

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 4, 2019

Chairman Jim Heisey called the meeting to order at 6:30 pm.

ROLL CALL

Jim Heisey, Bev Martel, Dale Bevans, Kevin Helms, Rick Rudy and Tom Demler of the Board were present. Jeff Steckbeck, Brandon Nye, Tony Fitzgibbons and Lori Poorman were also present.

COMMENTS/COMPLAINTS

The agreement in regards to Clarence Mauser's request to connect a temporary In-Law quarters to the sewer connection at 8 Clover Lane in Jonestown was executed.

Carl Scillia from Rio Supply answered questions for the group regarding the Neptune 360 Essentials.

MEETING MINUTES

Mr. Bevans made a motion to accept the meeting minutes with the interview committee report attached after the report has been redacted by Mr. Fitzgibbons to only include required information. Mrs. Martel 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 \$105,429.06 from the Sewer Fund and \$27,661.74 from the Water Fund. Mrs. Martel made a motion to pay the bills. Mr. Helms 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

Mr. Bevans made a motion to adopt FSWA Form 104 – 11-4-19, Incident Report Form. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to approve the 2020 Board Meeting Schedule. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to approve the 2020 Holiday Schedule. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to approve the purchase of the 360 Essentials meter reading systems. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT

Mr. Nye report that the Little Swatara WWTP received a large amount of grease last week, which upset the process. Mr. Nye reached out to the processing plants to question whether any of them experienced an abnormal grease discharge with no response.

ENGINEER'S REPORT

Mr. Steckbeck reported that Steckbeck Engineering continues to work with the Operator on several projects including purchasing additional nitrogen and phosphorus credits.

SOLICITOR'S REPORT

Mrs. Martel made a motion to purchase nitrogen and phosphorus credits from the Borough of Lititz. Mr. Helms seconded the motion and the Board voted in favor of the motion.

OLD BUSINESS

None

NEW BUSINESS

The group discussed the possibility of the FSWA contracting with Union Township to operate the Lickdale WWTP. The Operations Committee will meet to discuss and present their recommendation at the next Board meeting.

COMMITTEE REPORTS

Budget Committee

Mr. Heisey made a motion to accept proposal 2019-14 in the amount of \$3,750.00 from Shepherd Security for a security assessment.

Building Committee

No report

Operations Committee

The Operations Committee reported that the hours of operation for the Operations Department would be 6:00 am to 3:30 pm Monday through Friday.

Personnel Committee

No report

COMMENTS/COMPLAINTS

None

ADJOURNMENT

Mr. Rudy made a motion to adjourn the meeting. Mr. Demler seconded the motion, and the Board voted in favor of the motion to be carried.

The meeting adjourned at 8:27 p.m.

**Respectfully submitted,
Lori A. Poorman
Office Manager/Secretary/Treasurer**