

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**July 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, Dale Bevans, Kevin Helms, Tom Demler, Bev Martel and Rick Rudy of the Board were present. Jeff Steckbeck, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from June 20, 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 \$130,138.65 from the Sewer Fund and \$84,418.08 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. 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 the check from USDA for the Pennington property has been allocated. The Pennington account has an account balance to cover one quarter of billing. They will continue to make monthly payments of \$50, which will be applied toward the tapping fee until their next bill on their account goes out. Mr. Bevans inquired to the whole situation, and Mr. Heisey informed the Board that the Pennington's contacted him regarding the restoration of their backyard. Mr. Snader stated that the job was to be as cheap as possible so they could get connected, and have their account paid in full to date. The contract was fulfilled, and did not include the restoration of the backyard. Around 80 late notices have been sent out to the Monroe Valley and South Fredericksburg Sewer Districts. Mr. Kees informed the Board that the ACH program is up and running, and ready for the customers to utilize fully.

Mr. Kees informed the Board that a payroll audit from Cincinnati Insurance is scheduled for August 1st. Mr. Kees informed the Board that one of the credit cards for the Authority was misplaced, and due to that all of the Authority credit cards were cancelled. New cards have been issued, and they should arrive by the end of the week. Mr. Kees informed the Board that the August 1st meeting

will be a site tour of the Sewer Plant. The Board will take a tour of the South Fredericksburg Sewer Plant. Mr. Kees will send a notice before the next meeting.

**OPERATION MANAGER'S REPORT** - Mr. Snader attached a quote from Hoffer Paving for the 15 areas along Greble Road restoration. The quote is in the amount of \$11,800. Mr. Heisey questioned whether or not a written bid would be needed, to which Mr. Fitzgibbons stated that the threshold for a written bid is over \$19,600. The Board discussed accepting the bid from Hoffer Paving, and after discussion Mr. Demler made a motion to accept the quote. Mr. Bevans seconded the motion with the exception of having the Township inspect the work to make sure it meets their standards. The Board voted in favor of the motion, and the motion was carried. Mr. Snader informed the board that the SBR #1 air valve in the Monroe Valley plant was replaced on Friday of last week. SBR #2 valve will be replaced in the immediate future. The Operations Staff will be clearing out sewer easements in the Monroe Valley. Markers are also being installed at the same time.

Mr. Snader informed the Board that Farmer's Pride had been billed for sewer usage on the consumptive water that is feeding their cooling system. Starting in August, Mr. Snader will read all of their meters and the bill will be adjusted accordingly to reflect the sewer credit charges. Mr. Heisey question Mr. Steckbeck as to how this issue was missed in the staging process. Mr. Steckbeck informed the Board that the plans were followed, and a deduct meter was in the plans, which would be attached to the consumptive use line. Based on this information, the Board inquired as to whether or not a credit should be given if the plans were not followed properly. Mr. Steckbeck stated that he would need to visit the site with Mr. Snader before comfortably answering that question.

**ENGINEER'S REPORT** – Mr. Steckbeck informed the Board that the South Fredericksburg NPDES Permit Renewal Application has been submitted. SESI has prepared a WQM Application for a centrifuge for the South Fredericksburg and Monroe Valley. SESI will send it to DEP later this week, and is seeking approval to have Mr. Kees write two checks for \$500 made payable to the Commonwealth of Pennsylvania, and also allow the Chairman to sign off on the applications. Mrs. Martel made a motion to approve the writing of the checks, and to allow Mr. Heisey to sign the applications. Mr. Bevans seconded the motion, and the Board voted in favor to carry out the motion.

The SRBC renewal docket remains pending for the Lebanon Interconnection. Preliminary design of the new water filter plant site and piping is underway. The Bell & Evans hatchery project is underway, and SESI anticipates receipt of shop drawings for water and sewer components for review and approval. The US Reality representative contacted Mr. Steckbeck regarding a loss of pressure on their lines. Mr. Steckbeck was in contact with Mr. Snader, and a hydrant pressure recorder will be installed to issue a report on the matter.

**SOLICITOR'S REPORT** – Mr. Fitzgibbons attached a letter addressed to the Township regarding extending the Mandatory Connection Ordinance. The amendments would include definitions of a “principle structure” and, as the ordinance relates to the sewer service, to increase the maximum required connection distance from 150 to 250 feet. Most of the language in the letter is the same from the letter that was addressed to the Supervisors in June of 2012. The Board will read over the letter, and comments will be made before the letter will be sent. Mr. Fitzgibbons has not heard anything from Dan Chirico regarding the water and sewer development agreements for the new Bell & Evans hatchery, which was approved at the last Board Meeting. Mr. Fitzgibbons has attached a letter to Mr. Richard regarding the connection of the Speedway Mart and notary office to the sanitary sewer system. With no objections or corrections to the letter, Mr. Demler made a motion to approve the letter. Mr. Bevans seconded the motion, and the Board voted in favor of the motion to be carried.

**OLD BUSINESS** – None

**NEW BUSINESS** – Mr. Snader will be placing information regarding copper and lead in the water on the website.

**COMMITTEE REPORTS**

**Budget Committee** – The Budget Committee will meet on Wednesday, August 3rd, to go over the first half of the year's budget versus actual information.

**Building Committee** – Mr. Bevans will look into hiring someone to work on the sidewalk that has settled causing an uneven walkway.

**Operations Committee** – None

**ADJOURNMENT**

Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:30 PM.

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