

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**October 7, 2019**

Chairman Jim Heisey called the meeting to order at 6:30 pm.

**ROLL CALL**

Jim Heisey, Rick Rudy, Bev Martel, Dale Bevans, Kevin Helms and Tom Demler of the Board were present. Paul Lutzkanin, Jeff Steckbeck, Brandon Nye, Tony Fitzgibbons and Lori Poorman were also present.

**COMMENTS/COMPLAINTS**

Mike Bracarella from Bell & Evans addressed the Board regarding their new slaughterhouse on Chestnut Hill Road. Mr. Heisey requested that Bell & Evans submit a formal request in writing outlining their needs for capacity.

**MEETING MINUTES**

Mrs. Martel made a motion to accept the August 19, 2019 meeting minutes as written. Mr. Rudy seconded the motion and the meeting minutes were accepted by the Board without objection.

Mrs. Martel made a motion to accept the September 16, 2019 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 \$91,542.12 from the Sewer Fund and \$12,699.41 from the Water Fund. Mr. Bevans made a motion to pay the bills. 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, pending audit.

**OFFICE MANAGER'S REPORT**

Mr. Demler made a motion to accept a payment arrangement for the property at 153 Monroe Valley Drive (Gail Wright) of \$160.00 per month plus regular quarterly bills paid in full on time. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to charge Hain Pure Protein for back sewer charges from January, 2019 to May, 2019. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to accept the Discipline Documentation Form and update the handbook to reflect the form number. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans will obtain quotes for cleaning the Operations building.

Mrs. Martel made a motion to renew health insurance with Capita Blue Cross. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Rudy made a motion to accept the quote from Doceo for a new copier lease. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to reimburse employees up to \$100.00 annually for the purchase of composite toe work boots. Mr. Helms seconded the motion and the Board voted in favor of the motion.

## **OPERATION MANAGER'S REPORT**

Mr. Demler made a motion to hire Knerr's Tree Service at \$3,300.00 to cut down the trees at the old WWTP and Richard Hills Pump Station. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to replace three damaged manhole frames (Strawberry Street, West Main Street, North Mechanics Street north of Lions Drive and South Pine Grove Street in front of the church). Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to contract AH Moyer (Ditchcreek Utility) to televise two locations on Greble Road. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to use Penn Power to maintain our emergency generators at a cost of \$4,915.00 per year. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Rudy made a motion to have Subsurface Technology clean Well 5 and 6 at a cost of \$7,424.00. Mr. Demler seconded the motion and the Board voted in favor of the motion.

## **ENGINEER'S REPORT**

Mr. Steckbeck presented the group with a draft of the Corrective Action Plan as requested by DEP for their review. Additionally, Mr. Steckbeck addressed the questions regarding a letter to DEP regarding self reporting of testing.

## **SOLICITOR'S REPORT**

Mr. Rudy made a motion to allocate an additional 50,000 gpd of sewer flows to Hain Pure Protein's facility at 2609 SR 22, Fredericksburg conditioned upon the payment of the sewer tapping fee. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to accept Bell & Evans' agreement to paint the East Water Tower and put their logo on it with the FSWA logo at the bottom with a monthly fee of \$1,500.00. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to pay off Fulton water loan 0010 on December 14, 2019 with a balance of \$285,846.43. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to issue a check in the amount of \$2,000.00 made payable to the Lebanon County Sheriff's Office such that a Writ against the Kessler property at 200 Little Mountain Road, Jonestown can be filed. Mr. Demler seconded the motion and the Board voted in favor of the motion.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Mr. Fitzgibbons requested an Executive Session.

## **COMMITTEE REPORTS**

### **Budget Committee**

No report

### **Building Committee**

Mr. Bevans reported that he would be getting quotes to install an emergency door in the office.

**Operations Committee**

Mr. Demler reported that the Operations committee will be interviewing candidates for the Operations position.

**Personnel Committee**

No report

**COMMENTS/COMPLAINTS**

None

At 8:30 p.m. the Board went into Executive Session.

Following the Executive Session, the Board reconvened in public session and took the following actions:

Mr. Rudy made a motion to add language to the Employee Handbook to report chemical and sewer mishaps.

Mr. Bevans seconded the motion and the Board voted in favor of the motion.

**ADJOURNMENT**

The meeting adjourned at 9:13 p.m.

**Respectfully submitted,  
Lori A. Poorman  
Office Manager/Secretary/Treasurer**