

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
December 3, 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, Kevin Helms, Tom Demler, Bev Martel and Dale Bevans, via telephone, of the Board were present. Rick Rudy was absent. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader and Lori Poorman were also present.

COMMENTS/COMPLAINTS

Joyce Myers whose property is at 114-124 North Mechanics Street complained that she had low water pressure at her property. Mr. Heisey requested that Mr. Snader look into Mrs. Myers issue.

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 \$98,437.00 from the Sewer Fund and \$53,025.43 from the Water Fund. Mr. Demler made a motion to pay the bills. Mrs. Martel 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. Helms seconded the motion and the Board voted for the acceptance of the financial statement as presented, pending audit.

OFFICE MANAGER'S REPORT

Mr. Helms made a motion to charge Warren Kessler, the owner of the property at 200 Little Mountain Road, for debt service only until the home on the property is rebuilt. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Ms. Poorman updated the group on claim number 3089074 for flooding at the main sewer plant. She reported that the Authority would receive \$10,000.00 under the water backup coverage. She reported that Greg Zinn would like to meet with the Board to discuss the payout and adding additional coverage to the Authority's policy.

Mr. Demler made a motion to hire Dorothy Stubblebine full time for the Billing Clerk position beginning January 1, 2019. After a 90-day probationary period she will receive a \$.50 increase. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT

Mr. Snader reported that all systems were running smoothly.

The Board requested that Mr. Snader have the fuel tanks in the office emptied.

ENGINEER'S REPORT

Mr. Lutzkanin reported that work continues on pump and plant design for the filtering plant and that they will be working with Mr. Snader to identify potential sources of infiltration and inflow, and take appropriate action when sources are found to remedy the situation.

SOLICITOR'S REPORT

Mr. Fitzgibbons report that he continues to work on the Deed of Dedication for the sewer and water facilities within the Shilling Tree Line development as well as delinquent accounts and apartment rental management.

OLD BUSINESS

Mr. Heisey made a motion to adopt the 2019 Water Budget as presented to include the rate increases at 90,001 to 200,000 gallons and 200,001 to 999,999+ gallons as well as amending the rate resolution effective January 1, 2019. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mr. Heisey made a motion to adopt the 2019 Sewer Budget as presented with the debt service fee remaining at \$69.00 per quarter per EDU, sewer charge of \$9.00 per 1,000 gallons of flow and paying off loan number 9002 as well as amending the rate resolution effective January 1, 2019.

NEW BUSINESS

Mr. Demler made a motion to increase staff salaries by 3% effective January 1, 2019. Mrs. Martel 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

COMMENTS/COMPLAINTS

None

ADJOURNMENT

Mrs. Martel 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 adjourned at 7:27 pm.

Respectfully submitted,

Lori A. Poorman

Office Manager/Secretary/Treasurer