

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**November 20, 2017**

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

**ROLL CALL** Roll call was taken by Secretary Lori Poorman. Jim Heisey, Rick Rudy, Beverly Martel, Kevin Helms, and Tom Demler of the Board were present. Dale Bevans attended via telephone. Jeff Steckbeck, Tony Fitzgibbons, Kevin Snader, and Lori Poorman were also present.

**COMMENTS/COMPLAINTS**

No comments or complaints

**MEETING MINUTES**

The meeting minutes from December 19<sup>th</sup>, 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 \$14,677.08 from the Sewer Fund and \$87,246.64 from the Water Fund. Mrs. Martel 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.

**OFFICE MANAGER'S REPORT**

Miss Poorman reported that the Billing Clerk had quit and suggested that Tempforce be used to find a replacement.

Miss Poorman reported that one lien had been satisfied since her last report.

Miss Poorman reported that she had spoken with LEVCO regarding the rental property and all the trash is bagged and ready to be removed and a plumber is scheduled to check the plumbing.

**OPERATION MANAGER'S REPORT**

Mr. Snader reported that John Allwein does not plan to retire in 2018.

**ENGINEER'S REPORT**

Mr. Steckbeck reported that there has not been any change regarding permit renewals from DEP.

Mr. Steckbeck reported that they are evaluating Hain Pure Protein customer agreement and a recent inquiry by Hain to amend the agreement for either an elimination of their minimum purchase obligation, or an alternative to dedicate their well to FSWA and increase their purchase obligation.

Mr. Steckbeck reported that design continues on the new Filtering Plant.

Mr. Steckbeck reported that the negotiations committee will be holding its 3<sup>rd</sup> meeting with Bell & Evans in the near future after Mr. Sechler returns to work.

Mr. Steckbeck reported that the Chestnut Hill Road Water Main Extension is under construction and they are providing construction inspection services to ensure adherence to the FSWA standard specifications.

### **SOLICITOR'S REPORT**

Mr. Rudy made a motion to accept the settlement agreement with Mr. Kees. Mr. Demler seconded the motion and the Board voted in favor of the motion.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Mr. Rudy made a motion to contract Greenawalt & Company as auditor to FSWA. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

### **COMMITTEE REPORTS**

#### **Budget Committee**

The Budget Committee will meet on Wednesday, November 29, 2017 at 2 p.m. to discuss the budget for 2018.

#### **Building Committee**

No report

#### **Operations Committee**

The Operations Committee will meet Monday, December 4, 2017 at 6:00 p.m.

The Board went in Executive Session. At the conclusion of the session, the Board was called back into regular session.

Mrs. Martel made a motion to authorize the closing of the office on Wednesday, November 22, 2017. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion that the Office Manager pursue hiring a temporary employee through a temp agency with the approval of the Board. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

### **ADJOURNMENT**

Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion, and the Board voted in favor for the motion to be carried.

**Respectfully submitted,  
Lori Poorman  
Office Manager**