

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**December 19<sup>th</sup>, 2016**

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

**ROLL CALL** Roll call was taken by Secretary Jon Kees. Jim Heisey, Rick Rudy, Kevin Helms, Dale Bevans, and Bev Martel of the Board were present. Jeff Steckbeck, Kevin Snader, Tony Fitzgibbons and Jon Kees were also present. Mr. Demler was not present at the meeting.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from December 5<sup>th</sup>, 2016 were presented. With no corrections or additions, the minutes were adopted by the Board.

**TREASURER'S REPORT**

**Bills Payables** - The payables were presented to the Board for approval to be paid in the amounts of \$11,698.22 from the Sewer Fund and \$42,501.68 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. 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 Mr. Richard Schell has yet to pay for his water bill. Ms. Kathy Gamble did give a late notice, and posted on the property. Payment is due by the 28<sup>th</sup> of the month. Mr. Kees also informed the Board that an O&M Charge is given to the new Freebird and Farmer's Pride plants. Mr. Snader and Mr. Kees work together for this charge, with Mr. Snader getting information from the plants. Freebird has not provided information for the months of October and November. Based off of conversation Mr. Kees had with Mr. Snader, Mr. Kees is looking for direction from the Board. Mr. Fitzgibbons stated that it would be best to reach out and get the information directly. If we do not receive the information, the Authority should charge according to the signed agreement.

**OPERATION MANAGER'S REPORT** – Mr. Snader informed the Board that everything in Operations is working well with no issues to report.

**SOLICITOR'S REPORT** – Mr. Fitzgibbons informed the Board that closing with the Martin farm hasn't happened as they weren't able to close on multiple mortgages. Closing should be in the second week of 2017. Mr. Fitzgibbons requests a motion to adopt Resolution 2016-04 based on the rates adopted in the budgets. Mr. Bevans made a motion to pass the Rate Resolution 2016-04 with the adopted rates from the approved budgets. Mr. Helms seconded the motion, and the Board voted in favor for the motion to be carried.

**ENGINEER'S REPORT** – Mr. Steckbeck informed the Board that the permit application for the volute press is with DEP. Filtering plant and piping design for a water plant are

underway, with treatment needs being evaluated. SESI received official correspondence from Swatara Township by which they agreed to waive their need for plan approval since a small section of the land for the well sites resides in Swatara Township. Mr. Steckbeck believes the Planning Commission for Bethel Township and Township Supervisors should approve the plans at their meetings next week.

**OLD BUSINESS** – Based off of discussion at the last meeting, Mr. Bevans informed the Board that his appointment was up at the end of the year. He will make his decision before the end of the year, and will inform the Board.

**NEW BUSINESS** – Mr. Rudy informed the Board that since the last meeting, the Operations Staff was unable to purchase fuel from their normal provider for a short period of time. Mr. Snader had called Mr. Rudy to ask if it would be feasible for the Operations Staff to purchase fuel from Bethel Township. Mr. Rudy is bringing to the Board the possibility of the Authority permanently purchasing gas from the Township. Mr. Heisey has no issues with this, however, he mentioned that in prior years the Authority was told they couldn't purchase from the Township. Mr. Bevans asked Mr. Snader if he had a preference to where he would like to purchase fuel. Mr. Snader suggested keeping the current contract as a backup and using the Township fuel. Mr. Bevans made a motion to request from the Township the ability to utilize their fuel, as long as it doesn't become burdensome for the Township. Mrs. Martel seconded the motion, and the Board voted in favor for the motion to be passed. Mr. Rudy abstained from the voting process.

#### **COMMITTEE REPORTS**

**Budget Committee** – None

**Building Committee** – Mr. Kees informed the Board that he received a letter from Levco Property Management stating that they will be requiring a reserve account to cover their expenses. The Board also made mention of some concerns, which Mr. Fitzgibbons will address with Levco Property Management.

**Operations Committee** – None

#### **ADJOURNMENT**

Mr. Rudy made a motion to adjourn the meeting. Mr. Bevans seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 6:49 PM.

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