

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**October 16, 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, Dale Bevans, Kevin Helms, and Tom Demler of the Board were present. Rick Rudy of the Board was absent. Jeff Steckbeck, Tony Fitzgibbons, Brandon Nye, 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 \$27,221.68 from the Sewer Fund and \$77,054.75 from the Water Fund. Mr. Nye reported that a bill was split between both funds when it should have been only reported as a sewer expenditure. Mr. Bevans made a motion to pay the bills as per Mr. Nye's correction. 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. 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 the kitchenette has been installed.

Mr. Bevans made a motion to waive lien fees and the 10-12-17 penalties on account number 7870. Mr. Helms seconded the motion. Mr. Heisey voted in favor of the motion, Mrs. Martel voted against the motion and Mr. Demler abstained from voting.

Mr. Demler made a motion to credit the sewer on account number 1175 due to a water leak in the amount of \$124.07. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Miss Poorman reported that the Budget Committee will meet on Thursday, October 19, 2017 at 10 a.m. to discuss the 2018 budget.

Miss Poorman reported that she had spoken with LEVCO regarding the rental property. She reported that LEVCO filed to evict the current tenant and LEVCO took possession of the property. The tenants will be out by October 21, 2017. Additionally, LEVCO will have the property cleaned up as soon as the tenants are out.

**OPERATION MANAGER'S REPORT**

Mr. Nye reported that manhole frames and curb boxes have been received to replace the manhole and curb box damaged by farm equipment.

Mr. Nye reported that a soft start controller failed and that a replacement has been ordered from Envirep.

Mr. Nye reported that the Operations staff continues to work to address the deficiencies listed on the DEP inspection report.

Mr. Nye reported that the air pump for the East tank mixer has been received and installation is pending.

**ENGINEER'S REPORT**

Mr. Steckbeck reported that Paul Lutzkanin conducted a pre-construction conference for the Chestnut Hill water main extension. He reported that installation of the line should take approximately two days.

Mr. Steckbeck reported in regards to the Little Swatara Creek sampling, the first sample results have been received and the results were as expected.

Mr. Steckbeck reported in regards to the preliminary design of the new water filter plant, they are working to determine which facilities can be retained and repurpose. Design will continue throughout 2017.

Mr. Steckbeck reported that Envirep/TLC and Kruger have provided an outline for jar testing procedures. The procedure is being evaluated to determine if the tests should be performed on site or by Kruger.

Mr. Steckbeck reported that Geotechnical Engineering Solutions delivered their report and Miss Poorman has been provided with their invoice.

Mr. Steckbeck reported Miss Poorman had been provided with invoices from the SRBC for permitting and review of the aquifer plan for Wells 7 & 8.

Mr. Steckbeck reported that the Negotiations Committee met with Bell & Evans on Friday, October 6, 2017 and are awaiting their response to FSWA's request.

HDC (Housing Development Corporation Mid Atlantic) requested confirmation of water and sewer availability for the Beach Run apartment complex. Mr. Steckbeck presented the Board with his report on the availability of water and sewer capacity in the system for allocation to new development. Mr. Bevans made a motion to accept Mr. Steckbeck's report on the availability of water and sewer capacity for the proposed Beach Run Apartments and to notify HDC that the capacity in both sewer and water systems is available at this time, however, in the future it may not be if the capacity is reserved or sold to others prior to HDC actually requesting it. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

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

Mr. Fitzgibbons reported that under the current Bylaws the Treasurer is required to have a surety bond. After discussion by the Board, Mr. Fitzgibbons was instructed to amend the Bylaws and replace the "surety bond" with "crime policy". Miss Poorman was instructed to increase the current crime policy.

Mr. Fitzgibbons provided the Board with a copy of the letter sent to Palmyra Homes, Inc. regarding the identity of the licensed Operator of the private water system within the Oak Ridge Trailer Park.

Mr. Fitzgibbons provided the Board with a copy of the letter sent to Jonathan Kees regarding inappropriate purchases.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **COMMITTEE REPORTS**

##### **Budget Committee**

The Budget Committee will meet on Thursday, October 19, 2017 at 10 a.m. to discuss the budget for 2018.

##### **Building Committee**

Mr. Bevans reported that Krall Heating will be providing a quote for the installation of a ductless mini-split unit and Weaver Carpet & Tile would be providing a quote for new carpet in the office area.

##### **Operations Committee**

No report

#### **ADJOURNMENT**

The meeting was adjourned at 7:25 p.m.

**Respectfully submitted,  
Lori Poorman  
Office Manager**