

FBMA Meeting Minutes for February 7, 2024

Called to Order: 6:30 PM

Council Member Attendees: M. Adams, D. Isenberg, D. Bible, K. Metzger, K. Kunkle, D. Steidler

Staff Attendees: B. Kern - Solicitor, P. Brath – Engineer, J. Scrivens - Water Operator

Motion to Add New Business: K. Kunkle proposed adding new business items to the agenda, seconded by D. Steidler. The items included the 2022 Audit, Annual EIN, and Testing/Fees.

Approval of Last Meeting Minutes: *January 2, 2024, FBMA Meeting minutes were nil due to technical issues and Special Reorganization Meeting*) Motion to accept made by K. Kunkle, seconded by D. Steidler, and approved by all.

Reports and Discussions:

Water Report Summary: John provided insights into the 2023 CCR, the DEP Inspection on August 29, 2023, and the Emergency Response Plan. He mentioned the quarterly Pfizer testing, costing \$350, with the next test scheduled in two weeks. The service line inventory thought to be all copper lines and plastic mains, with the system installed in 1981. There's a need to confirm installation dates for grandfathering considerations.

Financial and Audit Discussions: The board reviewed audit requirements and discussed the necessity of guaranteed funds and collection processes. The solicitor advised reviewing the fee schedule for collections, with a focus on delinquent and collection fees to be reviewed in March.

Action Items and Motions:

Motion to accept a date change for December 2022 minutes. January 2023 minutes were saved as December 2022 minutes.

Service Line Inventory: A two-step approach was suggested: first, determining the date of installation for potential grandfathering and then gathering the inventory. K. Kunkle proposed setting an email up or having residents text pictures of the installation.

Southern Corrosion Contract: Questions arose regarding the cost and coverage of the contract, particularly concerning tap-on and excavation fees for new connections. The board agreed to review the fee setup for water connections.

Office Hours and Administrative Items: M. Adams announced set office hours from 10 AM to 2 PM, Monday through Friday. The discussion also covered door posting fees, the timeframe for payment plans, and immediate turn-off policies for missed payments.

Financial Oversight: D. Isenberg inquired about the ACNB Line of Credit, emphasizing the need for financial diligence. K. Kunkle motioned to pay the bills, with D. Isenberg and D. Steidler supporting.

Upcoming Agenda and Notices: The board agreed to review delinquent and collection fees in the next meeting. Emphasis to comply with advance posting of the agenda and public notices per Sunshine Act.

Miscellaneous: Discussion surrounding the handling of historical records: K. Kunkle reminded there were two USB hard drives with backup data. Additionally, the board received a letter from Dillsburg Area Authority indicating and expectation to receive meter readings in compliance with their operations.

Motion to Adjourn seconded and carried.

February 7, 2024, Meeting adjourned at 7:04 PM.