

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
February 6, 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, Rick Rudy, Tom Demler, Kevin Helms, and Bev Martel of the Board were present. Paul Lutzkanin, Kevin Snader, and Jon Kees were also present. Board Member Dale Bevans was not present at this meeting. Mr. Fitzgibbons was not present at the meeting due to a prior commitment at 6 PM.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from January 16<sup>th</sup>, 2017 were presented. Mr. Demler informed Mr. Kees that the committee members were not correct as he is on the Operations Committee and not the Building Committee. Mr. Kees will make the correction. With no other 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 \$137,358.05 from the Sewer Fund and \$125,751.17 from the Water Fund. Mr. Demler made a motion to pay the bills as presented. Mr. Rudy 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. Helms 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 Fredericksburg sewer and water quarterly billings are due by the end of the week. All of the taxes for 2016 have been completed. The Office Staff met with the Auditor and Office Manager for Swatara Township, and it turned out the FSWA Office Staff had incorrectly deposited a few deposits into the FSWA bank accounts and not the Swatara Township account. A reimbursement check was written, and approved with the bills payable. Mr. Kees submitted his two week notice to the Board Members at this time, and informed the Board of his on-going effort to notify everyone that would need to know of his resignation. Mr. Kees did offer to work part time on some nights and weekend hours to continue to do payroll and handle the accounts receivable and payable, if the Authority would request that.

**OPERATION MANAGER'S REPORT** – Mr. Snader informed the Board that this year's round of water meter replacements are being scheduled and on-going. Mr. Snader informed the Board that Mr. Dale Richard has connected to the sewer system at the Speedway. Mr. Snader also stated that Ms. Kathy Gamble had asked if Mr. Richard needed to pay for a tapping fee, and Mr. Snader informed her to ask Mr. Fitzgibbons. Mr. Rudy believes that the agreement stated he needed to fill out the paperwork, but would not need to pay a tapping fee.

**ENGINEER'S REPORT** – Mr. Lutzkanin informed the Board that the Chapter 94 Reports should be submitted to the Board for comments before the end of the week. DEP requested additional technical information on the equipment selected for the volute press for both sewer plants, which has been sent to DEP. SESI will be meeting with the Operations Committee on February 20<sup>th</sup> at 6 PM to discuss the Progress Prints for the water filtration plant. Mr. Rudy informed Mr. Lutzkanin that he would not be able to attend either the Operations Meeting, or the regular Board Meeting due to prior commitments. Mr. Lutzkanin informed the Board that Geologist Conapitski was instructed to prepare his report which will accompany the PA DEP Public Water Supply permit application and SRBC docket submission.

**SOLICITOR'S REPORT** – Mr. Fitzgibbons' report stated that Mr. Christianson has only obtained one of the three mortgage releases for the Martin Farm Well Site Project. Mr. Fitzgibbons received an email from First Citizen's Community Bank regarding the Elvin Shilling letter of credit. No motion has been made because Mr. Shilling needs to address the matter with the Township. Mr. Fitzgibbons stated he was disappointed to hear of Mr. Kees' resignation, but he has reached out to several candidates to tell them to submit a resume to the Authority Chairman. Mrs. Martel inquired as to what would happen if the mortgage releases weren't obtained in time for the well project. Mr. Heisey stated that the Authority still has eminent domain, and could utilize that tool to acquire the land.

**OLD BUSINESS** – None

**NEW BUSINESS** – At this time, the Board discussed how to replace Mr. Kees for the Office Manager position. Mrs. Martel informed Mr. Kees that computer skills needs to be included in the job description, with the different software programs used. Mr. Rudy also suggested a line be inserted stating the applicant would need to be bondable for consideration to work with the Authority. Mr. Kees asked the Board if they would like to advertise, and the Board said to wait until the job description is finalized.

### **COMMITTEE REPORTS**

**Budget Committee** – Budget Committee has not met, but will possibly meet to discuss the process to filling the soon to be vacant Office Manager position.

**Building Committee** – Mr. Kees stated that Mr. Bevans wanted to make mention of the possible eviction of the tenant in the office building. The eviction notice was given, but there has been no motion since the notice was filed due to the tenant making progress to pay the bill.

**Operations Committee** – With Mr. Rudy not being able to attend the next meeting, and if Mr. Bevans is unable to attend, the meeting with SESI may be canceled.

### **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 7:07 PM.

Respectfully submitted,  
Jonathon Kees  
Secretary/Treasurer