

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**February 20, 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, Kevin Helms, Dale Bevans, and Bev Martel of the Board were present. Jeff Steckbeck, Kevin Snader, and Jon Kees were also present. Board Member Rick Rudy was not present at this meeting.

**COMMENTS/COMPLAINTS** – While no one from the public was in attendance at the meeting, the Board was informed by Ms. Kathy Gamble that the owner of the laundromat was dissatisfied with her billing due to an increase. Ms. Gamble was informed by the auditors that billing had been incorrect based on a motion in a prior meeting in a prior year. Earlier today, Mr. Snader pulled data off of the water meter and the information shows the typical daily usage was around 2,000 gallons, which is also an increase in usage from last year. The Board decided to table the matter unless, or until, the owner arrives at a meeting to discuss.

**MEETING MINUTES** The meeting minutes from February 6<sup>th</sup>, 2017 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 \$14,510.64 from the Sewer Fund and \$14,376.21 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 Mr. Jerry Wolfe has paid for and picked up his water meter last week. Mr. Richard Schell has yet to pay for his bill, but he has sent a fax to the office requesting to not be charged for water usage. Mr. Heisey inquired to why he hasn't been compelled to connect. Mr. Fitzgibbons stated that he will move forward with suing Mr. Schell to compel him to connect to the water system.

Mr. Kees informed the Board of the preliminary meeting with the auditors in which they inquired to an error in the billing and quickbooks system. Mr. Kees identified the problem, and the auditors were satisfied with his response. Mr. Kees informed the Board that issues arose with the health insurance within the past couple of weeks. The plan had been renewed for "calendar" year and not "plan" year, and due to this, Mr. Brandon Nye was having troubles with his deductible. Our plan coordinator rectified the situation, and Mr. Nye will be covered for the rest of the deductibles for the year.

At this time, Mr. Kees informed the Board of a number of outstanding invoices due to Steckbeck Engineering from prior years. The total of the invoicing is \$108,633.54, and is

mostly due to South Fredericksburg sewer project work. Mr. Heisey requested copies of the invoices be supplied to the Budget Committee for discussion. Mr. Steckbeck is willing to accept incremental payments. Mr. Kees requested a motion from the Board to allow him to stay on with the Authority to assist in necessary duties at night and during week-end hours, as well as staying on the health insurance plan until the end of March. After a brief discussion, Mr. Bevans made a motion to allow Mr. Kees to remain employed by the Authority and work on an "as-needed" basis doing necessary works that would otherwise not be done, and to allow Mr. Kees to stay on the health insurance plan until the end of March. Mr. Helms seconded the motion, and the Board voted unanimously for the motion to be accepted.

**OPERATION MANAGER'S REPORT** – New level transducers have been installed in the basins at the Monroe Valley Treatment Plant. A Mag Meter for the influent plumbing at the Monroe Valley Plant has been ordered, and is scheduled to be installed by the end of the month. The Little Swatara Creek Treatment Plant has been in compliance with the NPDES permit for 24 consecutive months.

Mr. Snader informed the Board that the Authority sold 254.1 million gallons, and the Authority is reported to have pumped 262.2 million gallons. The difference would end up being considered inconsequential. The replacement GMC truck has been ordered. The Mane Street Junction building is scheduled to be torn down in the coming weeks. The excavator was instructed to sever and cap the lines with watertight connections and install markers where the lines are terminated. With approval of the Board, Mr. Snader will spend some time in the office to help with administrative duties during the day to assist Ms. Gamble.

**ENGINEER'S REPORT** – SESI will continue to maintain the website with the departure of Mr. Kees. The Chapter 94 Reports for both sewer plants are ready for motion to accept. Mrs. Martel made a motion to approve the Chapter 94 Reports for both plants, and allow Chairman Mr. Heisey to sign off on the reports. Mrs. Martel made a motion to authorize Chairman Mr. Heisey to sign off on the reports. Mr. Bevans seconded the motion, and the Board voted unanimously for the motion to be carried. SESI is awaiting word for approval of the permit application for the volute press. The SRBC docket renewal remains pending, which isn't surprising due to the informed time frame of 18 month waiting period.

Mr. Steckbeck met with the Operations Committee before the Board meeting, and information will be provided to the full Board in the upcoming meetings. The final subdivision plan has been approved by the Bethel Township Supervisors and will be recorded this week for the new well site on the Martin Farm. Geologist Conapitski will be on site Thursday with well-drillers Myers Brothers to take the next steps towards construction of the production well. The bore hole will be reamed and enlarged to increase withdrawal capacity.

**SOLICITOR'S REPORT** – There has been no change in the mortgages for the Martin Farm. There have also been no movement on the USRE water line dedication. Mr. Fitzgibbons will sue Mr. Schell to compel connection to the water system.

**OLD BUSINESS** – Mr. Bevans thanked Mr. Snader for removing the tree in front of the Office Building. Mr. Heisey stated that the budget committee will meet after the meeting tonight to discuss the process of hiring a new Office Manager.

**NEW BUSINESS** – Mr. Heisey informed the Board of the supplemental audit proposal from Greenawalt, which is a proposal of \$2,900. After discussion, the Board decided not to accept the proposal.

**COMMITTEE REPORTS**

**Budget Committee** – Meetings will be set up to interview and discuss the Office Manager position after the end of the week.

**Building Committee** – Mrs. Martel inquired to the standing of the tenants. Mr. Bevans informed the Board that the last he heard was that the tenant was working with our property manager to make payments.

**Operations Committee** – The Operation Committee met to discuss the preliminary design work for the water filtration plant. The meeting was very educational and beneficial. Mr. Heisey informed the Board that a member of the Fredericksburg Fire Company inquired the FSWA property located in front of the old sewer plant. The Fire Company is exploring future fire house location sites, and believes that area would be beneficial for them. After a discussion, the Board agreed that the Fire Company could use the land, pending the Fire Company meeting with proper agencies regarding its intended future use.

**ADJOURNMENT**

Mr. Demler made a motion to adjourn the meeting. Mrs. Martel seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:29 PM.

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