

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**March 7, 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, and Rick Rudy of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present. Board Member Bev Martel was not present, and Board Member Dale Bevans was available via telephone conferencing.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from February 1, 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 \$159,905.65 from the Sewer Fund and \$83,874.05 from the Water Fund. Mr. Demler 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. Rudy 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 a new builder on Light's Church Road inquired about purchasing a grinder pump station from the Authority. Mr. Snader informed the Board that the Authority has a grinder pump available. Mr. Demler made a motion to sell the grinder pump station with a 10% upcharge from what the Authority paid for the unit. Mr. Rudy seconded the motion, and the Board voted unanimously for the grinder pump to be sold. Mr. Kees informed the Board that the audit will be scheduled before the end of the month for fiscal year of 2015.

**OPERATION MANAGER'S REPORT** - Mr. Snader informed the Board that all of the diffusers have been pulled and inspected at the Little Swatara Creek Treatment Plant. Samples have been collected for the newest Freeboard plant, which will allow the Operations Staff ample time to prepare for their future flows. The Operations Staff will conduct grease traps inspections over the coming months.

Mr. Snader informed the Board that two fire hydrants have been repaired since the last meeting. One hydrant in front of the Eagle Hotel had breakaway plates on the stem in need of repair, and another hydrant next to the Daycare Center

was hit. A police report was filed, but no one has claimed responsibility for striking it. The Operations Staff would like to schedule hydrant flushing for March 25th, 2016 starting at 6 AM. The Board recommended Mr. Snader contact the chicken processing plants to make sure they will not be open on that day, and then Mr. Kees will send a rapid response to inform the Fredericksburg residents.

**ENGINEER'S REPORT** – Mr. Lutzkanin has been working with Mr. Snader and the Office Staff on a spreadsheet that will streamline billings for the new Freeboard plant and the new Bell & Evans plant. Mr. Lutzkanin informed the Board that the Chapter 94 Reports are available for comment, or approval. With the reports, Mr. Lutzkanin stated he believes that the Operations Staff has a good handle on the new treatment plant. The Board agreed to table the Chapter 94 Reports until the next meeting so the Board would have time to read over the notes. Mr. Kees will make sure that they are an agenda item for the next meeting.

Mr. Lutzkanin informed the Board that the chlorine system for the Booster Pump Project is close to completion with tests coming in the near future. There has been no word from the SRBC regarding a draw from the city of Lebanon.

**SOLICITOR'S REPORT** – At 6:55 PM the Board went into Executive Session. The Board returned to open session at 7:28 PM with Mr. Rudy making a motion to allow the engineers to stake out a driveway on the Martin Farm. Mr. Helms seconded the motion, and the Board voted in favor of the motion.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**COMMITTEE REPORTS**

**Budget Committee** – The Budget Committee will meet after the end of March to go over the information for the first quarter of 2016.

**Operations Committee** – None

**Building Committee** – None

**ADJOURNMENT** Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion and the meeting was adjourned at 7:39 PM.

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