

FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
December 15, 2025

Chairman Dale Bevans called the meeting to order at 6:00 pm.

ROLL CALL

Dale Bevans, Randy Sattazahn, Rick Rudy, Scott Gettle, Tom Demler and Kevin Helms of the Board were present. Jeffrey Steckbeck, Paul Lutzkanin, Eric Gibson, Dusty Keller and Dot Stubblebine were also present.

COMMENTS/COMPLAINTS

None.

MEETING MINUTES

Mr. Helms made a motion to accept the meeting minutes for the November 17, 2025 meeting. Mr. Rudy seconded the motion and the meeting minutes were accepted by the Board without objection.

TREASURER'S REPORT

Bills Payables - The payables for November 18, 2025 to December 12, 2025 were presented to the Board for approval to be paid in the amount of \$116,055.82 from the Sewer Fund and \$152,039.26 from the Water Fund. Mr. Demler made a motion to pay the bills as presented in the payables report. Mr. Gettle seconded the motion and the Board voted in favor of the motion.

Financial Statement – The financial statement was presented to the Board for approval. Mr. Rudy made a motion to accept the financial statement, pending audit. Mr. Sattazahn seconded the motion and the Board voted for the acceptance of the financial statement, pending audit.

OFFICE REPORT

Lien filed on 27 Kreider Dr Jonestown PA for non-payment.

South Fredericksburg/Monroe Valley quarterly bills were mailed.

Termination notices were posted to the doors on 12/11/25.

OPERATION'S REPORT

Mr. Gettle made a motion to renew the Scada operating support contract with Inductive Automation for one year at a cost of \$4,812. Mr. Demler seconded the motion and the Board voted in favor of the motion.

The Lickdale wastewater plant DelPAC feed system needed repaired.

Two East Main Street pump station pumps were rebuilt.

ENGINEER'S REPORT

Work continues on the filtration plant details necessary for the bidding process.

Working on the NPDES permit, including stormwater design for the filtration plant.

Working with Kichman Engineering on a solar design for the water filtration plant.

SOLICITOR'S REPORT

Filed the lien for 27 Kreider Dr Jonestown.

Preparing the 2026 Rate Resolution for the January meeting.

Reviewing the job description for the Assistant Operations Manager.

OLD BUSINESS

None.

NEW BUSINESS

None.

COMMITTEE REPORTS

Budget Committee – Mr. Bevans made a motion to approve the submitted 2026 Budget.

Mr. Helms seconded the motion and the Board voted in favor of the motion.

Building Committee – The apartment has a switch which is not functioning.

Operations Committee – None

Personnel Committee –

Executive session -The Board went into executive session at 6:20 pm to discuss a personnel matter. The Board reconvened back into public session at 6:27 pm and took the following action. Mr. Bevans made a motion to increase wages effective 1/1/26 by 3% with the exception of the newly appointed assistant operations managers rate will remain the same and a 4% increase for the Executive Secretary to the Board. Mr. Sattazahn seconded the motion and the Board voted in favor of the motion.

COMMENTS/COMPLAINTS

The FSWA Board received a thank you note from Tom Demler for the sympathy flowers he received.

The FSWA Board received a letter from Jeffrey Steckbeck announcing his upcoming retirement from SESI. Mr. Steckbeck will continue as a part-time consultant to SESI and will serve as the FSWA Engineer. The Board thanked Mr. Steckbeck for his work over the past 30 years.

ADJOURNMENT

Mr. Rudy made a motion to adjourn the meeting. Mr. Helms seconded the motion and the Board voted in favor of the motion.

The meeting adjourned at 6:28pm.

Respectfully submitted,
Dot Stubblebine
Secretary/Treasurer