

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
July 17, 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, Beverly Martel, Kevin Helms, Dale Bevans and Tom Demler of the Board were present. Rick Rudy was absent. Jeff Steckbeck, Kevin Snader, Lori Poorman and Tony Fitzgibbons were also present.

COMMENTS/COMPLAINTS

Mr. and Mrs. Walter Pennington addressed the Board regarding applying for a home equity loan. The Board turned the matter over to Mr. Fitzgibbons.

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 \$125,011.95 from the Sewer Fund and \$77,686.31, from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Helms seconded the motion and the Board voted in favor of the motion.

The Board instructed Lori Poorman to transfer money from the Sewer and Water Reserve to the capital budget to cover the cost of the new GMC truck and the trailer. The amount for trailer should be transferred from the Sewer Reserve and the amount for the GMC truck should be split 50/50 from the Sewer and Water Reserve.

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. Bevans seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT

Miss Poorman reported that the initial 5-year fixed rate on the 2012 loan with Fulton for Monroe Valley expired in May. The fixed rate was 3.5%. The rate for June and July was 2.85%. Mr. Fitzgibbons reported that he had been in contact with Daryl Peck regarding requesting new fixed rate offers from Fulton Bank.

Miss Poorman reported that on June 27th, there was a conference call with Fulton Bank and Diversified Technology. Diversified has interfaced with Fulton for other Authorities and is able to for us as well. There would be a \$100 setup/interface fee from each Fulton and Diversified. Additionally, the post office box would be approximately \$323 per year. The group decided that discussions regarding a lockbox be put on hold.

Miss Poorman reported that she tracked the cost to prepare the Fredericksburg quarterly billing in house and the cost was approximately \$493. She reported that Diversified Technology could prepare the billing at a cost of \$408. Having Diversified print our bills would save approximately \$85 per quarter or \$340 per year. Mrs. Martel made a motion to have Diversified Technology prepare the Fredericksburg quarterly billing. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

In regards to the purchase of a server, Miss Poorman reported there is \$20,000 in the Water and Sewer budget for Administrative expenses. She reported that as of July 12, 2017 we had spent \$8,355.01. She reported that she expected that we would come in at least \$4,000 under budget. Mrs. Martel made a motion to purchase a server from PointSolve Technology. Mr. Demler seconded the motion and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT

Mr. Snader reported that both water and sewer systems are operating as expected and within the permits that have been handed down by DEP.

Mr. Snader reported that the trailer for the volute press has been picked up and that he has been in contact with Horst Signs regarding lettering for the truck and trailer.

Mr. Snader reported that Kline's conducted the annual pump station cleaning.

Mr. Snader reported that Envirep is performing annual maintenance on the Gorman Rupp pumps and that they would be installing new impellers and wear plates at the Monroe Valley pumping station.

Mr. Snader reported that the LT2 sample schedule has been submitted to DEP for approval.

Mr. Snader reported that the aquifer testing plan and SRBC form 72 have been updated for the geologist and CJ has been granted access to the application so he can move forward with the development of Well #7 and Well #8.

Mr. Snader reported that Subsurface Technologies is starting the well rehabilitation at Well #5 and Well #6 this week. He reported that he spoke with Dave Linton, Tom Filip and Tom Yeager at DEP and no permits are required to clean the well, install the preventative maintenance equipment or replace the pump at Well #5. A permit would only be required if the well bore was reamed larger, bored deeper or a request to increase the yield was submitted.

ENGINEER'S REPORT

Mr. Steckbeck reported in regards to the Fredericksburg WWTP, Monroe Valley WWTP, Volute Dewatering Press and water system operations that he had nothing new to report and that all has been approved by the regulator agencies and he is waiting for the paperwork to come back.

Mr. Steckbeck reported that once the LT2 sample schedule is approved by DEP the sampling would begin.

Mr. Steckbeck reported that the design of the new water filter plant is temporarily on hold pending the negotiations with Bell & Evans.

SOLICITOR'S REPORT

In regards to the USRE water line dedication, Mr. Fitzgibbons requested that the Board vote to accept the Deed of Dedication contingent upon USRE replacing the installed 8" water line and tee with the required 12" water line and tee at the intersection of Chestnut Hill and Fredericksburg Roads. Mrs. Martel made a motion to accept the Deed of Dedication contingent upon the changes being made. Mr. Demler seconded the motion and the Board voted in favor of the motion.

In regards to delinquent accounts, Mr. Fitzgibbons reported that a late notice is sent out at 30 days by the FSWA staff, at 60 days a "30-day letter" is sent by his office and at 90 days a lien is filed.

OLD BUSINESS

None

NEW BUSINESS

The Board opened the sealed bids for the 1997 Ford F250. Mr. Demler made a motion to sell the truck to Robert Kessler who was the highest bidder. Mr. Helms seconded the motion and the Board voted in favor of the motion.

COMMITTEE REPORTS

Budget Committee

The Budget Committee met after the meeting to discuss dates to interview for the Billing Clerk position.

Building Committee

Mr. Bevans reported that a contractor would be stopping into the office to take measurements to give an estimate for the installation of a door in the office.

Operations Committee

No Report

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

**Respectfully submitted,
Lori Poorman
Office Manager**