

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
April 4, 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 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 March 21, 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 \$99,020.28 from the Sewer Fund and \$19,506.57 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. Demler 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 Penn-vest South Fredericksburg account at Fulton has been closed with the funds going to pay for the Temporary Loan from Fulton for the project, and remainder balance being deposited into the Authority's regular sewer checking account. The audit was completed the week before Easter, and the Office Staff is answering any questions the auditors have. At this time, Mr. Kees inquired to the Board about a fire hydrant tax assessed the Authority Office building. The Board informed Mr. Kees to pay the taxes.

OPERATION MANAGER'S REPORT - Mr. Snader informed the Board that the East Main Street Pump Station controller failed on March 14th. A spare was in stock and the Operations Staff was able to make the repairs within an hour. A replacement was ordered that is compatible with three of the Gorman Rupp panels. Grease trap inspections will start being scheduled in the coming weeks. Scheduling will commence when the Operations Staff has finished the bulk of the new water meter replacements. Hydrant flushing was completed on March 26th with no issues. All of the hydrants that were installed along Fredericksburg and Mill Road are now in service, but have not been dedicated to the Authority as of this meet-

ing. At this time, Mr. Snader discussed a point made in the Office Manager's Report from the last meeting. In the report, Mr. Kees made mention of a customer who had lost 3,500 gallons. The Operations Staff went to replace the customer's water meter, and Mr. Snader was informed by the customer that they had to drain water from their furnace system. The Board recommended that the situation be tabled until the Fredericksburg customers have their meters read and water bills sent out.

Mr. Snader informed the Board that Mr. Richard Schell was told that he will need to hook up to the water system. For a number of years now, the customer was to be hooked into the water system and has not been. A letter was drafted from Mr. Fitzgibbons last week that Mr. Snader signed and Mr. Kees mailed last week. At this time Mr. Snader informed the Board that he has gathered three quotes for the work on the driveway that will be installed from the Little Swatara Creek Plant to the site of the test wells, which are as follows:

- Horst Excavating - \$27,290 (\$21,098/\$6,192)
- Landis Deck - \$17,841 (\$12,823/\$5,018)
- Steve Steiner - \$17,290 (\$13,500/\$3,764)

. Mr. Snader informed the Board that the quotes represented an eight inch depth of stones all the way to the sites, with an extra layer to cover about 300 feet of substantially more wet spots. Mr. Fitzgibbons stated he believes that with two of three quotes under \$19,000 that a bid process was not necessary. The Board informed Mr. Snader to get in contact with Mr. Steiner about scheduling the work to be done in June contingent on the outcome of the land purchasing with Mr. Martin.

Mr. Snader presented to the Board a job description for a potential part time employee. Mr. Snader's plan was to hire a part time employee over the summer months and slowly educate the employee to become a full time employee when John Allwein retires. The Board inquired about the age of the potential employee Mr. Snader was looking at hiring. Mr. Snader will check on the age of the potential employee. Mr. Demler made a motion to grant Mr. Snader permission to hire this potential employee, pending determination of his age, to work a total of 20-30 hours at Mr. Snader's discretion. Mr. Bevans seconded the motion and the Board voted in favor to allow Mr. Snader to hire the employee when he sees fit.

At 7:03 PM, the Board went into Executive Session. The Board returned to normal session at 7:42 pm with no action.

ENGINEER'S REPORT – Mr. Lutzkanin informed the Board that SESI has not received word from DEP regarding the NPDES renewals and Chapter 94 Reports. No word has been received regarding the SRBC Docket Renewal for the Lebanon Interconnect. Mr. Lutzkanin stated that Mr. Steckbeck requests a meeting with

the budget committee to have a discussion regarding new water sources. In addition to that, SESI requests 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.

At this time, Mr. Lutzkanin brought up a matter not in the report. Ms. Cheryl Magri was in contact with SESI inquiring about purchasing a piece of land located at the old waste water treatment plant. After a discussion, the Board determined they would be willing to sell the piece of land, and the potential purchaser will have to make an offer to the Authority first. Mr. Lutzkanin informed the Board that the Consumer Confidence Report is due to be sent out soon. Instead of actually mailing reports, the Authority could make a note on the bills that go out that the report will be located on the Authority website, with hard copies available in the office.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board that next Thursday Mr. Steckbeck and Mr. Fitzgibbons will be meeting with members of DEP to discuss the recent Notice of Violation. Mr. Fitzgibbons presented a Purchase Draft Agreement for the Martin property, but will rework the agreement to incorporate language to include farming privileges and other requested items. Mr. Randy Martin will be given two weeks (April 18th, 2016) to come to a Board Meeting with a decision about the purchase price amount.

OLD BUSINESS – The Board was informed, and recognized, the new amortization schedule for the Pennvest Loan for the South Fredericksburg Project. Mr. Heisey will sign the form, and Mr. Kees will mail the information to the appropriate agency. Mr. Rudy presented to the Board a request from the Township regarding the restoration from an old Notice of Violation for the South Fredericksburg project regarding expenses the Township incurred that the contractor (Joao & Bradley) should be responsible for. Also, Mr. Rudy questioned Mr. Lutzkanin when the restoration to road pavings would be taking place, which Mr. Lutzkanin will address with Joao & Bradley.

NEW BUSINESS – Mrs. Martel addressed the Board stating she has a concern regarding the fact that Mr. Steckbeck will be representing both the Authority and Bell & Evans regarding negotiations for a new water source and water consumptions. Mr. Lutzkanin stated that the main focus for SESI would be the Authority. Mr. Fitzgibbons believes that Mr. Steckbeck has a strong focus on the bigger picture, which would be beneficial for the Authority in the negotiation process.

Mr. Rudy requested Mr. Kees continue to inform the Board about the Hain sewer tapping fee, as well as their Letter of Credit for the remaining balance of the tapping fee. This is to be a recurring reference in the old business.

COMMITTEE REPORTS

Budget Committee – The Budget Committee will meet in the next couple of weeks to go over the information for the first quarter of 2016, as well as to set up

a discussion with everyone involved with the expansions of the sewer and water systems.

Operations Committee – The Operations Committee will work on scheduling a time to get together with SESI, as was requested. Mrs. Martel informed the Board that she received an offer for the generator at the old plant if the Authority is looking to sell it, which at this point the Authority is not.

Building Committee – Mr. Bevans informed the Board of the progress regarding the property damage to the garage building at the office. A price from H&M to replace glass will be received in the coming days. Mr. Bevans has requested Mr. Kees to get the information on the deductible for insurance purposes. Mr. Bevans also reported that A.A. Krall fixed a control box due a leak from the furnace, but the furnace was not repaired. Mr. Bevans called the plumber again to schedule a time to fix the leak.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 8:49 PM.

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