

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
December 7, 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. Tony Fitzgibbons, Paul Lutzkanin, Dustin Keller, and Lori Poorman were also present.

COMMENTS/COMPLAINTS

None

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 for November 17th through December 7th were presented to the Board for approval to be paid in the amounts of \$154,223.69 from the Sewer Fund and \$81,061.93 from the Water Fund. Mr. Bevans made a motion to pay the bills as presented in the payable's reports. 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. Helms 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 accept the request to purchase ten office chairs from Staples at a cost of \$849.90. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion pay \$80,000.00 on the principal of the water loan #0006, pending the overcome of a discussion regarding the 2021 budget. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to authorize the switch to Diversified Billing System at a cost of \$3,050.00. Mr. Demler seconded the motion and the Board voted in favor of the motion.

OPERATION'S REPORT

Mr. Bevans made a motion to approve the purchase of sample and reagent blocks from Hach at a cost of \$334.87. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Rudy made a motion to approve aeration tank skimming by Kline's Services, Inc. in the amount of \$3,550.00. Mr. Demler seconded the motion and the Board voted in favor of the motion.

ENGINEER'S REPORT

Mr. Lutzkanin reported that the latest estimate for installation of the SCADA system is late February or early March, 2021.

Additionally, he reported that the MPA and chemical analysis reports for Well 7 and 8 have been received and are available for review. The chemical analysis showed elevated results for manganese however there were no other abnormalities reported

SOLICITOR'S REPORT

Mr. Fitzgibbons presented the Board with Route 22 Storage Developer's Agreement for signature, as well as a check for \$5,000.00 deposit for inspection and legal review fees.

OLD BUSINESS

Mr. Rudy reported that he continues to get slugs of manganese at his home.

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

Mr. Heisey made a motion to accept the 2021 Sewer Budget of \$4,008,992.00. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mr. Heisey made a motion to accept the 2021 Water Budget of \$1,928,600.00. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Building Committee

None

Operations Committee

None

Personnel Committee

Requested an executive session.

COMMENTS/COMPLAINTS

None

ADJOURNMENT

The Board went into Executive Session at 7:47 pm.

Following the executive session, the Board reconvened in public session and took the following action:

Mr. Bevans made a motion that employees will receive vacation on their anniversary date, with Dustin Keller's vacation schedule being retroactive to November 11, 2020. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to purchase a gift card for Dot Stubblebine in the amount of \$100.00 for the two-week period that the Office Manager was absent during which time Ms. Stubblebine performed her duties. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made motion to increase employee salaries effective January 4, 2021 as follows:

Dustin Keller's salary increased by \$1.50 per hour
Patricia Gerdes' salary increased by \$2.00 per hour
Brandon Nye's salary increased by \$.50 per hour
Lori Poorman's salary increased by \$.52 per hour
Dot Stubblebine's salary increased by \$.52 per hour
Martin Uber's salary increased by \$.50 per hour

Mr. Bevans seconded the motion and the Board voted in favor of the motion.

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

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