

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
October 5, 2020

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

ROLL CALL

Rick Rudy, Bev Martel, Jim Heisey, Dale Bevans, Kevin Helms, and Tom Demler of the Board were present. Paul Lutzkanin, 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 with corrections. Mrs. Martel seconded the motion and the meeting minutes were accepted by the Board without objection.

TREASURER'S REPORT

Bills Payables - The payables for September 21st through October 5th were presented to the Board for approval to be paid in the amounts of \$82,556.53 from the Sewer Fund and \$11,182.88 from the Water Fund. Mrs. Martel made a motion to pay the bills as presented in the payable's reports. 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 accept the proposal for the yearly audit from Hamilton & Musser, P.C. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to credit account number 1883 for Sycamore Park in the amount of \$712.50 regarding a water leak at the property in July. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to accept the 2021 Holiday and Board Meeting schedules. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to approve the closure of the Office on December 24th and 31st 2020. Mr. Demler seconded the motion and the Board voted in favor of the motion.

OPERATION'S REPORT

Mr. Demler made a motion to approve the purchase order for Subsurface Technology in the amount of \$7,797.00 to clean Wells 5 and 6. Mr. Bevans seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to approve the purchase order for GES in the amount of \$162,642.00 with \$48,792.00 down for a replacement SCADA system for the water service. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to approve the purchase order for Eastern Controls, Inc. in the amount of \$425.00 for an actuator. Mr. Helms seconded the motion and the Board voted in favor of the motion.

ENGINEER'S REPORT

Mr. Lutzkanin reported that Bell & Evans has requested that Steckbeck Engineering assist with the design for the water meter pit at their site on Chestnut Hill Road.

Mr. Lutzkanin reported that they are completing the design for the East Main Street pump station upgrade and are now working on the DEP permit application.

Mr. Demler made a motion to accept the proposal from F.T. Kitlinski & Associates, Inc. for core drilling in the area of the WWTP expansion in the amount of \$5,560.00. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

SOLICITOR'S REPORT

The group discussed the proposed revisions to our Strong Waste Management Plan addressing surcharges and Resolution 2020-10-5 and they will both be completed by the next meeting on October 19, 2020.

OLD BUSINESS

None

NEW BUSINESS

None

COMMITTEE REPORTS

Budget Committee

Mr. Heisey reported that the Budget Committee will meet October 15, 2020 at 10:00 am.

Building Committee

None

Operations Committee

None

Personnel Committee

None

COMMENTS/COMPLAINTS

None

ADJOURNMENT

Mr. Rudy 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 7:52 pm

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