

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 19, 2018

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

ROLL CALL

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

COMMENTS/COMPLAINTS

None

MEETING MINUTES

Mr. Bevans made a motion to accept the meeting minutes as written. Mr. Rudy 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 \$40,570.56 from the Sewer Fund and \$73,466.87 from the Water Fund. Mr. Rudy made a motion to pay the bills. Mr. Bevans 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

Mrs. Martel made a motion to authorize the signature of the Greenawalt & Company engagement letter for the 2018 audit. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to approve the 2019 Holiday and Board Meeting Schedules as presented. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to approve closure of the office on December 24th and 31st, 2018. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to accept Notify to replace Rapid Response System. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Ms. Poorman updated the group on claim number 3089074 for flooding at the main sewer plant and 3130854 for vandalism to generator at the old sewer plant. She reported that the Authority received a \$20,400.00 payout and that claim 3130854 is now closed.

OPERATION MANAGER'S REPORT

Mr. Snader reported that the Nitrogen and Phosphorus credits have been reviewed, certified, purchased and applied to our system and the annual nutrient monitoring report has been sent to DEP.

The Board requested that Mr. Snader have the fuel tank at the old sewer plant be emptied.

ENGINEER'S REPORT

Mr. Steckbeck reported that he is working with the Budget Committee in regards to the 2019 Budget and will be attending the next meeting of the Budget Committee. Additionally, he reported that they will be working with Mr. Snader to identify potential sources of infiltration and inflow, and take appropriate action when sources are found to remedy the situation.

SOLICITOR'S REPORT

Nothing to report

OLD BUSINESS

The Board reviewed the draft of the Strong Waste Management Plan with Mr. Steckbeck and requested that he add a section regarding inspections and to condense the plan.

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

The Budget Committee will meet on November 28, 2018 at 10 am.

Building Committee

No report

Operations 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 for the motion to be carried.

The meeting adjourned at 7:33 pm.

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