

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
February 19, 2018

Chairman Jim Heisey called the meeting to order.

ROLL CALL

Roll call was taken by Secretary Lori Poorman. Jim Heisey, Rick Rudy, Beverly Martel, Kevin Helms, Dale Bevans and Tom Demler of the Board were present. Jeff Steckbeck, Brandon Nye and Lori Poorman were also present. Tony Fitzgibbons was absent.

COMMENTS/COMPLAINTS

None

MEETING MINUTES

The meeting minutes from February 5, 2018 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 \$21,660.17 from the Sewer Fund and \$61,218.68 from the Water Fund. Mrs. Martel 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. Mrs. Martel 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, pending audit.

OFFICE MANAGER'S REPORT

Ms. Poorman reported that Uni-Temp had sent Dorothy Stubblebine to fill the Billing Clerk position.

Ms. Poorman reported that the expenses for the New Water Source Project, over the past five years, were approximately \$1,081,749.15

The group reviewed and discussed the purchase order procedure presented by Ms. Poorman and it was decided that the following statement should be added to the policy: "items used to support essential day to day operations"

OPERATION MANAGER'S REPORT

Mr. Nye reported that the Volute Dewatering Press is in operation and he reported on the cost/saving to operate the Press.

ENGINEER'S REPORT

Mr. Steckbeck reported that SESI has completed and submit the Little Swatara Creek WWTP and Monroe Valley WWTP Certificates of Completion DEP.

Mr. Steckbeck recommended completing the water testing of the Little Swatara Creek, which is currently underway. The DEP regulations require 12 months of continuous sampling for an application for approval of a new surface water source, so halting that sampling, even temporarily, will negate the test results already obtained which have cost more than \$7,300.00. The Board agreed that the testing should continue.

SOLICITOR'S REPORT

Mr. Fitzgibbons was absent

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

No report

Building Committee

Mr. Bevans reported that he investigated and resolved a power outage for the tenants on Saturday, February 17, 2018. Additionally, that he would be in contact with Krall Heating to schedule installation of the mini split units at the office. The group directed Mr. Nye to purchase a stamp set to number keys in an effort to control access to FSWA property as well to repair, if able to, the sign in the front of the office. If the Operations department is unable to repair the sign, Mr. Bevans will contact an electrician.

Operations Committee

Mr. Demler reported that the Committee had met at the WWTP on Friday, February 16, 2018. He reported that the group had some generalized discussions as well as a discussion regarding the Lead and Copper Sample Plan. Mr. Bevans requested that Mrs. Martel work to revise the survey.

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 7:20 p.m.

**Respectfully submitted,
Lori Poorman
Office Manager**