

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 7, 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, Dale Bevans, Tom Demler, Bev Martel, Kevin Helms and Rick Rudy of the Board were present. Paul Lutzkanin, Kevin Snader, Tony Fitzgibbons and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from October 17th, 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 \$118,677.53 from the Sewer Fund and \$58,251.04 from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Financial Statement – The financial statement was presented to the Board for approval. Mrs. Martel made a motion to accept the financial statement, pending audit. Mr. Helms 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 Ms. Gamble continues to make progress with the customers that are behind on their bills. Lot #84 in the Monroe Valley was purchased in June of this year, and the building of the house will commence in December. It is projected to be finished and connected to the sewer system in the spring time. 132 Laurel Drive in the Monroe Valley has a similar situation, but the tapping fee and connection should be made around or before Thanksgiving of 2016. Mr. Kees informed the Board that Richard Schell was billed for \$26.25 for water usage, and has yet to pay for the bill. The bill is due on November 10th.

Mr. Kees informed the Board that Full Circle Mountain has yet to pay for their last quarterly billing, or the two late notices on their account. Their next quarterly billing will be sent out in December. Fulton Bank has upgraded its online services, and due to that physical paychecks may be issued for this pay period. Pointsolve Technologies will be in on Wednesday of this week to install the new computer stations and work on the network. They will arrive after the Budget Committee meeting, which is scheduled for the same day.

Mr. Heisey went through the list of delinquent accounts Ms. Gamble is currently working with collections. After conversation, Mr. Fitzgibbons will contact Ms. Gamble regarding who to take action against, and how to gain resolution on their delinquent accounts.

OPERATION MANAGER'S REPORT - Mr. Snader informed the Board that the installation of the driveway on the Martin Farm is underway. The work will be completed by the end of this week. PW Tech completed their pilot testing of the Volute Press with an official report to be submitted at a later date. During the test, 23,000 gallons of sludge were

processed. Four tons of sludge was disposed of at the landfill. As a liquid, it would have cost roughly \$1,840 to haul and dispose. With the Press results, the cake was hauled for \$200 and disposed of for \$280. The study shows a savings of 71%, or roughly \$50,000 annually as opposed to just liquid sludge hauling and disposal. Mr. Steckbeck and Mr. Snader did have differing prices for the project, and the Board requests that more finalized numbers be submitted to the Budget Committee.

ENGINEER'S REPORT – Mr. Lutzkanin informed the Board that SESI and the Operations Manager are awaiting the test results from PW Tech on the Volute Press. Lobar has continued to copy SESI on correspondence with the insulation contractor at the Little Swatara Creek Treatment Plant regarding roof leak. Pure Test Laboratory submitted a report of an analysis for Well #2 on the Martin tract. Results show excellent quality water with Manganese being the only contaminant exceeding EPA safe drinking water standards. There are no contaminants from herbicides, pesticides, petroleum and byproducts, or volatile organics. With excellent results in both yield and testing, SESI believes all is in order for the FSWA to proceed with the purchase of the property.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board that the closing date for the Martin Property with the new well sites is scheduled for December 14th at 10:30 AM. The lot addition plan is in process and likely will be ready for approval by the Township at its December meeting. The Board stated that cash on hand seems to be an option the Authority cannot pursue to purchase the property at this moment, so a short-term financing loan will be needed. Mr. Bevans made a motion to authorize the Solicitor to pursue a short-term financing loan not to exceed \$400,000. Mr. Demler seconded the motion. Mr. Kees took roll on the motion with Mr. Demler, Mr. Helms, Mr. Heisey, Mr. Bevans, and Mr. Rudy voting in favor of the motion. Mrs. Martel voted against the motion noting she was not comfortable with the loan not knowing how it was going to be repaid. With a vote of 5-1 in favor of the motion, the motion was accepted.

Mr. Fitzgibbons worked with Mr. Kees earlier in the day with a Right to Know Request. Due to the way it was written, Mr. Fitzgibbons believes the response would be to deny the request based on not having proper documentation. Mr. Fitzgibbons informed the Board that the \$2,500 cash escrow for the Mountain Stream Village should be released to Mr. Isaac Martin. Mr. Rudy made a motion to authorize the release of the \$2,500 escrow account to be paid to Isaac Martin. Mr. Demler seconded the motion, and the Board voted in favor for the motion to be carried. Mrs. Martel inquired as to why the properties closest to the water line in Mountain Stream Village are not connected as they are within 150 feet of the water line. Due to the original property being a farm, it wasn't required to hook up to the water system. However, the property is no longer a farm, and those properties should connect if they are within the 150 feet to the line. Mr. Fitzgibbons will do some research on the matter and will bring the information back to the Board at the next meeting.

Mr. Bevans inquired to the progress on the matter regarding having the Speedway Mart and Notary Office compliant with the Authority rules and regulations. Mr. Rudy stated that the agreement between the Township and Mr. Richards is the trigger, and giving him a certain time frame to meet the obligation. Mr. Fitzgibbons will research the matter and get back to the Board the information requested.

OLD BUSINESS – The paving along Greble Road has been approval from the Township.

NEW BUSINESS – Mr. Bevans requested that it be noted in the minutes that the FSWA has not increased the water rates for the Oak Ridge Estates since the passing of the budget for the 2016, referenced in Resolution 2016-01. After a brief discussion, the Board agreed to make a note in the minutes referencing the passing of the last budget resolution, while also noting the rates for Oak Ridge haven't changed in a number of years.

COMMITTEE REPORTS

Budget Committee – The Budget Committee met roughly two weeks ago, and since that time Mr. Heisey has been in contact with various people to get finalized budget request numbers for 2017. Mrs. Martel has been working on gathering different options for health insurances, and brought the quotes to the Board. Mrs. Martel and Mr. Kees met with an independent contractor for health insurance, and an attached report showed that the Authority could end up having a savings of almost \$1,700 a month by switching to a plan with a higher deductible. In addition to moving to that plan, Mrs. Martel suggested the Authority use a Health Reimbursement Account for the members of the plan, to reimburse costs of the deductible. Mr. Kees would handle the information regarding payments made for reimbursement to the employees. In addition, Mrs. Martel would recommend combining the vision insurance with the health insurance. Finally, Mrs. Martel would also recommend having a reimbursement account for dental as well, which would allow the employees to visit any dentists. The current dental plan has a limited acceptance base within Lebanon County.

Mr. Bevans made a motion to change the health insurance to the higher deductible, with a reimbursement account not to exceed \$2,000 per enrolled member. In addition, Mr. Bevans added in the motion to authorize the switch in vision provider to Capital Blue Cross, and to eliminate the dental insurance to utilize a reimbursement account, which would not exceed \$1,000 per enrolled member. Mr. Helms seconded the motion, and the Board voted in favor for the motion to be carried. Mrs. Martel and Mr. Kees will contact the independent agent to begin the transition process.

Building Committee – Mr. Bevans brought to the Board three separate quotes for the work on the concrete in front of the office building. Based on the quotes, Mr. Demler made a motion to accept the quote from Len's Concrete in the amount of \$9,200. Mrs. Martel seconded the motion, and the Board voted in favor of the motion. Mr. Kees will contact Len's to get the work scheduled.

Operations Committee – Mr. Rudy was requested to ask the Board if they would be willing to offer garage space for the Township while the new Township building is being built. With no objections stated, Mrs. Martel made a motion to allow the Township to use the garage space at the plant for vehicles as the Township building is being built. Mr. Demler seconded the motion, and the Board voted in favor of the motion.

ADJOURNMENT

Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:49 PM.

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