

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**April 1, 2019**

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

**ROLL CALL**

Bev Martel, Jim Heisey, Dale Bevans, Kevin Helms, and Tom Demler of the Board were present. Rick Rudy was absent. Paul Lutzkanin, Tony Fitzgibbons, Kevin Snader 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 were presented to the Board for approval to be paid in the amounts of \$14,394.62 from the Sewer Fund and \$8,882.04 from the Water Fund. Mr. Demler 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. Helms 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 Dorothy Stubblebine has completed her probationary period of employment. Mrs. Martel made a motion to give Dorothy Stubblebine the agreed upon at hire increase. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion that because the Fredericksburg Legion is a nonprofit organization, the Authority, as a one-time courtesy, will not charge for the recently replaced water meter. Mr. Demler seconded the motion and the Board voted in favor of the motion.

The Group requested that Mr. Fitzgibbons send Mr. Greish and Mrs. Miller a follow up letter regarding their delinquent accounts.

The Group reviewed the Purchasing Procedure and concluded that it was an adequate procedure and that all employees should adhere to the procedure.

**OPERATION MANAGER'S REPORT**

No report

Mr. Snader reported that the volute press is in operation.

## **ENGINEER'S REPORT**

Mr. Lutzkanin reported that the 2018 Chapter 94 reports for the Little Swatara Creek WWTP and the Monroe Valley WWTP have been delivered to DEP.

Mr. Lutzkanin reported that for the next 3 to 6 months, they will work with the Operators to implement some rehabilitation work of manholes to reduce I/I.

## **SOLICITOR'S REPORT**

Mr. Fitzgibbons reported that he prepared an application for submission to the County Assessment Office to remove the small parcel of vacant land given to the Authority by the Shilling's from the taxable rolls, however, this will not occur until next year, therefore, there will be a small school tax bill.

## **OLD BUSINESS**

Mr. Demler made a motion to adopt the Industrial Waste Program. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

## **NEW BUSINESS**

Mr. Bevans reported that there was a personnel meeting April 1, 2019 with Ms. Poorman, and Mr. Snader. Mr. Bevans presented the Group with notes from the meeting which will be added to Ms. Poorman and Mr. Snader's personnel files.

The Group decided that Mrs. Martel would be the representative for the Budget Committee and Mr. Bevans would be the representative for the Operations Committee in regards to personnel issues.

## **COMMITTEE REPORTS**

### **Budget Committee**

The committee will meet April 17, 2019 at 10:00 a.m.

### **Building Committee**

No report

### **Operations Committee**

No report

## **COMMENTS/COMPLAINTS**

None

## **ADJOURNMENT**

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

The meeting adjourned at 8:05 pm.

**Respectfully submitted,**

**Lori A. Poorman**

**Office Manager/Secretary/Treasurer**