

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**May 2, 2016**

Chairman Jim Heisey called the meeting to order at 6:22 PM.

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

**COMMENTS/COMPLAINTS**

-None

**MEETING MINUTES** The meeting minutes from April 18, 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 \$98,856.73 from the Sewer Fund and \$24,077.92 from the Water Fund. Mr. Bevans informed the Board that Mr. Steckbeck informed him that a reimbursement check will be issued for the Notice of Violation for DEP. 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. 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 informed the Board that progress within the office was steady. Mr. Kees did inform the Board that Full Circle Mountain has once again fallen behind on their invoicing, with a new invoice set to be sent out next month. Mr. Fitzgibbons will pursue the matter directly with Full Circle Mountain, and Mr. Demler will talk with the Swatara Township Supervisors regarding the overdue invoice.

**OPERATION MANAGER'S REPORT** - Inspections by DEP for both of the sewer plants have been completed, and no violations were reported to the Operations Staff. The Inspector did state that the Authority's permit for the new plant should be amended to reflect the lack of use in the grinder. Upon further discussions with the Engineers, it was deemed an unnecessary task, and the DEP Permit Engineer agrees. The Operations Staff will not amend the permit based on the recommendations of the Engineering staff. Grease trap inspections have begun, and will continue for the coming weeks. The Operations Staff will begin to work on fixing manholes, weather depending.

Mr. Snader informed the Board that the Operations Staff addressed the issue raised by Carmine Campfield from the last meeting. Upon inspection, Mr. Snader believes that the customer had a leak, possibly from the toilet. While at the apartment complex, Mr. Snader replaced the water meter and made the property become compliant to the rules and regulations of the Authority. The Operations Staff was also able to do the same for a property owned by Lloyd Brandt on Mechanic Street. Mr. Snader informed the Board that he has yet to hear from Mr. Richard Schell regarding his connection to the water system. Mr. Kees sent a letter to the customer a month ago, and a second notice will be sent this week. The customer has until the end of May to complete the required tasks before the Authority will take further action.

**ENGINEER'S REPORT** – The Authority and Engineering Staff are still awaiting word from SRBC regarding the renewal docket for the City of Lebanon Interconnect. The Erosion and Sediment Control Plan for construction of the driveway from the new Treatment Plant, across the Martin farm field, to the new test well and future pumping station will be ready for submittal to the LCCD by the end of the week. Three checks will need to be written for the work on development of new water sources, as well as having the Chairman's signature on the necessary documents. The issues raised by DEP regarding the Hain Freeboard West planning module have been addressed with a positive response expected within the end of next week. The Bell & Evans hatchery Land Development Plan is under review by Bolt Engineering.

Mrs. Martel inquired to Mr. Lutzkanin whether or not progress has been made on the Greble Road restoration. Mr. Lutzkanin did not have any new information regarding the road work. Mr. Rudy quoted the prior meeting's minutes regarding this issue, and stated that the Township did not have a letter from the contractor guaranteeing the roads, but did have a letter dated March 18, 2014 from the Authority stating that the Authority will resolve any issues on the roadway if they were to occur. Essentially, the Authority is responsible for that particular stretch of road indefinitely. The Board requests Mr. Snader contact Hoffer Paving to get an estimate on the cost of repairs, as well as to ride with the Road Master to ensure agreement in the restoration areas.

**SOLICITOR'S REPORT** – Mr. Fitzgibbons has been working with Mr. Kees regarding Hain's Letter of Credit for the unpaid portion of their tapping fee. Mr. Fitzgibbons was in email communication with Mr. Jeff Ritchie, and a possible reason for the Letter of Credit having not been received could be that it might have been filed for the Township. Mr. Fitzgibbons will take a check for the Notice of Violation, and will send it in with the signed agreement later this week. Also, Mr. Fitzgibbons was in communication with Attorney Christianson for Mr. Randy Martin regarding the purchase of the land the Authority was seeking. Mr. Fitzgibbons was informed that the Purchase Agreement was signed, and Mr. Fitzgibbons will take a \$1,000 check for a down payment with him to give to Mr. Martin when he receives the signed Purchase Agreement.

Mr. Fitzgibbons informed the Board that the Letter of Credit Bethel Township has from the Authority should be released at the next Township meeting. Prior to the meeting, Mr. Fitzgibbons and Mr. Lutzkanin met with Solicitor Enk regarding the Township's mandatory connection ordinance. Mr. Fitzgibbons informed the Board it would be beneficial for the Board Members to request the Township Supervisors to increase the maximum required connection distance to more than 150 feet. Mr. Fitzgibbons will continue to pursue the Mr. Dale Richard connections for the mini mart and office building, which has been discussed at prior meetings. Mr. Fitzgibbons informed the Board that Deb Corle has yet to connect to the sewer system, and her bill has continued to balloon, and a lien is held against the property. Mrs. Martel stated that if the Board decides to pursue legal action against Ms. Corle, the Board should also look to do the same for any others in the South Fredericksburg service area.

Mr. Heisey inquired to Mr. Fitzgibbons regarding the Bell & Evans Land Review for their Hatchery. Based on the discussion at the last Board Meeting, it was believed that Bell & Evans would be hooking up to the system on a temporary basis. Mr. Heisey was looking for clarification on if Bell & Evans would be able to use some unused EDUs for the one plant on a temporary basis. Mr. Fitzgibbons said that an amended agreement could be drawn up for this new hatchery. Mr. Heisey requests that when their capacity request letter comes to the office that Mr. Kees ensure copies are given to all the members of the Board for discussion.

*At 7:31 PM, Mr. Rudy and Mr. Snader requested permission to leave the meeting for a Fire Call. Permission was granted for both to leave.*

**OLD BUSINESS** – None

**NEW BUSINESS** – None

### **COMMITTEE REPORTS**

**Budget Committee** – The budget committee is still awaiting further definition of water funding necessary for the expansion.

**Operations Committee** – The Operations Committee met with Engineers prior to this meeting. Based off of drawings, it was decided that a prime location for a water treatment plant would be at the old waste water treatment plant. Mr. Heisey mentioned a number of issues that could highlight challenges in having the treatment plant located there. Mr. Heisey requested that all of the information that was presented for the Operations Committee be presented to the rest of the Board for a greater level of discussion. Mr. Demler made a motion to authorize the Engineer to come up a viability report for the water treatment plant. Mr. Bevans seconded the motion and the Board voted for the motion to be carried.

**Building Committee** – Mr. Bevans informed the Board that the window in the back was replaced, and payment was received for part of the charge from the mother of the child who vandalized the window. Mr. Bevans is working to get A.A. Krall into the office to fix the furnace, with no progress made since the last meeting.

**ADJOURNMENT**

Mrs. Martel made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 7:57 PM.

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