

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
May 15, 2017

Chairman Jim Heisey called the meeting to order at 6:30 PM.

ROLL CALL Roll call was taken by Secretary Lori Poorman. Jim Heisey, Kevin Helms, Beverly Martel and Dale Bevans of the Board were present. Richard Rudy, and Tom Demler were absent. Jeff Steckbeck, Kevin Snader, Lori Poorman and Tony Fitzgibbons were also present.

COMMENTS/COMPLAINTS

No comments or complaints

MEETING MINUTES

The minutes were accepted by the Board without objection.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$19,748.73 from the Sewer Fund and \$71,829.09, from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mrs. Martel 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. Helms seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT

Miss Poorman reported that Kathy Gamble quit on May 10, 2017. It was her opinion for the short term we should hire someone temporarily part time to answer phones, accept payments etc. Mr. Bevans made a motion to accept Kathy Gamble's resignation. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Training for the billing system (VUB) was conducted on May 9, 2017 from 10 am to 2 pm. The training ended up bringing to the surface several billing issues, which we are currently working to correct. Once we have corrected all of the issues we can have VUB setup to interface with Quickbooks which would reduce the chances of errors when entering deposits. We will have two billing cycles of assistance from VUB

Miss Poorman reported that on May 26, 2017 there is a trip planned to visit the Fulton Bank lockbox location.

OPERATION MANAGER'S REPORT

Mr. Snader reported that the sludge press was ordered and that the original price quoted was \$228,000, however, that was not COSTARS pricing. The COSTAR pricing was \$30,000 less.

Mr. Snader reported that Envirep completed the installation of the Omnisite equipment in the sewer system.

Additionally, reported was that intern Patricia Gerdes started May 15, 2017.

ENGINEER'S REPORT

Mr. Steckbeck reported that the Little Swatara Creek WWTP NPDES permit renewal application, the 2016 Chapter 94 report, and the Monroe Valley WWTP NPDES permit renewal application have been submitted to DEP. No comments have been received to date. No change since the last meeting.

It was reported that the Volute Press and associated equipment have been ordered. No change since last meeting.

Mr. Steckbeck reported that the SRBC has re-approved our CoLA allocation for another 10 years and has informed PA DEP.

It was reported that Jim Heisey and himself will be meeting with PA DEP on May 22, 2017 at DEP's request, to refresh the discussion and re-establish the requirements for a Little Swatara Creek surface water intake.

Mr. Steckbeck reported that construction of Martin Well #1 was completed on May 13, 2017. The step test reveals yield of approximately 250 gpm. Combined with Well #2 completed earlier in month, total yield from the newly purchased property could be as high as 540,000 gpd. After a brief discussion, it was decided that the Martin wells will now be known as Well #7, formerly Martin Well #1, and Well #8.

Additionally, it was reported that the negotiations committee will be meeting with Bell & Evans in the coming months to finalize a long-term water capacity agreement with terms for guaranteed water purchases. Results of that negotiation will then lead to re-negotiation of the CoLA agreement for a new long term allocation.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he is still waiting for the deed of dedication for the USRE water line.

Mr. Fitzgibbons reported that Richard Schell is past his 10 days for his 10-day notice, therefore he will be in contact with his lawyer.

OLD BUSINESS

None

NEW BUSINESS

The Board discussed the Billing Clerk position.

COMMITTEE REPORTS

Budget Committee

The budget committee will be meeting in the near future to review the first 4 months of the 2017 FSWA budget.

Building Committee

It was requested that the pole for the FSWA sign be painted.

Operations Committee

No Report

ADJOURNMENT

Mrs. Martel 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 7:30 p.m.

**Respectfully submitted,
Lori Poorman
Office Manager**