

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
January 16, 2017**

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, Dale Bevans, and Bev Martel of the Board were present. Jeff Steckbeck, Kevin Snader, Tony Fitzgibbons and Jon Kees were also present.

COMMENTS/COMPLAINTS

Jerry Wolfe: As a non-residential/commercial customer, Mr. Wolfe requests from the Board the ability to put a water meter in his property to measure his sewer usages. Mr. Wolfe believes that he is using well below the minimum usage of 5,000 gallons. The Board informed Mr. Wolfe that he would have to purchase a water meter since he is not required to connect to the water system and cannot be given a meter for free. Mr. Heisey read over the newly adopted rate resolutions, which does not prevent Mr. Wolfe from having a meter installed, at a location approved by the FSWA. After discussion, the charge for the meter would be \$250.50 to be paid to the Authority Office, which is based on the current rates the Authority pays for water meters. Mr. Wolfe will let the Office Staff know when the plumbing will be scheduled, and by whom. The FSWA Operations Staff will inspect the meter installation before the matter is finalized.

Elving Shilling: Mr. Shilling addressed the Board regarding a Letter of Credit assigned to him. The Board informed Mr. Shilling that under the Municipalities Planning Code (Section 509) there would be steps to take before anything could be addressed. The same matter would need to be addressed with the Township. Mr. Steckbeck printed out the section of the code and requested permission to provide that to Mr. Shilling, which the Board approved. Mr. Fitzgibbons believes that the best course of action would be to have Mr. Shilling work with Mr. Fitzgibbons and the Township to resolve matters that need to be addressed before the project is fully finalized. Mr. Shilling agreed that discussing the matter with the Township would be the best direction to go at this point in time.

REORGANIZATION

At this meeting, the Authority must reassign officers. The results are as follows:

- Elect Chairman** – Mr. Heisey, elected
- Elect Vice-Chairman** – Mr. Bevans, elected
- Elect Secretary** – Mr. Kees, appointed
- Elect Treasurer** – Mr. Kees, appointed
- Appoint Representative to Bethel Twp. & Alternate** – Mr. Bevans/Mr. Heisey, appointed
- Appoint Representative to Swatara Twp. & Alternate** – Mr. Demler/Mrs. Martel, appointed
- Appoint Right-to Know Officer** – Mr. Kees, appointed
- Appoint Engineer** – Steckbeck Engineering and Surveying, Inc., appointed
- Appoint Solicitor** – Anthony J. Fitzgibbons, Esq., appointed

Appoint Financial Institution(s) – Named as depositories are Fulton Bank, First Citizens Bank, BB&T, and Northwest Bank

Approve Board Members Hourly Rate – The Board Member's hourly pay rate was voted to stay at \$16 per hour.

Approve Mileage Rate – The IRS standard rate of \$0.535 per mile was accepted by the Board, with the understanding that if the rate changes during the year the rate to be paid would stay consistent.

Authorize Bond for Treasurer & Billing Clerk – The Board voted for bonding for the Office Staff.

Assignment of Committees

- **Budget Committee** – Mr. Heisey, Mrs. Martel, Mr. Helms
- **Building Committee** – Mr. Bevans, Mr. Rudy
- **Operations Committee** – Mr. Demler, Mr. Bevans and Mr. Rudy

MEETING MINUTES The meeting minutes from December 19th, 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 \$75,274.75 from the Sewer Fund and \$44,206.41 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 inquired as to whether or not the Board would want to post the financial statement to be posted on the website, which the Board would not believe to be beneficial. Mr. Bevans 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 quarterly billings for the Fredericksburg customers were successfully mailed last week. No payment was received from Richard Schell for his quarterly water usage. He has been sent a new bill with sewer, water, and debt service charges. Most of the annual taxes have been filed, and all of the quarterly taxes for the fourth quarter of 2016 have been completed. The Statement of Financial Interests were received last week and will need to be filed before the end of the month. Mr. Kees presented to the Board the Health Reimbursement Plan Adoption Agreement for the reimbursements of deductibles for health insurance, as well as dental reimbursements. Mrs. Martel made a motion to adopt the Reimbursement Plan. Mr. Bevans seconded the motion, and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT – Mr. Snader informed the Board that the Operations Staff ordered maintenance supplies and replaced several items since the last meeting. The supplies will improve reports submitted to DEP. New water meters for 2017 have been ordered, and meters will be replaced in the coming months. The generators at the East Water Tank were serviced by Penn Power, and the beacon on the West Water Tank was replaced. Since Mr. Brandon Nye is now a certified water and sewer operator, Mr. Snader inquired if it would be possible for he and Mr. Nye to split the meetings

much like the engineers do. With no objection, the Board will allow Mr. Nye to attend meetings.

ENGINEER'S REPORT – SESI continues to monitor the insulation situation at the Little Swatara Creek Plant. The 2016 Chapter 94 Reports are almost ready for review. This year an Industrial Waste report has been added to the Chapter 94 Reports due to receiving process wastewater from both the Bell & Evans Plant 2 and the Hain Pure Protein Freebird West Plant. SESI anticipates a meeting with the Operations Committee to review 25% design completion drawings in February for the water improvements project.

The final recordable plans with all signatures, seals, and notarizations have been prepared and will be approved and signed by the Bethel Township Planning Commission at their next Tuesday night meeting for the purchase of the Martin Farm for the well sites. The access driveway for the new wells has been completed. Geologist Conapitski has been requested to prepare his report, which will accompany the PA DEP Public Water Supply permit application and SRBC docket submission, both of which will be filed next year.

SOLICITOR'S REPORT – Mortgage releases have not been obtained from the Martin Property. As soon as the releases are obtained, Mr. Fitzgibbons will schedule the closing with Attorney Christianson. Mr. Fitzgibbons supplied to the Board the Rate Resolution for 2017, which was approved in December of 2016. Mr. Heisey and Mr. Kees will sign the Resolution, and Mr. Kees will circulate the document. Mr. Fitzgibbons is still awaiting to hear from Attorney Courtney at McNees Wallace for the legal descriptions regarding the USRE Water Line Dedication. At this point, Mr. Heisey inquired if the special purpose tapping fee ever expired. Mr. Fitzgibbons stated that from time to time the Authority could readdress the formula as they deemed necessary. Mr. Fitzgibbons believes that the rate is sufficient to cover costs incurred by the Authority to this point.

OLD BUSINESS – The Operations Committee and Mr. Snader request approval to purchase a GMC service truck, which is the cheapest of the options the Operations Committee presented to the Board. This truck would also have the closest service station, making repair times shorter. Mr. Rudy inquired to whether or not the Authority had the funds. Mr. Heisey informed the Board that funds are available in the sewer and water reserves, which represented unused Capital Funds from 2016. Mr. Rudy made a motion to approve the purchase of the GMC truck, less the snow plow which would be purchased at a different location and time, as well as to authorize payment to come half from the sewer reserve funds and half from the water reserve funds. Mr. Bevans seconded the motion, and the Board voted in favor for the motion to be carried.

NEW BUSINESS – Mr. Rudy inquired the Board as to whether or not they would like to dispose of a tree in front of the office building. Mr. Snader offered to bring the tree down, with Mr. Bevans suggesting to hire someone to handle the stump. Mr. Rudy made a motion to Authorize the Operations Staff to remove the tree, and as time permits, grind the stump to allow the new concrete to be installed. Mr. Bevans seconded the motion, and the Board voted in favor of the motion to be carried.

COMMITTEE REPORTS

Budget Committee – None

Building Committee – Mr. Bevans informed the Board that he was told that the furnace at the Office Building was not working properly. Mr. Kees informed the Board that the Office Staff called A.A. Krall and left a message with no response. Mr. Bevans will call A.A. Krall the next morning. If there is no response from Krall, Mr. Bevans will seek alternative means to getting the furnace serviced.

Operations Committee – Mr. Demler suggested a meeting with Mr. Steckbeck regarding the plans for the water improvements at the February 20th meeting at 6 PM. The Committee agreed to the meeting, with Mr. Steckbeck also planning to attend.

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 7:51 PM.

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