

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
May 16, 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, Tom Demler, Bev Martel, Dale Bevans, Kevin Helms and Rick Rudy of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from May 2, 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 \$25,246.23 from the Sewer Fund and \$48,307.02 from the Water Fund. Mr. Rudy questioned a bill from Gannett Flemming regarding its reason for being split. The Board, based off of the information that Gannett Flemming is retained to send out phone calls regarding water emergencies, request Mr. Kees to transfer funds to reflect the proper expense. 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. Mr. Rudy 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 Authority received a Right to Know Request regarding pavement along Spruce Street in Monroe Valley. Mr. Fitzgibbons believes the request was too vague, and Mr. Kees will respond to the request before the required date. Mr. Kees informed the Board that customer Bridget Singh called and inquired about the possibility of her late payments being relieved. In her customer report, she has been behind for some time. Based on a discussion, the Board decided to not relieve her of her penalties.

Mr. Kees informed the Board that the Audit Reports are ready for review. Mr. Kees was looking to adopt a policy regarding cash in the office. Mr. Kees would like to remove cash from the office completely, and when someone were to pay with cash in an amount greater than their bill that the overage be applied to their account as a credit. The customer would be able to get exact change if they would prefer to not have an account credit. With no objections from the Board,

Mr. Kees is granted permission to remove cash from the office. Mr. Kees must put a notice on the bills regarding the new policy. At this time, Mr. Kees mentioned to the Board about possible dates for site tours. Tours were scheduled for last year, but due to various reasons the tours never happened. After a brief discussion, the Board will be taking a water site tour on June 6th at 6 pm. On August 1st at the same time, the Board will be touring the sewer systems. Mr. Kees will put a notice on the doors, and will remind the Board of the tours closer to the dates.

At this time, Mr. Kees mentioned a call from USDA that was made regarding the Pennington connection in South Fredericksburg. USDA is willing to assist with a \$7,500 grant, but based on the tapping fee and several estimates submitted to the organization, the total for the work would be over \$11,000. Mr. Fitzgibbons informed the Board that USDA did receive a new estimate around \$2,000. Based on this, and a brief discussion, the Board will not reduce the amount of the tapping fee.

OPERATION MANAGER'S REPORT - Mr. Snader informed the Board of a situation with a place in the Monroe Valley located at 144 Lakeside Drive. The property is for sale, and is being advertised as needing to connect to the sewer system. The property will need a Grinder Pump Station. The Operations Staff did have three stations that were to be sold to Full Circle Mountain. The Board determined that since the tapping fee for the property was paid, and it does include the price of the Grinder Pump Station, the Board recommends the staff to contact the contractor of Full Circle Mountain and explain a mistake was made. Mr. Snader informed the Board that Allied Control Services was on site to test the flow meter pulse signal, and to complete the Chlorine building plumbing.

ENGINEER'S REPORT – Mr. Lutzkanin will inform the Full Circle Mountain contractor regarding the sale of Grinder Pump Stations. Repairs to the chlorine ejector were made, but it wasn't pulling a vacuum. Allied Control Services checked the system and believe that a different injector is required. The part is on order. At this time, Mr. Lutzkanin presented to the Board his findings regarding a new water filtration plant. Mr. Lutzkanin selected 15 different locations, and used a weighted system to determine the best location. Based on the results, the old Waste Water Treatment Plant is the best location on the weighted grade by a far margin. The Board has granted permission for the design work to be commenced for the water filtration plant. The Act 537 Plan was approved by the State regarding the Hain Freebird West Plant, and the Authority will begin receiving income from them when they connect to the sewer system. Mr. Rudy inquired if Mr. Snader was satisfied with everything that he had issue with before Hain connects. Mr. Lutzkanin and Mr. Snader informed the Board that the notifications for corrections have been sent, and most of the situations should be completed soon.

SOLICITOR'S REPORT – Mr. Fitzgibbons informed the Board that he had sent an email to Hain regarding the letter of credit for the remaining portion of their tapping fee. Mr. Fitzgibbons requests direction from the Board about the Bell & Evans Hatchery, and the capacity usage. After a conversation, Mr. Fitzgibbons will work up a second addendum to their current agreements, and he will circulate the information to the Board for comment. This will allow the Authority to move forward in discussions with the processing plants in the search for additional water capacity. Mr. Fitzgibbons also has signed copies of the sales agreement for the Martin Farm for Authority signature.

Mr. Fitzgibbons recommends that the Board requests the Supervisors to amend the mandatory connection ordinance to include a definition of the structures on each lot of record that are required to connect to public sewer. The current ordinance requires the “principal structure” to connect, but that is not fully defined in the ordinance. Mr. Fitzgibbons would also recommend to request increasing the distance to more than 150 feet to compel connection. A discussion was held regarding the cost and benefits of the increasing of the distance to connect. The Board requests Mr. Fitzgibbons to write a draft letter to the Township Supervisors, and to circulate it around the Board for consideration.

At 7:41 PM the Board went into Executive Session. The Board returned to normal session at 7:58 PM with no action.

OLD BUSINESS – At this time, Mr. Bevans inquired about the road condition and work along Greble Road. Mr. Rudy and Mr. Snader are working on the matter, and will be participating with the Township to resolve this situation as efficiently as possible. Mr. Rudy informed the Board that the Township has approved the release of the financial letter of credit held against the Authority for the new treatment plant. Information should be forthcoming on the matter.

NEW BUSINESS – None

COMMITTEE REPORTS

Budget Committee – Mr. Heisey prepared a draft response for the Audit reports, and will readdress the draft to accommodate comments made by the Board Members. Mr. Bevans took the time to thank Mr. Heisey for preparing the draft response, to which the rest of the Board agreed.

Building Committee – Mr. Bevans informed the Board of a bill that was received over a year later after work had been completed from AA Krall. The bill was to extend the gas lines to the apartment for a stove and dryer. The bill was misplaced by Krall due to family and personnel situations that occurred throughout the prior year and hasn't been paid. Mr. Bevans wanted to make sure the bill is approved by the Board to be paid. The Board approves the payment of the bill, since the work was approved to be done by the Board in 2015.

Operations Committee – Mr. Rudy informed the Board that the manholes have been repaired, but the Authority will need to establish a line of credit with Pennsy Supply Company. As of now, the Township paid the bill on the assurance of Mr. Rudy that the Authority will reimburse the bill. Mr. Kees will work on establishing the line of credit. The Board also requests a letter be drafted to the Township to thank them for the assistance in repairing the manholes, and paying for some materials needed.

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 8:10 PM.

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