

**FREDERICKSBURG SEWER & WATER AUTHORITY**  
**MEETING MINUTES**  
**September 16, 2019**

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

**ROLL CALL**

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

Mr. Heisey noted that there were three members present, thus resulting in the lack of a quorum. Therefore, any action taken by the Board members at this meeting would have to be ratified by the entire Board at the next official meeting. In addition, any actions that could be put off until the next meeting would not be considered until that time.

**COMMENTS/COMPLAINTS**

Matthew Padron from HDC Midatlantic addressed the group regarding Beach Run Apartments development on North Center Street.

**MEETING MINUTES**

Mr. Bevans made a motion to recommend approval of the meeting minutes as written at the next meeting. Mr. Demler 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 \$119,933.05 from the Sewer Fund and \$120,345.72 from the Water Fund.

**Financial Statement** – The financial statement was presented to the Board for approval. Mr. Demler 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**

In regards to delinquent payments on the Wright property at 153 Monroe Valley Drive, the Board requested that the payment arrangement be more than \$100.00 per month.

Ms. Poorman reported that a claim was filed with the insurance company in regards to data recovery and re-keying all facilities and that herself and Mr. Nye would be meeting with an adjuster.

Ms. Poorman presented the Board with the 2020 MMO and August Customer Comment Log.

**OPERATION MANAGER'S REPORT**

Mr. Bevans made a motion to approve the purchase of a fluoride up flow saturator, a pressure transducer and to replace leaking intercooler hose on the 800KW generator. Mr. Demler seconded the motion.

The Operations Committee will review resumes and begin interviewing for the open position in the Operations Department.

**ENGINEER'S REPORT**

Mr. Lutzkanin reported that he is working on the draft Corrective Action Plan as requested by DEP and is working with Mr. Nye in regards to determine the number of Nitrogen and Phosphorus trading credits which will need to be purchased this year.

**SOLICITOR'S REPORT**

Mr. Fitzgibbons was absent.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**COMMITTEE REPORTS**

**Budget Committee**

No report

**Building Committee**

No report

**Operations Committee**

No report

**Personnel Committee**

No report

**COMMENTS/COMPLAINTS**

None

**ADJOURNMENT**

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

The meeting adjourned at 8:00 p.m.

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