

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**April 18, 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, Kevin Helms, Tom Demler, Bev Martel, Dale Bevans of the Board were present. Jeff Steckbeck, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present. Rick Rudy arrived at the meeting at 7:02 PM.

**COMMENTS/COMPLAINTS**

- **Carmen Campfield - 112 Strawberry Alley:** Ms. Campfield wanted to address the Board about her last quarter water usage. Ms. Campfield had a metered usage of 11,000 gallons and believes there was an error. Mr. Snader informed Ms. Campfield that he could come out to her place to check the meter and situation. When the situation is addressed, the Board will reassess the matter to determine what to do with Ms. Campfield's quarterly billing.

**MEETING MINUTES** The meeting minutes from April 4, 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 \$15,000.42 from the Sewer Fund and \$42,037.68 from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mrs. Martel 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. 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 three customers in the South Fredericksburg Sewer Area have now begun making payments for their tapping fee with Ms. Gamble. Mr. Kees informed the Board that on April 11th a Sheriff Sale was held for 17 Horizon Drive. The Office Staff was not informed of this sale, and Ms. Gamble will not allow the water to be turned on until the back due bill of \$1,103.57 is paid in full. Ms. Gamble is working with Property Development and Acquisition, LLC. to resolve this matter. At this time, Mr. Kees presented to the Board the meter readings for 4 Locust Avenue for Dawn Harris. In March, Ms. Harris called the office to inform the Authority of a water leak due to a broken furnace in the residence. Based on the meter readings, Ms. Harris has used 18,000 gallons of water in the prior quarter, which aligns with her prior history in billing. The Board decided not to relieve any charges due to the consistency of the billing to prior quarters.

At this time, Mr. Kees informed the Board that earlier in the day he received a call from the Bethel Township Zoning Officer. The Zoning Officer inquired as to whether or not the new Township Building will need to purchase tapping fee permits for both water and sewer. Based on a brief discussion, the Board determined that the Township will not be charged a sewer or water tapping fee for their new building.

**OPERATION MANAGER'S REPORT** - The Bethel Township permit for road cutting for manhole restorations has been approved. Also, the PennDot permit for road work is pending, with restoration work tentatively scheduled for the first week in May. Steve Steiner was notified of the upcoming driveway installation for the Martin Farm Well Project, and the driveway will be scheduled for installation. At this time, Mr. Snader informed the Board that the Underwriter for the Authority's Insurance told Mr. Snader that hiring someone under the age of 25 is not acceptable. After a discussion, Mr. Fitzgibbons informed Mr. Snader to get information from the insurance agency in writing and pass it along to him for examination.

At this time, Mr. Snader informed the Board that he was looking for approval to purchase two tool items: A Stihl Pole saw for \$599 from Jono Hardware, and a pallet jack for \$350 from Jonestown Ag. The Board approved the purchases since they were included in the tool budget, but recommended that Mr. Snader continue to search for better prices. Mr. Bevans mentioned that he noted black stains on the east side of the one water tower, and the Operations Staff will look into resolving the situation.

**ENGINEER'S REPORT** – Before Mr. Steckbeck began with his report, Mr. Demler wanted to pass praise along to Mr. Fitzgibbons and Mr. Steckbeck in dealing with the meeting with DEP. The Chapter 94 Reports are awaiting approval from DEP. SESI received a request for capacity verification in the Monroe Valley. PennTerra Engineering, Inc. is working on developing three lots along Monroe Valley Drive, on the low pressure section of the system. Due to the low pressure, Package Grinder Stations will need to be used, which the Authority has in stock for sale. At this time, Mr. Steckbeck requested the Board approve the capacity agreement for three EDUs on the proposed plan. Mrs. Martel made a motion to approve the capacity flow, with Mr. Demler seconding the motion. The Board voted unanimously in favor for the capacity to be approved. Mr. Steckbeck also informed the Board that the grinder stations the Authority has cost \$2,700 when they were purchased, and wanted to know how much the Authority would want to sell them for. The Board agreed to charge \$3,000 for the stations, with the understanding that the stations do not have a warranty coverage anymore.

At this time, Mr. Steckbeck informed the Board that he worked on figuring out sewer trench settlement along Greble Road. In researching, the insurance and bonding from the contractor began on April 11th, 2014, and lasted for one year. Mrs. Martel stated that she believed the Township had a letter from the contractor

regarding insurance for paving for longer than a year. Mr. Steckbeck will work with Mr. Rudy in investigating the situation. Allied Control Systems is in the process of repairing the re-chlorination system with more parts on order. The Consumer Confidence Report has been completed and is available on the FSWA website, with a notice having been placed on the bills for the Fredericksburg water customers. SESI will be participating with the FSWA Board in upcoming negotiations with the industries which have requested high volumes of water concerning the expansion of the Authority's water system. Mr. Steckbeck has requested a meeting with the Operations Committee to discuss the siting of the water filtration plant, and the route of the water line from Route 22 to the West Water Tank. The Operations Committee agreed to meet with Mr. Steckbeck before the first meeting in May at 5 PM.

The Bell & Evans hatchery Land Development Plan is under review. Bolt Engineering is reviewing the sewer and water aspects, both of which are simple lateral connections to the Route 22 main lines. The sewer connection for any industrial process water will be temporary, as Bell and Evans will divert that flow to their enlarged Keystone Protein WWTP once the 3 million gallon per day expansion is constructed in 2017. The domestic discharge will continue to flow to FSWA for the sanitary waste from employee bathrooms and sinks. The architect has provided a spread sheet showing the water consumption and sewer discharge from the various plumbing components of the building, which is presented to the Board tonight. SESI has asked Bell & Evans to submit a capacity request letter which the FSWA Board will consider approving, and the preparation of water and sewer capacity sales agreements to be prepared by Solicitor Fitzgibbons. Since a temporary installation is being requested, the Board will have to address how they would like to proceed regarding a tapping fee. Mr. Heisey stated that due to possible delays a solution could be to charge a monthly fee for the discharge for as long as the temporary connection is made, with the charges stopping when the connection is discontinued. The Board does not have to make a decision at this time, and will address it in the coming meetings.

*At 7:35 PM, the Board went into Executive Session. The Board returned to normal session at 7:49 PM.*

**SOLICITOR'S REPORT** – After the Executive Session, Mr. Bevans made a three step motion as follows: 1) Approve the Purchase Agreement for the Martin Farm Property, 2) approve the issuance of a \$1,000 earnest payment in a check to be given when the agreement is signed, and 3) approve Chairman Heisey to sign the agreement when it is signed by Mr. Martin. Mr. Demler seconded the motion, and the Board voted in favor the motion to be carried. In addition to this motion, Mrs. Martel made a motion to grant permission to SESI to create a subdivision plan for the Martin Farm for the Authority. Mr. Demler seconded the motion, and the Board voted in favor of the motion to be carried.

Also following the Executive Session, a discussion was held regarding the recent Consent Order and Agreement from DEP regarding the temporary water pump for

Farmer's Pride. As Chairman, Mr. Heisey refused to sign the Consent Order as he did not agree with the writing contained within it. Mr. Demler made a motion to authorize the Vice Chair, Mrs. Martel, to sign the recent Consent Order and Agreement from DEP regarding the temporary water pump for Farmer's Pride. Mrs. Martel seconded the motion. Mr. Heisey called for a roll call to be taken regarding Board approval of the motion. Mr. Rudy, Mr. Bevans, Mr. Demler, Mr. Helms and Mrs. Martel voted in favor of the motion. Mr. Heisey voted against the motion, however with a final tally of 5-1, the motion was approved and will be carried out.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**COMMITTEE REPORTS**

**Budget Committee** – The Budget Committee met last week, and everything seems to be in line with what was expected. The Committee will need to know the costs for future projects to determine how much money should be taken to cover the costs.

**Operations Committee** – A meeting between the Operations Committee and SESI will be held at the Authority Office on May 2nd at 5 PM.

**Building Committee** – Mr. Bevans informed the Board that he recommends if anything else happens to the Office Building in regards to vandalism to just call the police. Mr. Bevans also recommends to pay H&M glass for the window repairs, which will cost roughly \$190.

**ADJOURNMENT** Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion and the meeting was adjourned at 8:02 PM.

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