

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
August 7, 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, Beverly Martel, Kevin Helms, and Tom Demler of the Board were present. Rick Rudy attended the meeting via telephone. Dale Bevans was absent. 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 \$144,267.25 from the Sewer Fund and \$84,987.59, from the Water Fund. Mrs. Martel 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

Miss Poorman reported that she received a quote from Brungart Builders in the amount of \$1,240.00 to install a sliding door in the office. Mr. Demler made a motion to have Brungart Builders install a sliding door. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Miss Poorman reported she is working to make sure that all Vendors have the Authority setup as tax exempt. She reported that she is awaiting credits from Verizon Wireless, Comcast and Staples.

Miss Poorman reported that the server has been ordered from PointSolve Technology. She reported that the lead time is 4 to 6 weeks.

Miss Poorman reported that Diversified Technology continues to work on the billing system and next week she would be working with them to get the G/L setup in VUB in order to interface with QuickBooks.

Miss Poorman reported that the annual Worker's Comp audit was scheduled for August 8, 2017.

Miss Poorman reported that on July 26, 2017, Jim Heisey, Bev Martel and herself interviewed six people for a part time billing clerk position. The Board discussed the pros and cons of a part time vs full time Billing Clerk position. Mr. Demler made a motion to hire a full time Billing Clerk. Mr. Helms seconded the motion. Mr. Heisey and Mr. Rudy voted in favor of the motion, Mrs. Martel voted against the motion. Mr. Demler made a motion to re-advertise the Billing Clerk position as full time. Mr. Helms seconded the motion. Mr. Heisey and Mr. Rudy voted in favor of the motion. Mrs. Martel voted against the motion.

OPERATION MANAGER'S REPORT

Mr. Snader reported that the sewer systems are working good.

Mr. Snader reported that the target delivery date for the PW Tech Volute Press is November 30, 2017.

Mr. Snader reported that the new GMC and the PW Tech Volute Press trailer have been lettered.

Mr. Snader reported that the LT2 sample schedule has been submitted to DEP for approval, however, he has not received their approval to date.

Mr. Snader reported that Subsurface Technologies is in the process of the well rehabilitation. He reported that Well #5 has been completed and the yield has increased to the SRBC's permit of 96,000 gallons per day. Additionally, Well #6 is scheduled to be finished next week and the pump will need replaced.

Mr. Snader reported that hydrant flushing will be taking place on Sunday, September 10, 2017 between 6 a.m. and 11 a.m.

ENGINEER'S REPORT

Mr. Lutzkanin reported in regards to the Fredericksburg WWTP, Monroe Valley WWTP, Volute Dewatering Press and water system operations that he had nothing new to report since last meeting.

Mr. Lutzkanin presented the Board with a proposal drawing for the Chestnut Hill Road water line extension. Due to the intersection at the driveway being concrete, he proposed to wet-tap the existing 12" line at the locations shown on the plans and extend up Chestnut Hill Road to a point allowing the work to avoid the wetlands on both the north and south side of the road. Mrs. Martel made a motion to accept the proposal presented by Mr. Lutzkanin. Mr. Demler seconded the motion and the Board voted in favor of the motion.

SOLICITOR'S REPORT

In regards to the USRE water line dedication, Mr. Fitzgibbons reported that he did not have the original back yet and that since the Board approved Mr. Lutzkanin's drawings the text of the Deed of Dedication would not change, only the exhibit.

Mr. Fitzgibbons reported that "30-day letters" were mailed. He reported that he informed Miss Poorman to follow procedure for water accounts and turn off the water for delinquent accounts. Additionally, he reported that he reached out to John Caporaletti regarding the Monroe Valley Golf Course and his reservation agreement.

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

No report

Building Committee

No report

Operations Committee

No report

The board went into an executive session. At the conclusion of that session, the board was called back into regular session. Mrs. Martel made a motion that the Board review all invoices for purchase made during the employment of the previous office manager, in an effort to determine the amount of misappropriated funds, if any, and if invoices indicate that funds were inappropriately spent, to have Mr. Fitzgibbons send a letter asking for reimbursement of those funds. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion that purchase orders be required for all purchases over \$250 and that they be signed by the Supervisor of the department or a Board member. Mr. Demler seconded the motion and the Board voted in favor of the motion.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

**Respectfully submitted,
Lori Poorman
Office Manager**