

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**May 18, 2020**

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

**ROLL CALL**

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

**COMMENTS/COMPLAINTS**

Jeff Steckbeck reviewed the new Hain and Bell & Evans agreements with the group.

**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 for March 17<sup>th</sup> through May 18<sup>th</sup> were presented to the Board for approval to be paid in the amounts of \$300,344.36 from the Sewer Fund and \$164,464.18 from the Water Fund. Mr. Bevans 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.

**OFFICE MANAGER'S REPORT**

Mrs. Martel made a motion to add transaction codes for attorney fees and lien fees to the billing system in the amount of \$450.00. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to have the job description titles match the titles given to employees. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

**OPERATION'S REPORT**

Mrs. Martel made a motion that Brandon Nye receive quotes and replace the east door at the water treatment plant. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to purchase 2<sup>nd</sup> check standards for the chlorine in the amount of \$465.95. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to add an addendum to the Union Township agreement to mow grass at the WWTP at a rate of \$140.00 per week from April to October. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

**ENGINEER'S REPORT**

Mr. Lutzkanin reported that they had been working with the Solicitor preparing a tank painting agreement with Bell & Evans, however, Bell & Evans cancelled the agreement. Bell & Evans has expressed interest in painting the tank in the future.

Mr. Lutzkanin reported on the interior remotely operated vehicle evaluation of the East Water Tank, which indicated that the tank will not need to be painted for another three years.

### **SOLICITOR'S REPORT**

Mrs. Martel made a motion to accept the addendums for Poultry Holdings LLC, the first addendum pertains to water at the North facility, the second addendum pertains to water at the South facility, and the third pertains to sewer at the South facility. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mike Bracrella from Bell & Evans reviewed their time line and answered questions from the Board.

Mrs. Martel made a motion to authorize Tony Fitzgibbons to move forward with the Bell & Evans water and sewer agreements. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **COMMITTEE REPORTS**

#### **Budget Committee**

None

#### **Building Committee**

Mr. Bevans made a motion to accept Brungart Builders estimate to repair the roof on the office building in the amount of \$745.00. Mr. Helms seconded the motion and the Board voted in favor of the motion.

#### **Operations Committee**

None

#### **Personnel Committee**

None

### **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 8:25 pm

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