

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
November 18, 2019

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

ROLL CALL

Bev Martel, Dale Bevans, Kevin Helms, Rick Rudy and Tom Demler of the Board were present. Jim Heisey attended by telephone. Paul Lutzkanin, Brandon Nye, Tony Fitzgibbons, Dustin Keller and Lori Poorman were also present. Mr. Bevans conducted the meeting.

COMMENTS/COMPLAINTS

MEETING MINUTES

Mr. Rudy made a motion to accept the meeting minutes as written. Mrs. Martel 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 \$54,356.54 from the Sewer Fund and \$82,252.32 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

Miss Poorman reported that Diversified Technology and Neptune are working together to get the new meter reading equipment setup.

OPERATION MANAGER'S REPORT

Mr. Nye report that the Nutrient Agreement with the Lititz Sewer Authority has been completed and has been submitted to DEP.

The Operations committee will meet to discuss hours of operation for the Operations Department.

ENGINEER'S REPORT

Mr. Lutzkanin reported that DEP accepted the Corrective Action Plan. He provided a copy of the letter from DEP.

SOLICITOR'S REPORT

Mrs. Martel made a motion to clarify that the purchase agreement for nitrogen and phosphorus credits is with the Lititz Sewer Authority not the Borough of Lititz. Mr. Demler seconded the motion and the Board voted in favor of the motion.

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

The Budget Committee will meet on Wednesday, November 20, 2019 at 10:30 am

Building Committee

Mrs. Martel made a motion to accept Brungart Builders estimate number 348 in the amount of \$4,480.00 to install a panic door in the office. Mr. Heisey seconded the motion and the Board voted in favor of the motion.

Operations Committee

The Operations Committee recommended that the Budget Committee review the financial proposal from Mr. Steckbeck.

Personnel Committee

The Personnel Committee requested that the Operations Committee discuss and meet with the Operations Department employees regarding scheduling, responsibilities, overtime etc.

COMMENTS/COMPLAINTS

None

ADJOURNMENT

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

The meeting adjourned at 7:40 p.m.

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