

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
March 5, 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, Dale Bevans and Tom Demler of the Board were present. Paul Lutzkanin, Tony Fitzgibbon, Brandon Nye, Kevin Snader and Lori Poorman were also present.

**COMMENTS/COMPLAINTS**

None

**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 \$154,708.18 from the Sewer Fund and \$53,456.98 from the Water Fund. Mr. Bevans 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. 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 she had revised the Purchase Order Procedure as requested.

Ms. Poorman reported that Mr. Heisey had closed out the BB&T accounts and that the checks had been deposited into the appropriate general accounts.

**OPERATION MANAGER'S REPORT**

Mr. Nye reported that the Volute Dewatering Press is working great.

Mr. Nye reported that the post E/Q basin flooded over the weekend. It was reported that the WWTP was operating with some temporary wiring modifications until permanent repairs can be made. DEP had been contacted and visited the plant March 5, 2018.

Mr. Heisey asked Mr. Demler to set up a meeting with the Operations Committee to review the chain of events regarding the post E/Q basin flooding and provide any recommendations to the Board for action or any recommended changes to the plant.

**ENGINEER'S REPORT**

Mr. Lutzkanin reported that they were assisting the Operations Department with regards to the flooding issue at the plant which was caused by power outages from the wind storm over the weekend.

**SOLICITOR'S REPORT**

Mr. Fitzgibbons provided the Board with a copy of the letter and supporting documents which he sent to Bell & Evans on February 23, 2018. He reported that to date Bell & Evans has not responded.

Mr. Fitzgibbons reported on the apartment rental managed by Levco Property Management.

Mr. Fitzgibbons provided the Board with a copy of the letter which he sent to Full Circle Mountain, LLC.

**OLD BUSINESS**

Mr. Rudy made a motion to adopt the Purchasing Procedure. Mr. Demler seconded the motion and the Board voted in favor of the motion.

The Group discussed the Lead and Copper Sample Plan.

**NEW BUSINESS**

None

**COMMITTEE REPORTS**

**Budget Committee**

Mr. Heisey reported that the committee will meet sometime in April

**Building Committee**

Mr. Bevans reported that he had contacted Krall Heating to schedule installation of the mini split units at the office, however, he had not received a response.

**Operations Committee**

No report

**COMMENTS/COMPLAINTS**

Mr. Rudy reported that the Bethel Township road crew had damaged one of the garage doors.

**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 7:15 p.m.

**Respectfully submitted,  
Lori Poorman  
Office Manager**