

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
March 2, 2015

The meeting was called to order by Chairman Jim Heisey at 6:32 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, Jeff Steckbeck, Tony Fitzgibbons and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from February 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 \$65,177.74 from the Water Fund, \$139,744.81 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 had been contacted by Michelle Oliveri with Greenawalt. She will be in the week of the 16th, as well as the week of the 23rd, to gather information and to perform the audit for 2014. Mr. Kees asked the Board about the possibility of combining the Monroe Valley and South Fredericksburg sewer only customers into one billing cycle, due to both being the same, flat rate. The Board recommended Mr. Kees work on a proposal for the next meeting. Customer Wanda Hoke owns a property which she uses as a rental property. The tenant was behind in their payments, so Ms. Hoke paid the bill in full. The tenant still pays, and Kathy Gamble wanted direction on what to do with the money. The Board, with direction from Mr. Fitzgibbons, suggested holding on to the money as an account credit with payment in advance. Another customer Ms. Gamble is working with is Michelle Dreisbaugh, who is a sewer only customer in the town of Fredericksburg. Her payment arrangements are insufficient to pay for her bill. The Board requests Kathy to try to work out a new payment arrangement which would be beneficial to the Authority and the customer.

Two separate customers called the office to ask if there was a way to get an account credit due to leaks. The first customer, Leonard Simiski, recently

purchased a house that had a substantial leak of 19,200 gallons based on a meter reading. Mr. Rudy made a motion to grant a sewer credit for the 19,200 gallons. Mr. Bevans seconded the motion, and the Board voted unanimously for the account credit to be passed. The second customer, Joann Melcher, lives in Harrisburg and has a location in Fredericksburg. Neighbors noticed that there was a sub-pump working non-stop and informed her that there might be a leak. Mr. Snader went to investigate the situation, and noted that there was a leak inside the house. There was not an official meter reading taken, so the Board recommended to use an average bill for the next billing.

OPERATION MANAGER'S REPORT - The UV system at the new plant is continuing to perform well after its service. Bacteria samples are continuing to drop with the testing results. The digesters at the plant are nearing full capacity. Walter's will be hauling sludge until the centrifuge testing can begin. At this point, Mr. Snader presented to the Board a proposal from Andritz Dewatering regarding a pilot test for the centrifuge. The proposal covers the use of testing, and the centrifuge and equipment, as well as personnel. The total cost of the proposal was \$9,000. A brief discussion was had in regards to needing a permit, and it was determined a permit for testing was not necessary. Mr. Demler made a motion to accept the proposal from Andritz for the centrifuge testing. Mr. Bevans seconded the motion, and the Board voted for the motion to be carried. The reservoir level transducer has been working well. Frost build up during the coldest days was suspected for causing the irregular readings. Chlorine and fluoride pump parts have been ordered, which will be used as a preventative maintenance measure.

Mr. Snader presented to the Board a number of items he wanted approval in purchasing. The one was a Dumping Hopper, at \$1,000, which was included in to the budget process. The Board advised Mr. Snader that since it was included in the budget already, the tool could be purchased. A second item was a Refrigerated ISCO Sampler, which would cost \$10,890.10, and the last item was a Chemical Tank Transducer costing \$4,392. The Board requested Mr. Snader wait on the last two items until the Sewer Checking Account gains more funds with the release of the PennVest money, which should happen within a couple of months at most.

ENGINEER'S REPORT – Mr. Steckbeck informed the Board that the rebate from CLEAResult and Met-Ed could be five times the figure that was once given to us. No official number has been given as of this time, but the results should be in soon. Steckbeck Engineering got the go ahead on the format for the new Change Orders. Change Order 1-4 represents and documents historical changes that were made on the project. In essence, nothing changes except the format. Mr. Bevans made a motion to approve Change Order 1-4. Mr. Helms seconded the motion, and the Board voted unanimously for the approval of Change Order 1-4. Mr. Steckbeck presented the Chapter 94 Reports for the Monroe Valley and Fredericksburg Sewer Systems. Mr. Steckbeck pointed out the Authority is well

within the established limits, even with a few outlier events that do not fall within the typical results. With no additions or corrections, Mr. Steckbeck asked for authorization to have Mr. Heisey sign off on the reports. Mr. Demler made a motion to authorize Mr. Heisey to sign the reports, with Mr. Thompson seconded the motion. The Board voted unanimously in favor the motion, and Mr. Heisey was authorized to sign off on the reports.

At this time, Geologist Conapitski informed the Board of his current findings in regards to new water sources. After discussion, Mr. Conapitski will work on his official report, and everything will be put on hold until those results are submitted. Mr. Fitzgibbons was also given authorization to renegotiate the water purchase agreement with Bell & Evans. Mr. Steckbeck informed the Board that Bell & Evans cannot use any of the wells on the Esther's site for their new plant. They must purchase water from the Authority to cover their needs.

SOLICITOR'S REPORT - Mr. Fitzgibbons informed the Board that he and Mr. Heisey, as well as the Engineers, have continued working on a new EDU schedule and definitions. At the end of February, Mr. Snader contacted Mr. Fitzgibbons about a property in the Mountain Stream Village which is vacant and not heated. Mr. Fitzgibbons has been in contact with Isaac Martin about the problems at the house, one of which is curb stop that has been shifted and denies easy access with a wrench to turn off the water. Mr. Martin will work with Mr. Snader on the required repairs. The repairs to the subdivision need to be completed before the Authority assumes responsibility and dedication of the roads. The revised Van Lieu easement and agreement to connect has been recorded. Mrs. Van Lieu should be refunded the \$3,600 she spent on a tapping fee. In related developments, US Realty has indicated that it would like to obtain an easement through the Van Lieu property to connect the new warehouse to the sanitary sewer. Mr. Fitzgibbons will be discussing the possibility of this with Thomas Van Lieu, Mrs. Van Lieu's son. Mr. Fitzgibbons updated the Board on the developments in the expanded South Fredericksburg Sewer Connections. The Waltermeyer property will connect, and as the Board directed, gave him a discount tapping fee price of \$4,100, as long as the amount was paid before the March 16th meeting in 2015. Mr. Fitzgibbons believe that there could potentially be two customers that could be problematic out of the original ten that still needed to purchase connection permits.

OLD BUSINESS – Mr. Heisey and Mr. Bevans presented to the Board the proposal that was made by Tom Tobin with Diversified Technology with respect to electronic billing and payment. Mr. Heisey believes the best practice would be to implement the electronic billing process step by step, and by the end of the year have all aspects of electronic payment completed. The Board discussed and decided that it was in the Authority's best interest to work with Diversified on this matter since they are familiar with our programming and billings. Mr. Thompson made a motion to authorize Diversified to be our electronic billing and payments host. Mr. Helms seconded the motion, and the Board voted unanimously for the

motion to be carried. Mr. Kees will be in contact with Mr. Tobin regarding the process to being setting up electronic billing and payments.

NEW BUSINESS - None

COMMITTEE REPORTS

Budget Committee - At the end of the month of March, the Budget Committee will meet to see where the Authority stands at the end of the first quarter.

Operations Committee - None

Building Committee - None

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Thompson seconded the motion and the meeting was adjourned at 8:36 PM.

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