

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
June 19, 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, Dale Bevans and Tom Demler of the Board were present. Jeff Steckbeck, Kevin Snader, Lori Poorman and Tony Fitzgibbons were also present.

COMMENTS/COMPLAINTS

No comments or complaints

MEETING MINUTES

The Board received a copy of the minutes by email, however did not receive a copy with their meeting packet, therefore it was decided that any comments or requested amendments to the minutes should be submitted by Wednesday, June 28, 2017 at 4:00 p.m. If there are no comments or requested amendments by this time the minutes will be considered adopted as is.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$8,555.24 from the Sewer Fund and \$72,947.69, from the Water Fund. Mr. Bevans 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. Mr. Bevans made a motion to accept the financial statement, pending audit. Mr. Demler seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT

Miss Poorman reported that Jim Heisey, Bev Martel and herself met with Fulton Bank to discuss the lockbox proposal and that in the near future there would be a conference call with Fulton and Diversified Technology to discuss the interface of the billing program with Fulton's program. A copy of the proposal was included in the meeting packet. Additionally, Miss Poorman provided the Board with a copy of a proposal for a remote deposit machine. Mrs. Martel made a motion to get a remote deposit machine for the office. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Miss Poorman reported that on June 14, 2017 Jim Heisey received a letter from Eve Manbeck requesting that late fees on her account be reversed. Mrs. Martel made a motion to deny the request. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Miss Poorman reported that she had placed an ad in the Merchandiser of a Billing Clerk and had received a few responses.

Miss Poorman reported that her 90-day probation period was up on July 3, 2017. Mr. Demler made a motion to keep Miss Poorman as a permanent full-time employee and to give her the agreed upon at hire increase of \$.50. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

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. The Board requested that Miss Poorman report at the next meeting on the office equipment budget.

OPERATION MANAGER'S REPORT

Mr. Snader reported that he had nothing substantial to report or anything that requires action from the Board and that everything is running smoothly.

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.

Mr. Steckbeck 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.

Mr. Steckbeck reported that they had received quotes from four (4) of the labs on the DEP approved list. He provided a spreadsheet to compare the quotes. Mr. Steckbeck recommended accepting the proposal from EMSL Analytical, Inc. of Cinnaminson, NJ which calls for us to send them bulk samples of water. He reported that we must provide a sampling plan to DEP for approval and then strictly adhere to the approved sampling dates. Mrs. Martel made a motion to contract with EMSL Analytical at a cost of \$12,420.00 for water testing. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Steckbeck reported that the preliminary design of the new water filter plant site and piping continues.

Mr. Steckbeck reported that he and Paul Lutzkanin visited the Millersburg water treatment facility on Wednesday, June 7, 2017 to investigate their stream intake method which DEP had identified as a unique design to address wide variations of turbidity levels. He reported that they will be modeling our design around the Millersburg concept which involves a collection piping system beneath the stream bed, covered with a variable sized rock filter bed. A compressed air blow off purging system will clean the stone bedding periodically. Preliminary design drawings were available for review.

Mr. Steckbeck reported that construction of FSWA Wells #7 and #8 is complete and the hydrogeologist has set a goal to have at least one aquifer test plan done so the FSWA can submit it to the SRBC and DEP this week. He will need to talk to neighbors to get permission to get in to their wells for monitoring during the tests.

Mr. Steckbeck reported that Bell & Evans has offered either July 10, 2017 or July 13, 2017 to begin negotiating for the purchase agreement for water.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he corresponded with attorney Charles Courtney and he was assured that he will have the signed Deed of Dedication for the USRE water system improvements by the July meeting.

Mr. Fitzgibbons reported that he had a lengthy discussion with Jim Heisey regarding delinquent accounts. His recommendation for delinquent accounts is that when an account is past due after a second quarter plus 30 days a lien should be placed. A letter should be sent out before the lien. If after a period of 4 to 6 months no effort is being made to pay the account off the property should be sold.

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

No report

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 7:20 p.m.

**Respectfully submitted,
Lori Poorman
Office Manager**