

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
December 2, 2019**

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

ROLL CALL

Jim Heisey, Bev Martel, Dale Bevans, Kevin Helms, Rick Rudy and Tom Demler of the Board were present. Jeff Steckbeck, Brandon Nye, Tony Fitzgibbons, Dustin Keller and Lori Poorman were also present.

COMMENTS/COMPLAINTS

None

MEETING MINUTES

Mr. Bevans 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 \$142,639.37 from the Sewer Fund and \$340,949.84 from the Water Fund. Mr. Bevans 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

Mrs. Martel made a motion to approve an administrative fee of \$100.00 per water or sewer permit to cover the administrative costs associated with the purchase of water or sewer permits. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to provide Dustin Keller with a VISA credit card with a credit limit of \$3,000.00. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to grant Mr. Zanke an additional 90-day extension to hookup to the sewer system. This extension would expire April 16, 2020. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to charge an Outdated Meter charge of \$250.00 per quarter to any customer who has not changed out their old meter by February 1, 2020. Mr. Demler seconded the motion and the Board voted in favor of the motion.

OPERATION'S REPORT

Mr. Nye report that he is working with Suburban Labs to resolve issues regarding the N.O.V. received.

Mrs. Martel made a motion to approve the purchase of a Flygt submersible pump from Orchard Pump & Supply Company in the amount of \$11,202.00. Mr. Demler seconded the motion and the Board voted in favor of the motion.

ENGINEER'S REPORT

Mr. Bevans made a motion to approve Resolution 2019-12-2A to support DCED H2O grant for the south well development in an amount between \$253,200.00 and 703,200.00. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to approve Resolution 2019-12-2 to support the Little Swatara WWTP expansion in the amount of \$2,490,100.00. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to authorize the payment of the NPDES and WQM permit fees of \$500.00 each. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to authorize the signature of the NPDES and WQM permit application. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to authorize the payment of the DCED H2O grant filing fee of \$100.00. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Demler made a motion to ratify the signature of the Union Township WWTP proposal of \$80,000.00 plus \$60.00 per hour for emergency callouts. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he continues to work with Attorney Bakare towards finalizing water and sewer agreements with Hain Pure Protein.

OLD BUSINESS

Mr. Bevans made a motion to amend the Carlyle Gray Associates contract to add an additional \$100,900.00 for Well 7 and 8 for a total of \$178,200.00. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to consent to Greenawalt & Company, P.C. transferring the Authority's business records to Trout CPA as part of the merger between the two companies. Mr. Helms seconded the motion and the Board voted in favor of the motion.

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

Mr. Heisey made a motion to accept the 2020 Sewer Budget. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mr. Heisey made a motion to accept the 2020 Water Budget. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Building Committee

None

Operations Committee

None

Personnel Committee

None

COMMENTS/COMPLAINTS

None

ADJOURNMENT

The Board went into Executive Session at 8:10 pm.

There was no further action as a result of the Executive Session.

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 8:27 p.m.

Respectfully submitted,

Lori A. Poorman

Office Manager/Secretary/Treasurer