

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
November 3, 2014**

The meeting was called to order by Chairman Jim Heisey at 6:30 PM.

**ROLL CALL** Roll call was taken by Secretary Jon Kees. Ron Thompson, Rick Rudy, Jim Heisey, Tom Demler and Dale Bevans of the Board were present. Anthony Fitzgibbons, Kevin Snader, Paul Lutzkanin and Jon Kees were also present. Board Member Kevin Helms arrived at 7:13 pm.

**COMMENTS/COMPLAINTS** - None

**MEETING MINUTES** The meeting minutes from October 20, 2014 were accepted and adopted by the Board without revisions.

**TREASURER'S REPORT**

**Bills Payables** - The payables were presented to the Board for approval to be paid in the amounts of \$9,244.65 from the Water Fund, \$11,602.94 from the Sewer Fund and \$4,863.70 from the Monroe Valley Fund. Mr. Rudy made a motion to pay the bills as presented. Mr. Bevans seconded the motion and the Board voted unanimously for the bills to be paid in the amounts presented.

**Financial Statement** – The financial statement was presented to the Board for approval. Mr. Demler made the motion to accept the financial statement as presented, pending an audit. Mr. Bevans seconded the motion and the Board voted unanimously for the approval of the financial statement.

**OFFICE MANAGER'S REPORT** - The new electric supplier contract begins this month. Mr. Kees brought up concerns about accepting cash in the office, and offering change for cash transactions. The Board advised Mr. Kees to make sure receipts are given out for all cash transactions, and to bring this item up with the credit card and electronic payment at the beginning of the new year. Mr. Kees brought to the Board's attention a new copier lease from Xerox through Quality Digital Solutions. The proposal would decrease the monthly payment from \$184 to \$175 per month, as well as decrease the amount charged per copy. Mr. Rudy made a motion that Mr. Kees accept this proposal for the new leased copier. Mr. Demler seconded the motion and the Board voted unanimously for the motion to be carried out. Mr. Kees will get in contact with Quality Digital Solutions to finalize the deal.

**OPERATION MANAGER'S REPORT** - Everything is running smoothly. Mr. Snader informed the Board that the new treatment plant is treating better for the same amount of money spent. Ms. Moran at 6 Pine Avenue gave Mr. Snader's cell phone number to her plumber so they can communicate what needs to be performed to rectify the problem at her house. Mr. Heisey brought up a concern

about the water usage at Gubba's Lounge. Per quarter, Gubba's has averaged around 8,000 gallons of usage. The Board agrees that this amount seems rather low for a restaurant with two apartment buildings above. Mr. Snader will check out the meter at Gubba's to make sure everything is in working order. Mr. Snader ran into a gentleman who was hunting on the property at the new sewer treatment plant. Mr. Snader allowed the gentleman to hunt that day, but was later in contact with Mr. Fitzgibbons. Due to liability reasons, Mr. Fitzgibbons recommended Mr. Snader get approval from the Board to post the grounds. After a discussion, Mr. Thompson made a motion to post the property belonging to the Authority, and allow only immediate employees and Board Members to hunt on the Authority property upon signing a waiver form to be prepared by Mr. Fitzgibbons. Mr. Demler seconded the motion and the Board voted for the motion to be adopted. Mr. Heisey asked Mr. Snader about the progress with Ms. Arnick's property from the last meeting. Mr. Snader said he hasn't been in contact with her since the day following the last meeting. The Board asked Mr. Snader to reach out to Ms. Arnick again to see if they can resolve the issue she had.

**ENGINEER'S REPORT** - Contracts 2, 3 and 4 were closed out with checks having been issued. Customer Kevin Organtini on John's Way Drive did not receive a bill for his sewer usage. Customer Jerry Wolfe, who was unwilling to connect to the sewer lateral due to the depth of the line being different than what was promised, closed up his ditch and will readdress the issue in the spring when the weather becomes warm again. Mr. Jeff Steckbeck and Mr. Lutzkanin have been in communication with Mr. Wolfe and informed him that a 1% slope to connect is okay. Mr. Wolfe was informed from another agency that connection requiring that was not, and he was unwilling to connect that way. Mr. Wolfe also does not want a grinder pump installed. Mr. Fitzgibbons will provide a resolution for adoption at the next meeting to compel Mr. Wolfe's connection.

At this time, Mr. Conapitski discussed with the Board the possibility of checking out the well located on the BC Plant property. Mr. Snader will send communication to Mr. Kreitzer of BC to ask permission to look at the well.

**SOLICITOR'S REPORT** - Mr. Fitzgibbons presented the 2nd Addendum for the Farmer's Pride/Bell & Evans Project Reimbursement. Mr. Bevans made a motion to approve the Addendum, and submit it to Farmer's Pride and Bell & Evans. Mr. Demler seconded the motion and the Board voted unanimously for the approval of the motion. Mr. Fitzgibbon also presented a Right of Way for the north side of Route 22 for Bell and Evans. Mr. Rudy made the motion to accept the Right of Way Documents with Mr. Thompson seconding the motion. The Board voted for the motion to be carried. Nextel has paid the last amount upon removing their equipment and trailer. Mr. Fitzgibbons and Mr. Kees will work on releasing the Removal Bond for Nextel.

**OLD BUSINESS** - None

**NEW BUSINESS** - None

**COMMITTEE REPORTS**

**Budget Committee** - The water budget has been completed, but is awaiting on numbers from Farmer's Pride. Continued meetings are being held weekly.

**Operations Committee** - Mr. Rudy made a motion to purchase a plow for the skid loader for the Operations Committee. Mr. Demler seconded the motion and the Board voted unanimously in favor of the motion. Mr. Demler made a motion to allow the purchase of a carbon water filtration system for the Operations Staff so they may drink water. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

**Building Committee** - Apartment rent is roughly at 90% of what it should be compared to the budgeted amounts. The second natural gas meter head was installed and we are waiting on Mr. Krall to come in and install the natural gas furnace.

**COMMENTS/COMPLAINTS** - None

**ADJOURNMENT** Mr. Rudy made a motion to adjourn the meeting. Mr. Thompson seconded the motion and the meeting was adjourned at 8:33 PM.

**Respectfully submitted,  
Jonathon Kees  
Secretary/Treasurer**