

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
January 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 and Rick Rudy of the Board were present. Jeff Steckbeck, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present.

COMMENTS/COMPLAINTS

Alletta Schadler - Ms. Schadler came to the Board to request a release of the Letter of Credit for their reservation of EDUs. Mr. Fitzgibbons stated that Ms. Schadler has been an ideal customer, and releasing the Letter of Credit would be recommended. Ms. Martel made the motion to release the letter of credit, and Mr. Bevans seconded the motion. The Board voted in favor of the motion to be carried, and the Authority will release the Letter of Credit.

MEETING MINUTES The meeting minutes from January 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 \$24,749.80 from the Sewer Fund and \$41,127.86 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 31 late notices were sent out to the South Fredericksburg customers, and 39 were sent to the Monroe Valley customers, for the prior quarterly billing. Mr. Kees informed the Board that on January 20th, 2016, the preliminary audit from Greenawalt and Company will be conducted in the Authority Office. Year end taxes and W2 information will be finalized by the end of the week. At this time, Mr. Kees informed the Board that the Authority is now able to accept ACH processing. Mr. Kees is waiting to fully finalize the process until customers come in and sign up for the service. Once enough customers sign up, Mr. Kees will prepare a test file with Fulton and Diversified. Mr. Kees is waiting to do the testing because as soon as it is proven to work properly the Authority will begin being charged from Fulton for the ACH service.

OPERATION MANAGER'S REPORT - Mr. Snader has finished all of the data collection for the Chapter 94 Reports. Mr. Snader has met with Sam Abram to discuss the I&I at the North Center Street community. Repairs to all above ground pipes will be made during the winter months, and in the spring the below ground leaks will be repaired. The Operations Staff will monitor the collection system to assist in locating leaks. Randy Martin offered to purchase both poly tanks from the old waste water treatment plant for \$250. Mr. Bevans made a motion to authorize Mr. Snader to sell the two poly tanks for \$250 to Randy Martin. Mr. Rudy seconded the motion, and the Board voted in favor to authorize Mr. Snader to sell the equipment. Mr. Snader believes all of the water reports have been submitted to the proper authorities.

At this time, Mr. Snader informed the Board that the meter was replaced at 34 Horizon Drive. The current meter reading shows an additional 57,000 gallons of water were not billed to the customer. The replaced meter has been tampered with and it is now useless. Ms. Gamble informed Mr. Snader that the owner is already behind on their bill close to \$1,200. Mr. Snader requested guidance in whether or not to add to the bill the cost of \$250.50 for the new meter. The Board approves the charge to be added to the customer's bill, in addition to the un-billed 57,000 gallons of water.

ENGINEER'S REPORT – Mr. Steckbeck informed the Board that Mr. Lutzkanin tried to get in communication with PennVest regarding the final change order request, but due to the Martin Luther King, Jr. holiday no one was working for PennVest. Mr. Steckbeck informed the Board that Jerry Wolfe is fully connected to the sewer system, and has had his septic tank taken out of service. Inspections were performed by DEP for the booster pump upgrade project, and an interim Operations Permit was issued. Bell & Evans received a “permit by rule” from the SRBC to utilize public water for their consumptive use. The SRBC is requiring submittal of the Authority's metering plan for approval within the next 30 days, with Bell & Evans paying all of the costs associated with preparation of the metering plan.

At this time, Mr. Steckbeck informed the Board that sampling is still being held back in the Little Swatara Creek due to the Bell & Evans expanded Keystone WWTP discharge. The sampling is being held back due to the possible change in quality of water in the creek due to the discharge from the WWTP. Based on initial findings, the discharging will create a ten times better quality of water than what is currently available. Mr. Bevans questioned Mr. Steckbeck if anything has happened regarding the Notice of Violation regarding the temporary pump for Bell & Evans. Mr. Steckbeck informed the Board that SESI will be working on a draft response for the Chairman to sign, and no new information has been obtained as of this date.

SOLICITOR'S REPORT – Mr. Fitzgibbons addressed an issue brought up from the last meeting regarding customers in the South Fredericksburg sewer area that

are not connected to the system, but do have the means to be connected. Mr. Fitzgibbons would be willing to sue the customers who are capable of connecting financially but choosing not to. Mr. Fitzgibbons also informed the Board that he was in contact with Mr. Caproletti, and Mr. Fitzgibbons was told that a check for the past due bill would be sent out this week. Mr. Fitzgibbons will continue to work with Mr. Kees on this matter, as well as the release of the Letter of Credit for Ms. Schadler. At this time, Mr. Fitzgibbons presented to the Board the Rate Resolution 2016-01, with a revised final page to reflect the actual purpose for the charges. Mr. Bevans made a motion to accept Rate Resolution 2016-01. Mr. Demler seconded the motion, and the Board voted for the motion to be carried. Rate Resolution 2016-01 is adopted with the revised final page.

OLD BUSINESS – Mr. Bevans brought up the request from Mr. and Mrs. Anspach regarding the reimbursement for re-digging and connecting to the sewer system. For the situation in question, the worker that was hired to dig and connect did not have the proper equipment to handle the task, and stated that lateral was incorrectly pitched. Due to the inability to get the Authority contractor out to correct the perceived problem, Mr. Jerry Kalinoski from SESI was compelled due to imminent danger to request the hole be covered as it was next to a major roadway system, and could have led to the loss of lives. The hole was covered up, with connection to the system happening a few days later. The Authority Operations Staff was able to determine that the pitch on the lateral was correct by televising the lines, and that the worker had erroneously stated that the pitch was incorrect. Due to this, the Authority does not have any liability in the situation, and Mr. Steckbeck and Mr. Fitzgibbons stated they believe that the Authority deny the appeal request. Mr. Demler made a motion to deny the appeal request. Mr. Bevans seconded the motion, and the Board voted in favor for the motion to be carried. Mr. Fitzgibbons will work with Mr. Kees to draft a letter to the Anspachs.

NEW BUSINESS – Mr. Steckbeck presented to the Authority the maps to replace the ones currently sitting in the office. Mr. Bevans requested that the maps be put on to a map board to make it look presentable.

COMMITTEE REPORTS

Budget Committee – None

Operations Committee – The Operations Committee had a meeting before the Authority meeting. With the additions made during the Operations Meeting to the future project consideration list, Mr. Demler will put together a proper report to present to the Board.

Building Committee – Mr. Bevans informed the Board that an estimate from APR Supply for a new water softener for the Office Building was presented above the approved \$750 authorized. Mr. Steckbeck has offered to assist in purchasing, to which the Board will allow.

ADJOURNMENT Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion and the meeting was adjourned at 7:28 PM.

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