sewer areas on the same billing cycle to demonstrate how South Fredericksburg could catch up to the Monroe Valley cycle with minimal financial burden on the customers and Authority.

OPERATION MANAGER'S REPORT – The Operations staff located a lateral contributing to the I&I on Sugar Road on the Township ROW boundary. Repairs are scheduled for March 17th. 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. Mr. Snader will be developing a plan to repair all the problems in the park. Nelson Dreese will be resigning from the Authority in April. Due to the staffing issues that will occur, Mr. Snader has moved up the hydrant flushing to April 3rd. The staff will work on a way to let people know that the hydrant flushing will be happening on April 3rd. The Authority will also make a \$50 donation to the Fredericksburg Fire Company in exchange for advertising the planned Hydrant Flushing. A discussion on staffing was held for the Operations. Mr. Demler made a motion to authorize Mr. Snader to go to a temporary employment agency to get two laborers for the summer months. Mr. Bevans seconded the motion, and the Board voted in favor of the motion to be accepted.

Mr. Heisey and Mr. Snader have worked on a response to the SRBC Notice of Violation for Well #6. Mr. Snader will be working with Allied Control Services to implement a permanent fix for the well. In the Monroe Valley Sewer Area, the Supernatant Pumping Station has failed, and the Operations Staff is manually running the pumps as needed. Steckbeck Engineering will be working with the staff to troubleshoot. At this time, the Board had a discussion regarding Isaac Martin and his development needing repairs. It was determined, and given the approval from Mr. Fitzgibbons, that money should be collected and marked as an escrow expense to cover the costs for repairs to his development.

ENGINEER'S REPORT – There has been no word on the Met-Ed and CLEAResult rebate since the last meeting. Mr. Steckbeck informed the Board that Change Order 1-4 needed some revisions. The Board authorized Mr. Heisey to sign off on the revised Change Order 1-4. The fifth iteration of the Slope Restoration has been submitted to DEP. The Chapter 94 Reports were submitted for both Monroe Valley and Fredericksburg, with Fredericksburg receiving one comment. Geologist Conapitski continues to work with his aquifer plan for the Martin farm. Mr. Conapitski has also submitted a Pennsylvania Natural Diversity Index evaluation request and received notice on March 12th that the Authority will need to study the Elktoe Mussel in the area.

At 7:16 PM, the Board went into a brief Executive Session. The Board resumed Public Session at 7:26 PM with no action.

Carlyle Gray has submitted the initial evaluation of the well water supply on the Keystone Protein site, and has indicated that they believe the maximum well withdrawal which SRBC will approve, is 61,900 gallons per day. This leaves more than 900,000 gallons per day that will be needed. Bell & Evans will need to find additional well water offsite, or rely fully upon the Authority. The East Main Street Pump Station materials are now in place for to upgrade the pressure line to increase capacity, all of which has been paid for by Bell & Evans. The Authority is awaiting word from the Bell & Evans Contractor on when the work will begin. Mr. Steckbeck updated the Board on the development on the Light's Church Road Subdivision. After discussion, Mr. Bevans made a motion to approve the sewer

connections based on submitted plans, and to authorize the Chairman to sign a Planning Module Exemption for the subdivision. Mr. Demler seconded the motion, and the Board voted unanimously for the adoption of the motion. Before ending the Engineer Report, Mr. Bevans requested that the website be updated with our current facilities instead of the old ones that were being shown.

SOLICITOR'S REPORT – The former Office Manager has her Call of the List meeting scheduled for March 24, 2015. If she pleads not guilty to the charges, she will have a criminal jury trial on April 6, 2015, with a new judge assigned to the case. Mr. Martin has started making repairs on the Mountain Stream Village. A deed of dedication is being prepared for the water and sewer facilities requiring Mr. Martin's signature. Mr. Fitzgibbons will make it clear to Mr. Martin that the Authority will not accept the deed until the repairs are satisfactorily completed and appropriate financial security is placed. Mr. Fitzgibbons is waiting to hear from Thomas Van Lieu with regard to the possibility of granting US Real Estate an easement to connect their new warehouse to the Authority Sewer Main at the rear of the Van Lieu property. The lawsuits in the expanded South Fredericksburg area have been going well. Mr. Fitzgibbons has had contact with all but one of the residence, and he will proceed accordingly. Finally, Mr. Fitzgibbons informed the Board that Kathy Gamble was able to recover funds from one of the Monroe Valley Sewer Customers who had a scheduled payment plan for his permit to connect. Ms. Gamble is continuing to work on these matters with the help of Mr. Fitzgibbons.

OLD BUSINESS – Mr. Rudy informed the Board that Mr. Kees had given him a list of items he would want a cleaning person to handle for the office. Mr. Rudy will get a price quote, and that quote will be compared to the quote that was gotten by Mr. Kees in 2014.

NEW BUSINESS – Mr. Heisey mentioned that, in prior years, the Board would hold a delayed meeting so that members of the Authority could go around to see the operation areas. After a discussion, it was decided that the second meeting in June, which is June 15th, will be the delayed meeting. Mr. Kees will remind the Board as the date arrives closer.

COMMITTEE REPORTS

Budget Committee – None

Operations Committee - None

Building Committee – Mr. Bevans presented an estimate for re-carpeting of the office. The estimate had two different sections, with the first being the main office area and the second being the back half where the restrooms are located. The first part would be an estimated \$3,231 with the second half costing \$904. The total cost to re-carpet the entire office would be \$4,135. After discussion, Mr.

Bevans will get another estimate of what it would cost to re-carpet the office and come back with another proposal.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Thompson seconded the motion and the meeting was adjourned at 8:07 PM.

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