

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
May 1, 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, Richard Rudy, Tom Demler, Kevin Helms, Beverly Martel and Dale Bevans of the Board were present. Paul Lutzkanin, Kevin Snader, Lori Poorman and Tony Fitzgibbons were also present.

COMMENTS/COMPLAINTS

No comments or complaints

MEETING MINUTES

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 \$42,681.25 from the Sewer Fund and \$20,753.59, from the Water Fund. Mrs. Martel made a motion to pay the bills as presented. Mr. Bevans 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. Bevans 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

Ms. Poorman reported that the quarterly taxes were completed with assistance from Mary Coble.

Ms. Poorman reported that she is now bonded.

The financial statement draft was received for review.

Virtual Utility Billing will be conducting a training session for \$600. The fee also includes support for 2 billing cycles.

The Board members discussed the current absentee policy in effect for the FSWA. A policy review is in order and Ms. Poorman is going to send the current policy to the Board.

Mr. Heisey called the meeting into executive session at 6:43pm. The meeting reconvened at 6:58. No action was taken.

OPERATION MANAGER'S REPORT

Mr. Snader reported that Envirep started the installation of the Omnisite equipment in the sewer system.

He also reported that the enclosed trailer was ordered and requested approval to purchase the PW Tech Volute Press for \$228,000. Mrs. Martel made a motion to approve the purchase, Mr. Demler seconded the motion and the Board voted in favor.

Mr. Rudy asked if all the purchases were made through the COSTARS and Mr. Snader confirmed that they were.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he spoke Richard Schell's attorney and he will be reaching out to Mr. Schell to move forward with the water line installation.

Charles Courtney will be sending the deed of dedication for the USRE water line to Mr. Fitzgibbons for Board approval.

ENGINEER'S REPORT

Mr. Lutzkanin reported he received notification from GoDaddy about vulnerabilities on the Fredericksburg Sewer & Water Authority website and that he has been in contact with Pointsolve to clean up the software

Mr. Lutzkanin reported that the 2016 Consumer Confidence Report (CCR) has been posted on the website and that notice of the posting must be printed on the next billing for Fredericksburg water customers. Additionally, a good faith effort must be made to deliver copies to the non-owner residents of multiple dwelling units. It was decided that notices would be sent to the owners with a request that they distribute them to tenants.

Mr. Lutzkanin requested that going forward for consistency, DEP application, etc. that we start referring to new wells by numbers. Wells should be identified up front as for example, test well 8, until which time as they become production wells and are then named, as for example, well 8.

The Board agree to allow Mr. Martin to plant hay grass in the well field.

Mr. Lutzkanin reported that Verizon Wireless will be modifying their equipment on the west tower. This modification will be a reduction of the number of antennas on the tower. The Board agreed that any damage caused by Verizon Wireless during the modifications would be the responsibility of Verizon Wireless.

OLD BUSINESS

Mr. Heisey discussed the FSWA audit.

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

The budget committee will be meeting in the near future to review the first 4 months of the 2017 FSWA budget.

Building Committee

No report

Operations Committee

No 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 7:42 p.m..

**Respectfully submitted,
Lori Poorman
Office Manager**