

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
September 20, 2021**

Vice-Chairman Dale Bevans called the meeting to order at 6:30 pm.

ROLL CALL

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

COMMENTS/COMPLAINTS

None

MEETING MINUTES

Mrs. Martel made a motion to accept the meeting minutes with a change to the adjournment time. Mr. Helms seconded the motion and the meeting minutes were accepted by the Board without objection.

TREASURER'S REPORT

Bills Payables - The payables for August 17th to September 16th were presented to the Board for approval to be paid in the amounts of \$195,881.91 from the Sewer Fund and \$142,709.35 from the Water Fund. Mr. Demler made a motion to pay the bills as presented in the payable's reports. Mr. Rudy 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 make a principal payment on Fulton water loan #0005 in the amount of \$200,000.00. Mr. Demler seconded the motion and the Board voted in favor of the motion.

In regards to a new Technology and Credit Card policy and a revision to the Purchasing Procedure, Mr. Fitzgibbons will review and revise the policies as necessary and the subject will be discussed again at the next meeting.

Mr. Rudy made a motion to approve issuing a permit to Northern Lebanon School District (Elementary School project) for 75 water EDUs and 54 sewer EDUs. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to have Bolt Engineering review the plans for the Northern Lebanon School District (Athletic field, concession and locker room project). Mr. Helms seconded the motion and the Board voted in favor of the motion.

OPERATION'S REPORT

Mr. Demler made a motion to approve Sub Surface to clean Wells 5 and 6 at a cost of \$8,210.00. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

ENGINEER'S REPORT

Mrs. Martel made a motion to pay Dutchland installment number 3 in the amount of \$409,365.00. Mr. Rudy seconded the motion and the Board voted in favor of the motion.

Mr. Bevans instructed Dustin Keller to inform Mr. Demler if he needs help with regards to the new chemical lines for the expansion.

SOLICITOR'S REPORT

Mr. Fitzgibbons reported that he would be drawing up an addendum to the Bell & Evans water agreement in regards to the painting of the East Water Tank.

OLD BUSINESS

None

NEW BUSINESS

Mr. Fitzgibbons reported that Mr. Heisey would be donating a weather station to the Fredericksburg Sewer & Water Authority. Additionally, Mr. Fitzgibbons gave two of Mr. Heisey's credit cards to Ms. Poorman for cancellation.

COMMITTEE REPORTS

Budget Committee

Mrs. Martel reported that the Committee reviewed the budget and the numbers are looking good with the exception of Sewer Repairs & Maintenance.

Building Committee

The Committee requested that the tenant of the garage be contacted to gain access to replace the windows and to remove the unregistered vehicles from the lot. Mr. Rudy will take care of putting stone on the lot.

Operations Committee

None

Personnel Committee

The Committee reminded Operations that we have an Overtime Policy and that it has been discussed that employees should be taking lunch breaks. It was noted that on the last pay period there was a lot of overtime hours and most days employees did not take a lunch break. Additionally, the group was reminded that an employee is only on "light duty" if they have a note from a doctor stating such.

COMMENTS/COMPLAINTS

None

ADJOURNMENT

Mr. Rudy made a motion to adjourn the meeting.

The meeting adjourned at 8:07 pm

Respectfully submitted,

Lori A. Poorman

Office Manager/Secretary/Treasurer