

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
October 3, 2016**

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

**ROLL CALL** Roll call was taken by Secretary Jon Kees. Jim Heisey, Dale Bevans, Tom Demler, Bev Martel, Kevin Helms and Rick Rudy of the Board were present. Paul Lutzkanin, Kevin Snader, Tony Fitzgibbons and Jon Kees were also present.

**COMMENTS/COMPLAINTS**

**Jim Allgyer** - Mr. Allgyer wanted to address the Board regarding the property next to Redner's on Route 22. Mr. Allgyer was inquiring to whether sewer and water would be able to be extended to that property. Mr. Lutzkanin distributed color pictures of the property line and easement placement on Redner's. Mr. Lutzkanin also showed maps with the locations of the easements of sewer and water lines. It was determined that sewer and water could be run to the property next to Redner's, however it would have to be extended the full length of the property. With his questions answered, Mr. Allgyer thanked the Board for their time.

**Daniel Hitz** - Mr. Hitz addressed the Board regarding shrubbery around their property that had been mowed and taken down, and how he was not pleased. The Operations Staff cleaned out along a Right of Way, and around the water line that is at that location. Mr. Hitz stated that he would have preferred to have been informed prior to the mowing, and Mr. Snader stated that he would answer customers questions if they asked, but wouldn't take the initiative to inform the customers. Ms. Martel and Mr. Bevans stated that they believed that, while Mr. Snader was legally in the right, it would have been a courtesy for the Operations Staff to inform the customers of their plans.

Mr. Fitzgibbons offered a solution to informing customers of easement clean-outs by using the telephone system. Mr. Rudy stated that the situation falls on the Authority Board as they have been working on a means to clear Right of Ways and easements since flood waters in 2011 caused problems for the Authority. Mr. Rudy believes informing customers is wise, but would recommend a letter instead of a phone call for hard copies to be kept in the Authority Office. Mr. Heisey suggested the Operations Committee Members meet with Mr. and Mrs. Hitz to decide what should be done to rectify the situation. Mr. Demler will set a time to meet with Mr. and Mrs. Hitz at a later date.

**MEETING MINUTES** The meeting minutes from September 19, 2016 were presented. With no corrections or additions, the minutes were adopted by the Board.

## **TREASURER'S REPORT**

**Bills Payables** - The payables were presented to the Board for approval to be paid in the amounts of \$106,932.44 from the Sewer Fund and \$12,835.16 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** – Mr. Kees informed the Board that Full Circle Mountain paid their bill, but the check was only mailed on September 30th. On September 23rd, Mr. Kees sent a late notice and interest charge of 10% for their past due balance. Their next quarterly billing is due on October 17th. Mr. Kees informed the Board that the garage tenant was informed of the Board's request for him to remove the trash and trailers located in the back parking lot. The garage tenant wanted to address the Board regarding his car trailer and whether or not he could keep it in the back lot. An exterminator was called in to the office to take care of a pest problem. Mr. Bevans brought to the Board a contract with Ehrlich to have them perform monthly maintenance to avoid this situation again, and continue to perform pest maintenance on the office portion of the building. Mr. Bevans made a motion to accept the contract for the pest control monthly maintenance at \$60 a month. Mrs. Martel seconded the motion, and the Board voted in favor of the motion.

**OPERATION MANAGER'S REPORT** - Mr. Snader informed the Board that the treatment plant officer at Bell & Evans called to inquire to the possibility of load testing once a month instead of weekly. Mr. Fitzgibbons and Mr. Snader believe a written request should be submitted to ensure that the request was not from the plant operator, but the representatives of Bell & Evans. Also, since the request would be to amend an agreement, a written request would begin the process of amendment. The Board agrees a written request is necessary to proceed further.

*At this time, the Board went into the Solicitor's Report due to a prior engagement Mr. Fitzgibbons had to address.*

**SOLICITOR'S REPORT** – Mr. Fitzgibbons will draft an agreement for the Operations Committee regarding the situation with Mr. and Mrs. Hitz to make sure the Authority is covered legally. Mr. Fitzgibbons has the signed agreements from Bell & Evans, which also calls out that they would paint the east water tank at their cost. The agreement would also call for the Authority to have its name on the tank. Mrs. Martel made a motion to authorize the Chairman to sign the sewer and water agreements with Bell & Evans. Mr. Bevans seconded the motion, and the Board voted in favor of the motion to be carried.

Mr. Fitzgibbons contacted Attorney George Christianson regarding closing on the Martin farm in order to coincide with the borrowing of money the Authority will be doing on phase 1 of the new water project. Mr. Fitzgibbons would request a closing date of December 12th, which would be beneficial for the Authority due to the accepted agreement with Bell & Evans, which will give the Authority a \$144,000 tapping fee for water. The authorization for the new funding can be an action item at the next Authority meeting on October 17th.

**ENGINEER'S REPORT** – Mr. Lutzkanin informed the Board that Lobar has sent a letter to the Insulator who worked on the South Fredericksburg Sewer Plant, as well as emailed pictures. Lobar agrees that the insulation was installed incorrectly and was causing the ceiling leak. A date has yet to be set for a site visit of the Kruger facility to witness the volute press in service. Myers Brothers cancelled the test well drilling on the Martin Farm due to the heavy rain. SESI is now planning to have the driveway construction as soon as the soy beans are harvested, in which time Myers Brothers will complete the test well work.

**OLD BUSINESS** – None

**NEW BUSINESS** – None

**COMMITTEE REPORTS**

**Budget Committee** – The Budget Committee met last week and the revenue and expenses are in line with what was planned. The Committee will meet again on October 13th with the Office and Operations Staff, as well as the Engineers, to go over budget request items for 2017. Mr. Heisey stated that the Township inquired whether or not the hydrant fee will increase for next year, which the Budget Committee doesn't see happening.

**Building Committee** – None

**Operations Committee** – The Operations Committee will meet at Mr. Bevans' house before going to the Hitz property.

**ADJOURNMENT**

Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:39 PM.

Respectfully submitted,  
Jonathon Kees  
Secretary/Treasurer