

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**April 3, 2017**

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

**ROLL CALL** Chairman Jim Heisey requested that each member call out their name for roll call. Richard Rudy, Jim Heisey, Dale Bevans, Kevin Helms, and Tom Demler of the Board were present. Beverly Martel of the Board was absent. Paul Lutzkanin, Kevin Snader, Lori Poorman and Tony Fitzgibbons were also present.

**COMMENTS/COMPLAINTS**

No comments or complaints

**MEETING MINUTES**

Kevin Snader reported that the word "Eats" in the Operation Manager's Report should be changed to "East". The correction and the 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 \$28,002.92 from the Sewer Fund and \$30,625.10 from the Water Fund. Mr. Bevans made a motion to pay the bills as presented. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

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

**OFFICE MANAGER'S REPORT**

Miss Poorman reported that she will be on vacation the week of April 15, 2017 which is a pay week. She reported that she had a discussion with Jonathan Kees regarding processing payroll and Jonathan acknowledged that he would be available to process the payroll. The Board agreed that Mr. Kees should process the payroll in Miss Poorman's absence.

Miss Poorman reported in regards to banking, Jonathan Kees provided paperwork from Fulton Bank to be signed by then Board to have Mr. Kees removed from the bank accounts. She reported that she spoke with Ashley Gettle from Fulton Bank regarding adding her name to the bank accounts. Chairman Heisey informed her that she will need to be bonded first and instructed her to proceed with that process.

**OPERATION MANAGER'S REPORT**

Mr. Snader reported normal operations with no violations.

It was reported that the Mag Meter has been installed at the Monroe Valley WWTP.

Mr. Snader reported that he was called out to the American Legion because of a blocked sewer line. Walter's Environmental was called to clear the blockage as the FSWA equipment was unable to reach the problem due to construction equipment staged over their lateral. When the construction equipment is cleared out Mr. Snader will be able to determine if the responsibility to clear the blockage is that of the American Legion or the FSWA.

It was reported that the staff will be flushing fire hydrants on Friday, April 14, 2017 between 6 a.m. and 11 a.m. This will be posted on all bills and major water consumers have been notified. The Board determined that a Rapid Response message should be sent out.

Mr. Snader suggested that we change our O&M billing for Farmer's Pride and Freebird to an average based on the budget for the year and then at the end of the year either bill or credit the customers based on the actual. This would benefit our customers by eliminating wildly fluctuating invoices. The Board asked Mr. Snader to present them with a plan to implement the new billing.

Mr. Snader was contacted by a student from Thaddeus Stevens College of Technology regarding an internship. The Board asked that Mr. Snader interview the student to determine if he would be interested in hiring the student.

### **SOLICITOR'S REPORT**

Mr. Fitzgibbons reported that the acquisition of the Martin Farm was complete on March 31, 2017 and that he will work with the new manager to make sure any needed insurance is in place on the property.

Mr. Schell of 106 Locust Avenue was served with the complaint to connect to the water system on March 16, 2017. Daryl Gerber, Mr. Schell's attorney, has advised that Mr. Schell will be connecting to the water system.

### **ENGINEER'S REPORT**

Mr. Lutzkanin reported in regards to the transition of Office Managers, the FSWA website has been updated and an email address has been set up for Lori Poorman.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **COMMITTEE REPORTS**

#### **Budget Committee**

The Budget Committee will review the first four months of the year at the end of April.

#### **Building Committee**

The concrete in the front of the building will be replaced on Monday, April 10, 2017. There will be pipes placed around the gas meter to prevent damage to the meter.

#### **Operations Committee**

Nothing to report

### **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 7:15 p.m..

**Respectfully submitted,  
Lori Poorman  
Office Manager**