

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**June 6, 2016**

*At 6 PM, the FSWA Board conducted a site tour of the Authority's Water facilities.  
The full Board Meeting began at 6:55 PM.*

Chairman Jim Heisey called the meeting to order at 6:55 PM.

**ROLL CALL** Roll call was taken by Secretary Jon Kees. Jim Heisey, Tom Demler, Bev Martel, Dale Bevans, Kevin Helms and Rick Rudy of the Board were present. Jeff Steckbeck, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present. Having finished the tour of the water facilities, Mr. Heisey complimented Mr. Snader on the orderliness and cleanliness of the buildings.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from May 16, 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 \$163,061.70 from the Sewer Fund and \$137,407.24 from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Demler 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. Mrs. Martel 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 quarterly bills for the Monroe Valley and South Fredericksburg will have a notice informing customers the Office Staff will no longer carry cash in the office, and that any overpayments will be treated as an account credit. The Audit Reports will be filed by the end of the week with the necessary agencies. Mr. Kees informed the Board that the next site tour for the sewer facilities will be August 1, 2016. Mr. Bevans inquired as to if payment was received from Full Circle Mountain as their next quarterly billing will be going out by the end of the week. Mr. Kees informed the Board that payment was not received, and Mr. Fitzgibbons will work on the matter to ensure the bill is paid.

**OPERATION MANAGER'S REPORT** - Grease trap inspections are underway, with only a handful needing to be completed for this year. Mr. Snader informed the Board that he received a quote from Walter's Services regarding the excavation and connection work for the Penningtons in South Fredericksburg. The quote

is in the amount of \$3,926. The work can be scheduled by next Wednesday, June 15th. Mr. Fitzgibbons will get in contact with USDA to ensure that the Authority receives the \$7,500 grant to connect the Penningtons to the public sewer system.

Mr. Snader informed the Board that the Authority has yet to hear from Richard Schell regarding his connection to the public systems. Two notices were sent out to Mr. Schell informing him that he needed to have a plan in place by the end of May. The Board now recommends that Mr. Fitzgibbons send a notice to Mr. Schell that he will need to comply or further legal action will be taken. Mr. Snader informed the Board that he has yet to hear from Zinn regarding hiring an 18 year old for Operations. Mr. Fitzgibbons will draft up a letter to Zinn's requesting the 18 year old be added to the policy.

**ENGINEER'S REPORT** – Steckbeck Engineering has consulted with the Operator and Administrative Staff regarding the sale of package grinder stations for several customers. On the East Tower Booster Pump Project, Allied Control Services has determined that the 1/2 Horsepower, two stage chlorine injector pump was not able to overcome the head pressure to the top of the tank. They have installed a 1 horsepower, seven stage pump which will work satisfactorily. Allied Control Services is in the process of ordering a second pump and will install it when it is received.

The Erosion and Sediment Control Plan for construction of the driveway across the Martin farm was submitted to the LCCD, and approval was received on Friday, June 3rd, contingent upon the installation of a couple of small features during construction. Preliminary design work of the new water filter plant site and piping is in process. Hain Freebird West is now discharging wastewater to the sewer system after successfully connecting to the system. The Bell and Evans Hatchery Land Development Plan is on the agenda for the Bethel Township Supervisors approval at their next meeting. A letter of conditional approval of the water and sewer service and capacity is needed for the Hatchery, and the Solicitor has been consulted to prepare a draft letter for Board consideration.

**SOLICITOR'S REPORT** – Mr. Fitzgibbons informed the Board that he would recommend the Authority request the Township amend the mandatory connection ordinance to include a definition of the structures on each lot of record that are required to connect to the public sewer. The current ordinance requires the "principal structure" connect, with that term not defined in the ordinance. Mr. Fitzgibbons would also recommend the Board to request the mandatory connection distance be increased from 150 feet. Mr. Bevans stated that he would likely be able to attend the next Township meeting to request these changes in person. Mr. Heisey believes it would be best to have a written letter stating the requests to submit in addition to Mr. Bevans attending the meeting.

Mr. Fitzgibbons informed the Board that he drafted a developer's agreement for the new Bell & Evans Hatchery facility for Board consideration. In reviewing the agreements, Mr. Fitzgibbons states that Bell & Evans essentially purchased 27% of the plant, and that flow can be distributed however as long as it is within that percentage. At this time, Mr. Fitzgibbons read a conditional letter of approval for Bell & Evans to the Board. In agreeing with everything in the letter, it will allow the project to move forward. Mr. Bevans made a motion to approval the letter addressed to Sechler Family Foods. Mr. Helms seconded the motion, and the Board voted in favor of the motion. Mr. Heisey will sign the letter, and it will be mailed within the next few days.

*At 7:27 PM, the Board went into Executive Session. The Board returned to regular session at 7:36 PM with no action.*

**OLD BUSINESS** – None

**NEW BUSINESS** – Mr. Rudy informed the Board that the Township Supervisors did have a discussion at a special meeting regarding the mandatory connection ordinance. Mr. Rudy didn't believe the Supervisors would be willing to extend that distance. Mr. Bevans mentioned that during the tour of the systems, he didn't feel comfortable with the current level of security. The budget committee will look into the financial feasibility of installing more security at the Authority locations. Mr. Heisey requested that Mr. Snader consult a security contractor to determine the feasibility of installing both sensors and cameras at appropriate locations in all of the remote facilities in order that the budget committee would have some information about cost of doing so for the upcoming budget.

**COMMITTEE REPORTS**

**Budget Committee** – The Budget Committee will look into the feasibility of purchasing additional security measures for the Authority buildings. The Budget Committee will meet sometime in the month of July.

**Building Committee** – None

**Operations Committee** – None

**ADJOURNMENT**

Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:48 PM.

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