

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
January 4, 2016**

The meeting was called to order by Chairman Jim Heisey at 6:30 PM.

ROLL CALL Roll call was taken by Secretary Jon Kees. Beverly Martel, Jim Heisey, Tom Demler, Kevin Helms and Dale Bevans of the Board were present. Kevin Snader, Jeff Steckbeck and Jon Kees were also present. Board Member Rick Rudy and Solicitor Tony Fitzgibbons were not present due to reorganizations of other Boards they serve.

COMMENTS/COMPLAINTS - None

REORGANIZATION - At this meeting, the Authority must reassign officers. The results are as follows:

- Chairman** - James Heisey, elected
- Vice-Chairman** - Bev Martel, elected
- Secretary** - Jonathon Kees, appointed
- Treasurer** - Jonathon Kees, appointed
- Representative to Bethel Township/Alternate** - Dale Bevans/Rick Rudy, appointed
- Representative to Swatara Township/Alternate** - Tom Demler/Bev Martel, appointed
- Right to Know Officer** - Jonathon Kees, appointed
- Engineer** - Steckbeck Engineering and Surveying, Inc., appointed
- Solicitor** - Anthony J. Fitzgibbons, Esq., appointed
- Financial Institutions** - Named as depositories are Fulton Bank, First Citizens Bank (formerly First National Bank of Fredericksburg), BB&T (formerly Susquehanna) and Northwest Bank.
- Board Member Hourly Rate** - The Board Member rate was voted to stay the same rate of \$16/hour.
- Mileage Rate** - The IRS standard rate of .54 cents currently per mile was accepted by the Board, with the understanding that if the rate changes during the year the rate to be paid stays consistent.
- Bond for Office Personnel** - The Board voted for bonding for the Office Staff including the Manager and Billing Clerk.
- Committee Appointments** - The Board will retain the current committee appointments, which are as follows:
 - Administrative/Budget** - Bev Martel, Kevin Helms and James Heisey
 - Operations** - Tom Demler, Dale Bevans and Rick Rudy, with the understanding that a third member may be appointed if Mr. Rudy would resign from the Board.
 - Building** - Dale Bevans and Rick Rudy.

- **Motion to Make Board Members Part-Time Employees** - The Board voted in favor to name the Board Members as Part-Time Employees.

MEETING MINUTES The meeting minutes from December 21, 2015 were accepted and adopted by the Board without revisions.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$8,780.10 from the Water Fund, \$109,324.37 from the Sewer Fund. Mr. Bevans made a motion to pay the bills as presented. Mrs. Martel seconded the motion and the Board voted unanimously for the bills to be paid in the amounts presented.

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 a letter was sent to the Anspachs denying them their request for a reimbursement to reopen their yard to connect to the sewer system. Mr. Kees also informed the Board that the preliminary audit is scheduled for January 20th. Year end tax work and W2 forms will be worked on in the coming days. ACH payments should be ready for the Authority by the end of the month. Mr. Kees informed the Board that the Office Staff received a call during the weekend regarding a curb box problem at 11 Circle Drive. Operations Staff was informed of the situation, and they addressed the matter promptly this morning. Mr. Snader informed the Board that the curb box was too high, and was cut off and filling with dirt. Water had been leaking into the customers finished basement, causing the resident to continually empty a bucket filled with water in incremental time frames. Mr. Snader informed the Board that the curb box was turned off, but he left the residence a curb key to turn on the water for necessary bathroom visits.

OPERATION MANAGER'S REPORT - The Monroe Valley WWTP repairs are complete, and the plant is 100% operational and in compliance with the NPDES permit. DEP had been made aware of the situation at the plant. Permit renewal samples have been collected, and they will be forwarded to SESI so the renewals can be completed. Chapter 94 data will also be forwarded to SESI during the week. Mr. Snader questioned the Board as to what should be done with the old equipment from the old WWTP. The equipment is said to have had no resale value, and is no longer needed by the Authority. It was recommended that Mr. Snader take it to a Farmer's Auction, as well as advertising some of the equipment in other outlets. Mr. Heisey informed Mr. Snader to come up with a proper list of items, and the Board will determine the best course of action at the next meeting.

Mr. Snader informed the Board that the water reports for the 2015 year are beginning this week. Certain reports are due by January 15th, but cannot be completed until 2015 Water Consumption Figures are provided from the Billing Clerk. Mr. Bevans questioned Mr. Snader if he recalled any information about an I&I on the corner of Elm and Sugar Road. Mr. Bevans was wondering who was the owner of the property because he noticed windows were knocked out of the house. Mr. Kees will make sure the water usage has been consistent throughout the past year and will inform the Board of his findings.

ENGINEER'S REPORT - Contract #1 for JOAO & Bradley has been closed. Pay Request 16 has been entered into the system and is fully approved. SESI is reviewing the project and Pennvest budgets to make sure that as much money as possible from the Local Share is moved to the Pennvest funded portion. SESI will then enter the final pay request, which will facilitate release of the Pennvest holdback and the final amortization of the loan. Mr. Heisey questioned some data in Mr. Steckbeck's report. Ms. Gamble was informed that a property owner had connected to the system, and the property owner questioned whether or not they would need to pay for the fourth quarter fee for services. The connection was not reflected in the report, and Mr. Steckbeck will look in to the information to make sure everything is accurate. SESI will work on the permit reports, as well as the Chapter 94 reports, as available.

All of the mechanical and electrical wiring on the Booster Pump Project has been completed. Mr. Steckbeck provided color pictures on the project for the Board to look over. Testing and final connections will occur later in the week. At this time, Mr. Steckbeck addressed the Notice of Violation letter that was sent to the Authority on December 22, 2015. Mr. Steckbeck went through the history of the Booster Pump Project, and explaining how the initial pumps were not yet available, but a suggestion was made to have a temporary pump available to test the sprinkler systems. Since the pumps that were ordered were not readily available, it was also questioned if having the temporary pump would be allowed to stay in case of an emergency to prevent a catastrophe causing the loss of the investment of \$70 million for the place of business. Due to that need, the organization paying for the Booster Pump Upgrade offered to pay any fine that should be assessed for the use of a temporary pump without a permit.

At this time, Mr. Steckbeck presented to the Board the 2016 water system valuation update, which is the form used for the basis of determining a tapping fee price. Mr. Steckbeck highlighted the areas in which the Authority increased its financial obligation in the water system due to expansions of certain projects and developments. If the Board requests to increase the tapping fee for the water, a 6% increase reflective of the increase would be ideal. At this time, the Board would not recommend changing the tapping fee for the 2016 year. Mr. Steckbeck informed the Board that Bell & Evans is negotiating with farmers to acquire a Right of Way to allow pipe to discharge into the Little Swatara Creek at a point approximately 1,000 feet west of the Union Road Bridge. Mr. Bevans requested

Mr. Steckbeck to get a map that could tie all of the information for the Authority together so the maps in the Office Building could be removed and replaced.

At this time, Mr. Steckbeck presented to the Board the 5 year draft for the sewer and water systems. Before going over the draft, Mr. Steckbeck went through information from the prior 20 years for the Board. Going over the 5 year draft, the sewer system has significantly less need than the water side. Mr. Steckbeck is looking for guidance on the plan as necessary. On the sewer side, Mr. Heisey made mention that the second item, a trailer mounted centrifuge costing \$400,000 is of the most concern to the Authority with adequate funds needing to be available to purchase such equipment. The land with the old WWTP could be sold, or used for water service purposes if needed. Mr. Heisey also made mention that the reconstruction of the Lickdale Road Pump Station could be reduced to \$50,000, and delayed as long as necessary. As long as the pump is running properly everything should be fine with that item. Mr. Bevans requested that within the next five years that something be done with the stand-by pipe, as well as a repaint job on the East Water Tank. The drafts will be submitted to the Operations Committee and Operator for fine tuning and completion.

SOLICITOR'S REPORT - With Mr. Fitzgibbons absent, no report was submitted. The Board requested Mr. Kees to get in contact with Mr. Fitzgibbons to discuss how the Authority would be able to force Deb Corle to connect to the sewer system.

OLD BUSINESS - None

NEW BUSINESS - None

COMMITTEE REPORTS

Budget Committee - Mr. Heisey informed the Board that the Authority had less income than anticipated, but the bills were well below budgeted. A minor deficit was had on the water side, with a surplus on the sewer side, which is beneficial for the Authority going forward for a possible centrifuge.

Operations Committee - Operations Committee will schedule a meeting to discuss the 5 year capital plan presented by Mr. Steckbeck.

Building Committee - Mr. Bevans will continue to look into hiring someone to install a sink in the Employee Break Room at the office.

ADJOURNMENT Mr. Demler made a motion to adjourn the meeting. Mr. Helms seconded the motion and the meeting was adjourned at 7:56 PM.

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