

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
October 21, 2019

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

ROLL CALL

Jim Heisey, Bev Martel, Dale Bevans, Kevin Helms and Tom Demler of the Board were present. Rick Rudy attended the meeting by telephone. Paul Lutzkanin, Brandon Nye, Tony Fitzgibbons and Lori Poorman were also present.

COMMENTS/COMPLAINTS

The Board authorized Mr. Fitzgibbons to write up an 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.

MEETING MINUTES

Mrs. Martel made a motion to accept the meeting minutes as written. Mr. Bevans 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 \$37,441.23 from the Sewer Fund and \$79,699.79 from the Water Fund. Mr. Bevans 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. Demler seconded the motion and the Board voted for the acceptance of the financial statement as presented, pending audit.

OFFICE MANAGER'S REPORT

The Board requested that Brandon Nye visit 152 Elk Drive in regards to a customer complaint. Mr. Nye will report at the next Board meeting.

Mr. Demler made a motion for a \$50.00 donation from Doceo made in the name of FSWA be made to the Matthew Public Library in Fredericksburg. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT

Mr. Nye reported that he would be in contact with Bethel Township to request the assistance of certified flaggers to assist with the televising of the two previously approved locations.

ENGINEER'S REPORT

Mr. Bevans made a motion to have Steckbeck Engineering finalize the Corrective Action Plan. Mr. Demler seconded the motion and the Board voted in favor of the motion.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that Shentel remains interested in co-locating on the west water tower, but has placed moving forward on hold until after the new year for budgetary reasons.

OLD BUSINESS

Mr. Demler made a motion to accept the Interview Committee report and implement their recommendations. Mr. Rudy seconded the motion and the Board voted in favor of the motion. Please see attached Interview Committee Report.

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

The Budget Committee will meet on Wednesday, October23, 2019 at 10:30 am

Building Committee

Mrs. Martel made a motion have Brungart Builders install a panic door in the office not to exceed \$6,000.00. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Operations Committee

No report

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 7:45 p.m.

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

INTERVIEW COMMITTEE REPORT

After having met for five sessions over a period of six days, the Interview Committee voted unanimously to recommend the following to the board of directors at the next meeting of that board:

- 1 To change the title of Brandon Nye to that of Chief of Water Operations and to increase his pay to [REDACTED] per hour effective at the beginning of the next regularly scheduled pay period.
2. To hire Dustin Keller as a Wastewater Treatment Plant Operator with the title of Chief of Wastewater Operations at a pay rate of [REDACTED] per hour effective as soon as he can begin work for the authority. In addition, because of his seniority as an operator, to authorize that he begin his employment with three weeks of vacation annually.
3. To hire Patricia Gerdes as a Wastewater Treatment Plant operator with a pay rate of [REDACTED] per hour, to be effective as soon as she can begin work for the authority. She will also be given credit for the time she worked for the authority in the past.

The Committee has made these recommendations because the Committee members believe that both the water system and the sewer system require the principal attention of a dedicated operator. With the recent emphasis on the wastewater treatment plants, the members believe that sufficient attention has not been devoted to the operation to the water system. This change of responsibility is recommended to provide a dedicated resource for both systems.

Given that the position of Operations Manager will now be vacant, the two operations chiefs will both report to the operations committee until a decision is made regarding whether the Operations Manager position will be filled in the future or eliminated. By having three operators on staff in addition to an unlicensed operator, all will now be able to provide scheduled on-call support, reducing the load on the current staff.

It is expected that Mr. Nye will be able to continue to provide necessary operations support for both systems until the full complement that has been recommended is on board.

The Committee wishes to commend Mr. Nye for his efforts to continue operations of both the water and wastewater systems during the past several months and wishes him continued success in his new role.

Interview Committee

Tom Demler, Dale Bevans, Jim Heisey, members