

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**June 5, 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, Richard Rudy, Beverly Martel, Kevin Helms and Tom Demler of the Board were present. Dale Bevans was absent. Paul Lutzkanin, 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 \$116,669.15 from the Sewer Fund and \$107,528.05, from the Water Fund. Mrs. Martel 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. 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**

Miss Poorman reported that some billing issues had been discovered in regards to EDU and that the accounts affected had been corrected. Additionally, Miss Poorman reported that water meters on two accounts were incorrectly read for some time. The Board discussed the issue and confirmed that the customers should be charged for their usage.

Miss Poorman reminded everyone of employee privacy rights, reminding everyone that we are responsible for the privacy of employees' personal information as well as their activities.

Miss Poorman reminded the Board of past due invoices with Steckbeck Engineering in the amount of \$126,840.56.

Miss Poorman reported that the final financial statement is back and distributed. It was published in the Lebanon Daily News on June 2, 2017

Miss Poorman reported that we received a notice from the Lebanon County Board of Assessment and the properties located south of Greble Road were approved to be transferred to the non-taxable roll for July 1, 2017-18 school tax.

Miss Poorman received a quote from PointSolve Technology for a server. A server would improve security and eliminate connection issues. The quote is for a Dell PowerEdge T330. The total cost would be \$7,499.99 which would include the server with a 5-year warranty and installation.

Miss Poorman reported that Beverly Martel and herself visited Fulton Bank's lockbox facility on May 26, 2017 however, she has not received a proposal from them.

**OPERATION MANAGER'S REPORT**

Mr. Snader reported that an inspection is scheduled for Richard Schell's connection on Tuesday, June 6, 2017.

Mr. Snader reported that the enclosed trailer and the PW Tech Volute press have been ordered and the trailer is scheduled to arrive before the end of June and the press will arrive sometime in September.

Mr. Snader reported that Subsurface Technologies was contacted to start the preparations for the well rehabilitations.

Mr. Snader reported that the replacement GMC service truck has arrived. Additionally, he reported that the 1997 F250 has been cleaned out and ready for sale. The Board decided that they would accept sealed bids on the truck until the second board meeting in July.

### **ENGINEER'S REPORT**

Mr. Lutzkanin reported that Chairman Heisey, Jeff Steckbeck and himself met with four PA DEP Safe Drinking Water representatives 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. Lutzkanin 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.

Mr. Lutzkanin reported that the SRBC has re-approved our CoLA allocation for another 10 years and has informed PA DEP, however, to date the reissue allocation permit has not been received.

### **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 had purchased a permit to connect to the water system and that he had provided Lori Poorman with the costs expended on his behalf.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **COMMITTEE REPORTS**

#### **Budget Committee**

The group discussed delinquent accounts.

#### **Building Committee**

No Report

#### **Operations Committee**

No Report

### **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 7:50 p.m.

**Respectfully submitted,  
Lori Poorman  
Office Manager**