

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**October 2, 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, Rick Rudy, Dale Bevans, Kevin Helms, and Tom Demler of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader, and Lori Poorman were also present.

**COMMENTS/COMPLAINTS**

No comments or complaints

**MEETING MINUTES**

Mrs. Martel made a motion to accept the meeting minutes as written. Mr. Bevans seconded the motion and the meeting 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 \$103,314.95 from the Sewer Fund and \$10,782.63 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.

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

**OFFICE MANAGER'S REPORT**

Mrs. Martel made a motion to authorized the hiring of Dori Rhoad for the Billing Clerk position effective Monday, October 2, 2017. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Miss Poorman reported that H.A. Thomson suggested a Crime Policy rather than bonding employees. She reported that a Crime Policy offers more coverage and covers all employees at a lower cost. She reported that the Authority does have a Crime Policy in their insurance package. The Board requested that Mr. Fitzgibbons review the Authority bi-laws and the terms of their financing to determine if the Authority should increase the Crime Policy or bond the Billing Clerk.

Miss Poorman reported that Wendy Carado would be at the office on Tuesday, October 3, 2017 to review health insurance quotes.

Miss Poorman reported that the Budget Committee will meet on Wednesday, October 4, 2017 to discuss the 2018 budget.

Miss Poorman reported that there were four liens satisfied in September and that there should be three more satisfied by the end of October.

Miss Poorman reported that she had spoken with LEVCO regarding the rental property.

**OPERATION MANAGER'S REPORT**

Mr. Snader reported he has ordered manhole frames. He reported that he will be replacing manholes and curb boxes damaged by farm equipment.

Mr. Snader reported that Envirep was at the East Main Street Pump Station to conduct a pump station study. Additionally, he reported that while there Envirep replaced a controller.

Mr. Snader reported that DEP conducted an inspection on September 20, 2017. He reported that he is working to address the deficiencies listed on the inspection report.

**ENGINEER'S REPORT**

Mr. Lutzkanin reported that there were some discrepancies in the data collected during the East Main Street Pump Station study performed on Friday, September 22, 2017. He reported that online status checks showed that the pumps are now operating as expected. This will require some adjustments and explanations in the 2017 Chapter 94 report.

Mr. Lutzkanin reported that the general Permit Acknowledgement for the stream crossing on Chestnut Hill Road has been received. The Bell & Evans Contractor can now begin installation of the Chestnut Hill Water Main Extension.

Mr. Lutzkanin reported that they will support the Little Swatara Creek sampling plan as required and requested by the Operator and/or DEP. He reported that several glitches have occurred but the lab and DEP are working with Kevin Snader to meet the testing requirements.

Mr. Lutzkanin reported that they have provided Envirep/TLC and Kruger with the process diagram as it currently exists for their review. He reported that Kruger's Engineer provided several minimal comments on the process diagram which have been adjusted. He reported that one of the next steps is to schedule bench tests with Envirep/TLC and Kruger to evaluate the various waters to help determine the treatment process and final plant design.

Mr. Lutzkanin reported that Geotechnical Engineering Solutions was on site to perform the geotechnical survey on Friday, September 29, 2017 and reported that they encountered "pretty typical subsurface conditions" for the area. He reported that no groundwater was encountered during the drilling and that they installed a water observation well in one boring to see if there might be any groundwater over long term.

Mr. Lutzkanin reported that the Hydrogeologist has submitted the aquifer test plans for Wells 7 & 8 to the SRBC for its approval. He reported that the Hydrogeologist notified him that the SRBC requires a fee of \$3,000 per well for the review of the aquifer plan and permitting.

Mr. Lutzkanin reported that the Negotiations Committee will meet with Bell & Evans Friday, October 6, 2017 at 10 a.m.

#### **SOLICITOR'S REPORT**

Mr. Fitzgibbons reported that 30-Day letters were successful with thirteen out of nineteen property owners paying their accounts before they were liened.

Mr. Fitzgibbons reported that the approved loan documents for water financing have been signed and he will deliver them to Fulton Bank.

Mr. Fitzgibbons reported that the DEP permit was issued to replace the 8" water line with the required 12" water line and tee at the intersection of Chestnut Hill and Fredericksburg Roads.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **COMMITTEE REPORTS**

##### **Budget Committee**

The Budget Committee will meet on Wednesday, October 4, 2017 at 10 a.m. to discuss the budget for 2018.

##### **Building Committee**

Mr. Bevans made a motion to have Brungart Builders install a kitchenette in the back of the office area provided funding is available for this year. Mr. Demler seconded the motion and the Board voted in favor of the motion.

##### **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 of the motion. The meeting was adjourned at 7:33 p.m.

**Respectfully submitted,  
Lori Poorman  
Office Manager**