

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
September 21, 2015

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

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

COMMENTS/COMPLAINTS

Lloyd Brandt - Mr. Brandt came in to address the Board regarding his property on 138 North Mechanic Street, which is a garage, which had the water service turned off in August of 2014. Mr. Heisey questioned Mr. Brandt on how many meters are in the residence, to which Mr. Brandt informed the Board that there were three meters. Mr. Heisey stated that having the three meters as such was in violation of the Rules and Regulations, but the Operations Supervisor could install a single new meter and allow Mr. Brandt to keep the other working meters to be able to determine a charge for his tenants in the building. Mr. Snader will get in communication with Mr. Brandt about installing the new meter, and the Office Staff will bill Mr. Brandt accordingly. Mr. Rudy asked Mr. Brandt if there was a bathroom in the garage, and Mr. Brandt said there is, but without water being used it isn't functional. Mr. Rudy was curious as to how the Authority would be able to track the future connection once the property would transfer owners.

At this time Mr. Kees asked the Board what the Office Staff should do for the unpaid accumulated balance of \$176.79. Mr. Fitzgibbons explained that with the garage on a separate deed it has to be charged for a sewer EDU. Mr. Brandt can make a request to disconnect the sewer and therefore not get charged the sewer debt service. When the property were to transfer, the Authority would be entitled to another tapping fee for sewer and water. Mr. Brandt decided that it wouldn't be beneficial for him to change anything, and will therefore be charged a debt service fee for the garage. Mr. Rudy made a motion to wave the late charges and penalties from his prior billings, and Mr. Brandt will only be charged for the debt service for the prior quarters, and in the future. Mr. Demler seconded the motion, and the Board voted unanimously for the motion to be carried. Mr. Kees will wait until Mr. Snader checks the property and reports to the Office Staff EDU information before the bills get adjusted and a statement issued for the account.

MEETING MINUTES The meeting minutes from August 17th 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 \$140,773.09 from the Sewer Fund and \$140,030.13 from the Water Fund. Mr. Rudy questioned Mr. Kees what a \$14,888 bill to PMAA was

for. Mr. Kees informed the Board that he had written an incorrect description for that bill as it was for the Pension Plan and not for the PMAA. 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. 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 the Margaret Van Lieu property is currently in the process of being transferred, and the new owners will need to purchase a permit to connect to the Sewer System as per the agreement signed earlier in the year. A Rapid Response phone call was placed informing customers of hydrant flushing and valve exercising from September 21st until October 2nd. Mr. Kees presented to the Board the Minimum Municipal Obligation for the retirement fund for 2016. Mr. Kees informed the Board that the Office Staff will be gathering information for budgetary purposes for Mr. Heisey. At this time, Mr. Kees presented a draft proposal for the 2016 Holiday Schedule, and Meeting Schedule, for Board approval or comments. The Board decided to table the schedules until the last meeting of the year.

OPERATION MANAGER'S REPORT - Mr. Snader informed the Board that the Monroe Valley Plant is still running on a single basin. Valve exercising started today and will continue until October 2nd. Mr. Snader informed the Board that hydrant flushing will be on October 3rd, which is a Saturday. Typically, hydrant flushing is conducted on a Friday night, but with Bell and Evans working a six day schedule, flushing hydrants would have created an issue for them. Mr. Snader informed the Board that Mr. Demler will be in communication with Swatara Township regarding 200 Little Mountain Road. There is no further detail on that matter, but it will be on the Swatara Township meeting.

Mr. Snader informed the Board that the East Tank, while being out of service for two years, should be disinfected to meet AWWA standards prior to the tank being put back into service. Mr. Snader is looking for a motion to accept a proposal in the amount of \$3,150 to clean out the tank from Utility Service Group (USG) with a disinfectant. The Board requested that Mr. Snader ensure that permits are up to date for the tank. Mr. Rudy questioned whether or not this would be an issue for Farmer's Pride due to the Authority having to empty the tank for the installation of the pumps for Farmer's Pride. Mr. Lutzkanin agreed there is validity in that line of questioning. Mr. Bevans made a motion to accept the proposal for \$3,150 to disinfect the tank, with Mr. Demler seconding the motion. The Board voted unanimously for the motion to be carried and hire USG. Mr. Bevans made a second motion to allow SESI to negotiate with the contractor for Farmer's Pride for the cost of the disinfection. Mr. Rudy seconded the motion, and the Board voted unanimously for the motion to be carried. Mr. Snader informed the Board

that Brandon Nye will be receiving a pay increase of \$0.50, which was agreed upon in his contract when he was hired, which should be retroactively put into place from September 8, 2015.

ENGINEER'S REPORT – Mr. Lutzkanin informed the Board that the County Conservation District recommended over-seeding of the restoration area. A final inspection will be scheduled with Aaron Baar in the near future. With the transfer of the Van Lieu property, the South Fredericksburg residents that need to connect are up to 183 total connections. The PA DEP has rejected the second Sewage Planning Mailer for Hain PPC which requested a planning exemption due to the circumstances of the connection. Hain PPC will now have to submit a Component 3 form, as originally required. SESI received a call from Woodland Contractors regarding the sewer mains on Spruce Street in Camp Strause. Lateral information was provided to them, and it appears that the Authority will have another connection on Spruce Street. The Susquehanna River Basin Commission has continued to send Permit Renewal Notifications for permission to tie into the City of Lebanon despite the fact that every step has been taken by the Authority.

The force main is complete for the East Main Street Pump Station upgrades. Connections and modifications at the pump station are planned for this week. Directional drilling went well with almost no rock encountered. The biggest challenge now is the restoration of Elm Street due to heaving. The Contractor is working with Bethel Township, and SESI believes that they have reached an agreement on the restoration. Daryl Weaver is in the process of purchasing the Van Lieu property at 238 Mill Road from the Van Lieu Estate. SESI has consulted with Mr. Weaver and the US Real Estate Contractor on the force main which will cross the Van Lieu property and connect to the main behind the residence.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board of the meeting that was held with Hain PPC Representative Jeff Ritchie. A request was made to meet with the Authority at Hain's Offices. Mr. Fitzgibbons and Mr. Steckbeck will be meeting with them, and anyone on the Board is welcome to attend. A meeting with Farmer's Pride should also be made sometime soon. At this time, Mr. Fitzgibbons presented a map showing the Martin Farm around where the Authority has interest in attaining for a potential well. Based on the information provided by CJ Conapitski, the area needed is approximately 16.25 acres. Mr. Fitzgibbons will provide a map to Mr. Martin and Mr. Linford Snyder, and there will either be a negotiated sale or a condemnation. Mr. Fitzgibbons informed the Board that the Van Lieu transfer will be completed on Wednesday of this week, with the new property owner paying the \$5,000 tapping fee up front. Mr. Fitzgibbons already had the permit, and the new owner will need to sign it. Due to the distance between the house and the line, Mr. Fitzgibbons does not believe the Authority should be charging until the connection is made. With the Engineering Staff being called to do the inspection, the Authority will know when the connection is made, and the Office Staff will bill accordingly.

Mr. Fitzgibbons informed the Board that the final default judgement has been obtained against the Longeneckers on July 23, 2015. The order has gone through the appeals process and is final. The order gives the Authority the right to enter the property and make the connection, as well as bill the Longeneckers for the work completed. The Board authorizes Mr. Fitzgibbons to draft a letter to the Longeneckers stating of the processed order, as well as stating that either the homeowners hire a plumber to do the service, or the Authority will do it and charge the owners for the work completed.

OLD BUSINESS – Mr. Heisey was informed that the Township was interested in building a new Township Building. Mr. Heisey believes it would be beneficial for the Township and the Authority to be located in the same building to make it easier for residents to access documents. The Board agrees that the question should be raised to the Township. Mr. Heisey will inform the Board of the progress made on this matter.

NEW BUSINESS – None

COMMITTEE REPORTS

Budget Committee – Mr. Heisey will meet with Mr. Snader on Wednesday at 11 AM, and will be meeting with Mr. Kees in the coming weeks to discuss budgetary numbers and actuals for the year. Anyone on the Board is welcome to attend. A meeting has also been scheduled with Mr. Steckbeck in regards to funds to be allocated for professional services and other necessary budgetary items.

Operations Committee – None

Building Committee – Mr. Bevans will be calling Terry Smith if Tony Pajiski does not get back to him by tomorrow about the sinks and bathrooms for the Authority Office.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion and the meeting was adjourned at 8:44 PM.

Respectfully submitted,
Jonathon Kees
Secretary/Treasurer