

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
September 19, 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. Jeff Steckbeck, Kevin Snader, Tony Fitzgibbons and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from August 15, 2016 were presented. Mr. Bevans wanted to make sure that Mr. Fitzgibbons was satisfied with the Solicitor's Report from the last meeting since he was not present. Mr. Fitzgibbons was satisfied with the reporting. 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 \$176,921.25 from the Sewer Fund and \$143,327.83 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. Mr. Bevans 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 the quarterly billings for the sewer only customers were successfully mailed by September 10th. Full Circle Mountain has still not paid for their last quarterly billing. A new one was mailed, and the total owed to the Authority is \$26,181.12. Mrs. Martel inquired if the bills included a late charge, and Mr. Kees stated there was none added. After a brief discussion, the Solicitor agreed charging interest would be acceptable, and the Board requests Mr. Kees to send a statement with the added interest charge.

Mr. Kees informed the Board that they have the 2017 Minimum Municipal Obligation (MMO) for the retirement system. The 2016 MMO will be paid in October. Mr. Kees informed the Board that the insurance renewal policies for the health and vision were received recently. The monthly premium for vision will decrease by roughly three dollars. The health insurance, however, will increase by almost \$700 per month. The Budget Committee will look into the numbers with Mrs. Martel looking at new providers for health insurance. There has been no progress on

contacting the garage tenant in regard to cleaning up the back parking lot. Mr. Fitzgibbons was unsuccessful in locating contact information for the tenant, and Mr. Kees requested direction on how to proceed. The Board believes the best way to contact the tenant is to call the number Mr. Heisey had recently provided, and to post a note on the door to contact the Authority Office. An estimate for sidewalk restoration in front of the Office Building was received from "Gene Kreitzer - General Construction" in the amount of \$8,549. Mr. Bevans will continue to gather quotes, and will present them to the Board at the next meeting.

OPERATION MANAGER'S REPORT - All of the paperwork for the PW Tech volute press testing has been submitted, and approval has been received from DEP. All of the sewer easements have been cleared, and the last of the manhole markers have been placed in their corresponding locations. Water valves and hydrants have been exercised, and no issues should arise in the future. A surveyor from SESI has completed the majority of the water valve mapping.

Mr. Snader has received a quote from Low V regarding the security additions to the water treatment plants and sewer plants for a fire alarm system and closed circuit television. With the high estimated cost of over \$80,000, this would need to be considered as a budget item for 2017. The Board discussed the feasibility of the security measures, and it was decided it might be best to take the security measures incrementally starting with the most important aspects of the Authority that would need more security. Mr. Snader informed the Board that a small leak was discovered in the roof at the Little Swatara Sewer Plant.

ENGINEER'S REPORT – Mr. Steckbeck informed the Board that NPDES Permits are pending for both plants. In regard to the leak at the sewer plant, it was determined that there could be a latent defect within the building; Lobar was contacted about restorations and repairs. The preliminary design of the new water filter plant site and piping is underway. A meeting was held with the TLC Environmental and Kruger on August 25th regarding the volute process. Lab test reports were received of a Kruger plant in New England which is dealing with iron and manganese. A site visit of a Kruger plant in Pennsylvania is planned, and Board Members are welcome to attend.

Myers Brothers well drillers are scheduled to be on site Wednesday through Friday of this week to perform the first 8 hour step test on the new well site. Samples will be collected at the end of the step test for lab testing to assure good quality water. The Bell & Evans hatchery will be connecting to the water and sewer system within the next 3 to 5 weeks. Mr. Heisey made mention to the fact that the purchase water amount to this point in the year is significantly high. If the SRBC dockets were to be disapproved, the Authority would essential be unable to provide water for businesses in the area.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board that Bell & Evans will pay the entire \$144,000 water tapping fee voluntarily. Bell & Evans has requested the option to place logos on the East Water Tank, as had been complet-

ed on the West Water Tank. Mr. Fitzgibbons circulated the agreement that was made for the West Tank, and stated that if the Board wanted to proceed with the same for the East Tank the language would be similar in the new agreement. Mr. Fitzgibbons believes that Bell & Evans is interested in moving forward with the paint job immediately. Mr. Fitzgibbons informed the Board that he has been in communication with Mr. Caporaletti in regards for the Full Circle Mountain EDU bills. The check for the past due amount will be in the mail by the end of this week.

Mr. Fitzgibbons informed the Board that now would be an ideal time to begin the process of obtaining bank financing for the Martin Farm acquisition for the well sites. In order to save transaction costs, it is advisable to consider obtaining a loan large enough to pay for not only the farm, but the test well(s) and, potentially, the pumps and related infrastructure. The Board authorizes Mr. Fitzgibbons to contact Mr. Daryl Peck to get the financing options for the Authority by the second meeting in October.

OLD BUSINESS – Mr. Rudy informed the Board that the Bethel Township Solicitor and Engineer are reviewing the request to address the Mandatory Connection Ordinance.

NEW BUSINESS – None

COMMITTEE REPORTS

Budget Committee – The Budget Committee will have to meet to put together a budget for the 2017 year. The Budget Committee will meet on Thursday September 29th to begin budgeting process. Mr. Kees and Mr. Snader will have budget request items prepared, and financial statements will be ready.

Building Committee – Mr. Bevans informed the Board that the renters are up to date on their payments. Regarding the restoration and repairs to the sidewalk in front of the Office Building, Mr. Bevans informed that several contractors have submitted bids for the work. The bids do have a disparaging difference in detail, so Mr. Bevans will continue to gather bids.

Operations Committee – Mr. Snader requested that the money that was budgeted for a new service truck be delayed due to the possibility of using the volute processing. A smaller truck would suffice, thus making it less expensive for the Authority.

ADJOURNMENT

Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:54 PM.

**Respectfully submitted,
Jonathon Kees**

Secretary/Treasurer