

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
May 7, 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, Tom Demler and Dale Bevans of the Board were present. Paul Lutzkanin, Tony Fitzgibbon, 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 \$154,321.92 from the Sewer Fund and \$79,294.61 from the Water Fund. Mr. Rudy 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.

Chairman Heisey requested that Ms. Poorman transfer monies from the First Citizen-MV Sewer account to the Fulton Bank Sewer account.

OFFICE MANAGER'S REPORT

Ms. Poorman reported that two liens have been satisfied since last report.

Ms. Poorman reported that the Authority had received a \$828.00 owner draw from Levco and that she had sent an email requesting that they return the \$900 placement fee they took on February 23, 2018, however, to date they have not responded.

Mrs. Martel made motion to reject Ms. Cowan's request to allow two meters at her property at 107-109 West Main Street. Additionally, her motion requested that Ms. Cowan become compliant with the Authority's rules and regulations as soon as possible by installing one meter which the Authority will provide, which must be installed such that it measures all water usage at the property. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Ms. Poorman presented the Board with a copy of the 2017 Annual Drinking Water Quality Report.

OPERATION MANAGER'S REPORT

Mr. Snader reported that on April 20, 2018 Cincinnati Insurance was at the WWTP to investigate the April accident. He reported that to date he has not received any information regarding the investigation. He reported that parts have been ordered, however, they have not been received.

Mr. Snader reported that the Hydrogeologist, Engineers and Operations will be meeting with the SRBC on May 22, 2018 at 9 am at the WWTP to review the pump testing procedures required for Well #7 and #8.

Mr. Demler made a to purchase a 3" hydrant meter from Exeter Supply at a cost of \$698.00. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

In regards to the open Operations position, Mr. Bevans requested that Mr. Lutzkanin give him the names and contact information for four like systems in the area to discuss pay scales etc with them.

Mr. Bevans presented the group with a sample of dirty water from a FSWA customer. The group concluded that a water filtration system may solve the problem.

ENGINEER'S REPORT

Mr. Lutzkanin reported that the 2017 Consumer Confidence Report has been posted on the FSWA website and copies are available in the office. A copy is due to DEP by July 1, 2018.

Mr. Lutzkanin reported that negotiations with Bell & Evans regarding a new water agreement took place on April 4, 2018 and an amended agreement based upon those discussions is being prepared by Mr. Fitzgibbons.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he has filed Writs of Scire Facias on April 30, 2018 against the properties at 120 Lakeside Drive and 2619 South Pine Grove Street. The Writs are the start of the process to foreclose on the liens filed against these properties by having them sold by the Sheriff to pay the amounts due.

Mr. Fitzgibbons reported that he is preparing a stand-alone water service agreement with Bell & Evans.

Mr. Bevans made a motion to instruct Ms. Poorman to draft a letter to Levco stating that if the \$900.00 placement fee taken by Levco on February 23, 2018 is not returned to the Authority, the Authority will terminate their contract for cause. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

Mr. Heisey reported that the committee met April 18, 2018 at 10:30 a.m. and reported that the budget looks good.

Building Committee

Mr. Bevans requested that the Operations department attempt to repair the sign in front of the office.

Mr. Bevans reported that he would be receiving a quote from Brungart Builders to remove the old air conditioner and replace the block window.

Operations Committee

Mr. Bevans made a motion to hire John Allwein on a part time basis, hours not to exceed 30 hours per week. Mr. Demler seconded the motion and the Board voted in favor of the motion.

COMMENTS/COMPLAINTS

None

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 8:00 p.m.

**Respectfully submitted,
Lori Poorman
Office Manager**