

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
March 4, 2019

Chairman Jim Heisey called the meeting to order at 6:45 pm.

ROLL CALL

Roll call was taken by Secretary Lori Poorman. Jim Heisey, Dale Bevans, Kevin Helms, and Tom Demler of the Board were present. Rick Rudy and Bev Martel were absent. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader and Lori Poorman were also present.

COMMENTS/COMPLAINTS

None

MEETING MINUTES

Mr. Bevans 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 \$145,392.99 from the Sewer Fund and \$69,187.41 from the Water Fund. Mr. Helms 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. Mr. Demler 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 we have received a policy endorsement to add Water/Sewer Backup up to \$100,000.00.

Mr. Demler made a motion to adopt FSWA form 100, Employee Performance Review. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT

Mr. Snader reported that the UV system at the WWTP has been recalibrated, the staff has installed some manhole protection rings and he will be servicing the chlorine analyzer and turning on the booster station at the East tank.

ENGINEER'S REPORT

Mr. Lutzkanin reported that he will be presenting the Chapter 94 reports for review and then approval at the next meeting.

Mr. Lutzkanin reported that there was a meeting with DEP on February 22, 2019 in regards to the new chlorine residual regulations.

Mr. Lutzkanin reported that he had received feedback from the Operation's Committee regarding the Industrial Waste Program and he will be making some technical updates.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he had received service on the property at 272 Mill Road, owned by Tammi Hopkins and it is scheduled for Sheriff's sale on April 9, 2019 and that he sent a courtesy letter to John Greish of 114 Second Street due to his severely delinquent account.

Mr. Demler made a motion to authorize the filing of the Deed of Dedication for the water and sewer facilities within the Treeline Avenue Development. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to waive the maintenance bond for Mr. Shilling. Mr. Helms seconded the motion and the Board voted in favor of the motion.

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

No report

Building Committee

Mr. Bevans reported that Yeager's Fence will be providing a quote for a fence around the air conditioning unit at the office.

Mr. Heisey requested that an extension be placed on the down spout in front of the office so that rain water goes into the gutter rather than the sidewalk.

Operations Committee

Mr. Demler reported that the Operations Committee met to discuss the Industrial Waste Program and the Employee Performance Review.

COMMENTS/COMPLAINTS

None

ADJOURNMENT

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

The meeting adjourned at 7:25 pm.

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