

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**January 15, 2018**

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 Dale Bevans of the Board were present. Tom Demler was absent. Jeff Steckbeck, Kevin Snader, and Lori Poorman were also present. Tony Fitzgibbons was absent.

**COMMENTS/COMPLAINTS**

In regards to reorganization, Mr. Bevans made a motion to accept the organization as it stands through 2018. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Daryl Peck of Concord Public Finance presented the Board with bank loan proposals for interim financing for the new water source project.

**MEETING MINUTES**

Mrs. Martel made a motion to accept the meeting minutes as written. Mr. Helms seconded the motion and the meeting 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 \$306,165.30 from the Sewer Fund and \$94,685.06 from the Water Fund. Mr. Bevans made a motion to pay the bills. 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. The Board accepted the financial statement as presented, pending audit.

**OFFICE MANAGER'S REPORT**

Miss Poorman presented the Board with the 2018 water and sewer rates for the City of Lebanon Authority.

Miss Poorman reported that new carpet would be installed on January 18<sup>th</sup> and 19<sup>th</sup> and during the installation the office would be closed.

Miss Poorman presented the Board with an estimate of \$159.25 from H&M Glass to repair several windows broken over the weekend.

Miss Poorman presented a letter from Dan Chirico to the Board.

**OPERATION MANAGER'S REPORT**

Mr. Snader reported normal operations.

Mr. Snader reported on DEP Violation #3 due to exceeding the effluent TSS the 1<sup>st</sup> week of December due to the malfunction of a winch for the decant tube in digester #2.

Mr. Snader reported that he has sent the necessary data to Steckbeck Engineering for Chapter 94 reporting.

Mr. Snader reported that start up of the Volute Press is scheduled for the week of January 29<sup>th</sup>

Mr. Snader reported on two violations from the SRBC for Well #5. One violation was for exceeding our pumping limit and the other was due to a typo, for which the correct information has been submitted and the violation voided.

Mr. Snader reported that the final round of water meters will be ordered and installed by Spring

### **ENGINEER'S REPORT**

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

Mr. Steckbeck reported that design of the water filter plant is ongoing and that Kruger will schedule their staff to visit and perform the jar testing when the weather is more conducive to do so.

Mr. Steckbeck reported that the Chestnut Hill Road Water Main Extension is complete and will be dedicated to the Authority.

### **SOLICITOR'S REPORT**

Mr. Fitzgibbons was absent.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Mr. Bevans made a motion to accept the bid from H & M Glass to replace the broken glass. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

### **COMMITTEE REPORTS**

#### **Budget Committee**

No report

#### **Building Committee**

No report

#### **Operations Committee**

No report

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

Mr. Bevans made a motion to increase Lori Poorman's hourly wage effective January 15, 2018. Mr. Helms 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. The meeting was adjourned at 8:15 p.m.

**Respectfully submitted,  
Lori Poorman  
Office Manager**