

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
August 5, 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 joined the meeting by telephone. Tony Fitzgibbons, Jeff Steckbeck, Brandon Nye and Lori Poorman were also present.

COMMENTS/COMPLAINTS

Mr. Mauser requested permission from the Board to add a temporary modular home to his current sewer connection. Mr. Bevans made a motion that the Authority agrees to Mr. Mauser's proposal contingent upon Swatara Township's Zoning approval. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

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 were presented to the Board for approval to be paid in the amounts of \$97,511.65 from the Sewer Fund and \$37,077.29 from the Water Fund. Mrs. Martel 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. Helms seconded the motion and the Board voted for the acceptance of the financial statement as presented, pending audit.

OFFICE MANAGER'S REPORT

In regards to the trees on the FSWA property along the creek next to the property at 2541 Rt. 22, the Board agreed to look into the issue.

Mr. Bevans made a motion to accept Brungart Builders estimate of \$5,530.00 for renovations to the rental property and any additional costs to paint the cabinets in the kitchen. Mr. Demler seconded the motion and the Board voted in favor of the motion.

OPERATION MANAGER'S REPORT

Mr. Nye reported that GES Automation would be updating the two soft starts in the head works pump station at a cost of approximately \$600.00

ENGINEER'S REPORT

Steckbeck Engineering will be completing the CMP and USSP documents which are due to DEP by August 19, 2019

SOLICITOR'S REPORT

Mr. Fitzgibbons will be communicating with Bell & Evans regarding an agreement to place logos on the east water tank.

OLD BUSINESS

None

NEW BUSINESS

Mr. Bevans suggested that a professional code of ethics be added to our employee handbook.

COMMITTEE REPORTS

Budget Committee

Mr. Heisey reported that all accounts seem to be in line with the budget.

Building Committee

Mr. Bevans requested that there be money in the 2020 budget for improvements in security.

Operations Committee

No report

Personnel Committee

No report

COMMENTS/COMPLAINTS

None

At 7:45 p.m. the Board went into executive session.

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

Mrs. Martel made a motion to accept the resignation of Kevin Snader in lieu of termination for gross misconduct effective August 5, 2019. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to appoint Brandon Nye as acting Operations Manager with a raise of 2% effective August 1, 2019. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to authorize the Engineer to advertise for an Operator with a minimum of a water license but preferably both a water and sewer license. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to authorize the Operations staff to work overtime as needed to complete all required tasks and recruit a temporary full-time employee at an hourly rate not to exceed \$15.00 per hour. Mr. Demler seconded the motion and the Board voted in favor of the motion.

ADJOURNMENT

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

The meeting adjourned at 8:30 p.m.

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