

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 2, 2015**

Chairman Jim Heisey called the meeting to order at 6:28 PM.

ROLL CALL Roll call was taken by Secretary Jon Kees. Jim Heisey, Kevin Helms, Dale Bevans, Tom Demler and Rick Rudy of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Jon Kees and Kevin Snader were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from October 19th, 2015 were presented. Mr. Rudy and Mr. Lutzkanin pointed out a couple of grammatical errors to be corrected. Mr. Kees will correct the minutes. With no other additions or corrections, the minutes were 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 \$73,590.23 from the Sewer Fund and \$11,120.42 from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Helms 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. Demler 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 reminded the Board that based on the April 6th, 2015 meeting that the billing for South Fredericksburg will change in December. The South Fredericksburg customers will be billed in December for the prior two months, and it will be done to keep the flat rate sewer only customers on the same billing cycle. The Board did not have any requests to change, and the Office Staff will proceed accordingly. Mr. Demler asked Mr. Kees if he had heard from Swatara Township regarding the Monroe Valley Golf Course invoices not yet paid. Mr. Fitzgibbons informed the Board that Mr. Kees gave him information that he has not yet passed along to Mr. Caporaletti. Mr. Fitzgibbons will forward that information along to resolve the matter.

OPERATION MANAGER'S REPORT - Mr. Snader informed the Board that the Operations Staff is working well, and everything on the schedule is making progress. There is nothing new to report.

ENGINEER'S REPORT – Unofficial word was received from Tess Schlupp of PennVest that Ron Ebert of DEP is satisfied that all of the items in the Consent Order and Agreement have been addressed properly. At this point, Mr. Lutzkanin

went through a spreadsheet informing the Board of a new Engineering Reconciliation Change Order, which totals \$339,108.04. In approving the Engineering Reconciliation Change Order, the Authority will draw almost all of the \$11 Million that was granted from PennVest for the New Sanitary Sewer System. Mr. Heisey urges the Board to adopt the Change Order in order to prevent a budget deficit for the 2016 budget. Mr. Lutzkanin informed the Board that he did not have the Change Order with him at the moment, and Mr. Rudy requested Mr. Lutzkanin to distribute the Change Order to the Board so it can be looked over before the next meeting. On October 29th, Aaron Baar and Tim Wagner from DEP, as well as Tess Schlupp from PennVest did a final inspection of the plant and were impressed.

Mr. Lutzkanin informed the Board that the Ansbach and Bickel residents have been connected to the sewer system successfully. Jerry Wolfe is still using a septic tank until he builds a new bathroom and takes the old one out of service. Mr. Lutzkanin informed the Board that all but a handful of customers are not connected to the sewer system, and Mr. Fitzgibbons agrees with the assessment. Mr. Lutzkanin informed the Board that the Booster Pump Project for the East Water Tank has the booster pump and chlorine room onsite, and piping installation is underway.

Mr. Lutzkanin informed the Board of the meeting between the Chairman and Mr. Steckbeck with the DEP permit engineer and geologist on October 15th to reconfirm that the test well locations and procedures are still approved so that no money is wasted. DEP did agree that the tests may proceed. There has been no word from SRBC regarding the consumptive use for the Bell & Evans permit application. The Board questioned whether or not this would infringe the Authority or not. Mr. Lutzkanin informed the Board that it's Bell & Evans who need the Consumptive Use Permit, not the Authority.

Mr. Demler questioned Mr. Lutzkanin about Deb Corle and what happens. Mr. Fitzgibbons and Mr. Lutzkanin informed the Board that a situation occurred between the customer and her contractor, and the customer was unable to pay the contractor for the work. At some point, the Authority will have to compel the customer to connect to the system. Mr. Fitzgibbons informed the Board that he talked to the customer and recommended she pay the contractor and get the connection finalized since it would be a cheaper alternative to the Authority, or the contractor, taking legal actions. As progressive happens, Mr. Fitzgibbons and Mr. Lutzkanin would inform the Board.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board that Michael Vance at Hain Pure Protein indicated via email that the Authority will receive the Water Service Agreement sometime this coming week. Mr. Vance requested that in the Sewer Agreement to change the installment of payment date from the end of November in 2015 to January 2016. Mr. Fitzgibbons informed Mr. Vance that

he would not be able to make that decision without Board approval. Mr. Fitzgibbons did receive an email at the end of the day from Mr. Vance indicating that the Sewer Agreement could be received as written by the Authority, with the original payment date being honored.

Mr. Fitzgibbons informed the Board that he, along with CJ Conapitski met with Linford Snyder and Randy Martin in regards of the new test well. The original Temporary Easement with Mr. Martin provided for compensation in the amount of \$4,500. After discussion, it was agreed that \$4,500 would be adequate compensation for the balance of all of the testing needed to evaluate both test wells and the surface water intake. Mr. Martin stopped into Mr. Fitzgibbons office on November 2nd and signed the new easement. Mr. Fitzgibbons informed Mr. Martin that the Board will have to agree to everything in the Easement, including the compensation, before everything could be finalized. Mr. Bevens made a motion to approve the Temporary Easement Agreement, and authorize Mr. Heisey to sign the Agreement. Mr. Demler seconded the motion, and the Board voted unanimously for the motion to be carried.

At this time, Mr. Bevens questioned if the Board wanted to move upon the Longenecker situation. Mr. Fitzgibbons stated that the situation is complex, and ultimately it could cost more for the Authority to connect the property. With the current financial outlook, Mr. Fitzgibbons believes it would be best to wait out the situation.

OLD BUSINESS – None

NEW BUSINESS – In the afternoon of November 2nd, Mr. Kees received a letter from Bethel Township regarding the need to obtain a Township Road Occupancy Permit. Mr. Fitzgibbons and Mr. Steckbeck found an Ordinance from 1983 stating the Authority had the right to do work on the road in accordance with reasonable rules and regulations of the Township. Mr. Heisey pointed out that in the letter and application, any Municipal Agency is exempt from paying any fees for a permit. Mr. Fitzgibbons believes the best course of action is to have the form filled out and mailed in to gain the permit. Mr. Lutzkanin will handle the responsibility of filling out the form and mailing it in to Bethel Township. Mr. Heisey inquired how often the Authority would need to get a permit for future work. Mr. Rudy stated that there was a new Ordinance that superseded the one from 1983, so the Authority would need to get a Township Road Occupancy Permit.

COMMITTEE REPORTS

Budget Committee – Mr. Heisey informed the Board that progress is being made, and many things are falling into place. Mr. Heisey stated his desire to get an agreement with Bell & Evans to make sure that there is a customer lined up for the development of new water sources.

Operations Committee – None

Building Committee – None

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 8:09 PM.

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