

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES  
JANUARY 10, 2018 @ 6:00 P.M.

Members Present: Carole Harshbarger, Russ Braun, Ken Huey, Michael Kamandulis, Pat Minard and Jerry Zimmerman, Jr.

Others Present: Juli A. H. Schlimm, Authority Clerk. Visitors were: Greg and Pete Bauer.

The Meeting was called to order by Chairman Jerry Zimmerman, Jr., followed by the Pledge to the Flag.

Greg Bauer was recognized as the first order of business. Mr. Bauer told members he and his wife had attended an Authority meeting two (2) years ago with questions on public service for a new home they are intending to build within the next year. They own between forty and fifty (40-50) acres off of Chicken Hill Road that also runs parallel along Rt. #948. They had bought the former James Dollinger property for access. They most recently had purchased what had been the former Clayton (Bud) Bennett garage property. The garage has since been torn down. Mr. Bauer shared a surveyed property map with those attending. Their property is listed as CJB Holdings and Gregory and Jennifer Bauer. They bought all of the property bordering Dollar General and were the successful bid on the water company property. They do not intend to develop this acreage. They are interested only in building a new single dwelling home on Chicken Hill Road. In the future they may also develop a lot for their daughter but she is only twelve (12) years old now! They are interested in public service. When attending the FTSA meeting several years ago they had discussed possibly tapping off of the Higgins Development @ either manhole #13 or #17. After an investigation it had been determined that something was changed on the FTSA's plans and that manhole #17 does not exist. If this route were taken a grinder pump would probably be needed. This line would have to be extended about 350'. Mr. Bauer would like to discuss a second option. While viewing a sewer map Mr. Bauer identified Chicken Hill Road and Skyline Drive. Mr. Bauer spoke of the Higgins Homestead (his wife's home) on Skyline Drive's left hand side of the road just before proceeding up Chicken Hill. The sewer line comes across the road diagonally. There are no properties served on the left hand side of Chicken Hill Road. They are intending to have a plan engineered. They are interested in coming down the hill in the road right of way. They would add a "tee" for the vacant lot for future use. This would be approximately 550' in length. It would be longer than going across the road. It would be all downhill and not require a grinder. They would also plan to turn the line over to the Fox after being built to our specs. They aren't interested in maintaining a private line. Yeager's is a neighboring property that might also want to tap if the line is right there. Members commented that if the Authority takes the line over they would then be required to connect as it would be within the required distance to do so. This may be beneficial for Yeager's to do so. Yeager has had on-lot issues. Mr. Bauer is planning on having Curry and Associates prepare his plan. They had done the plan for the Higgins Development. Mr. Bauer was given a Developer Handbook. Jerry told him he would have to contact the

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GREG BAUER CONTINUED:

Township about the road right-of-way. Jerry suggested he contact Randy Gradizzi, the Township Roadmaster who is also a Twp. Supervisor and the Township. The installation of manholes was also discussed. Mr. Bauer asked what the requirement is for how many feet a manhole needs to be installed? This will be checked on. He would like to have Curry prepare his plan. Have the plan approved and installed, and be ready to connect his new home in 2019. Mr. Bauer asked if there would be a reimbursement factor involved with the line development? Jerry said there would be if someone else connected. This is based upon the costs involved and only applies for a certain period of time. Jerry also told Mr. Bauer when Curry discusses the plan with HRG he would be responsible for those review costs. Mr. Bauer agreed and said he was aware of this.

THE RE-ORGANIZATIONAL SEGMENT of the meeting for 2018 was as follows: Russ Braun moved to keep the same slate of officers for 2018. Jerry Zimmerman, Jr., Chairman, Russ Braun, Vice-Chairman, Rudy Pollino, Treasurer and Carole Harshbarger, Secretary. Ken Huey seconded the motion, which carried.

Carole Harshbarger moved to reappoint HRG Engineering and Attorney James H. Devittorio as our Engineering firm and Solicitor for 2018, seconded by Russ Braun, motion carried.

Regular Monthly Meetings will be held the 2<sup>nd</sup> Wednesday of each month @ 6:00 p.m., for 2018, as moved by Mike Kamandulis, seconded by Pat Minard, motion carried.

Employee Holidays remain the same as 2017. Russ Braun moved it be kept the same, Ken Huey seconded the motion, which carried.

Employee overtime is considered to be anything over 40 hours earned weekly. This is the same as 2017.

Employee wages were increased across the board by thirty five cents (.35) per hour as was included within the 2018 Budget, as moved by Russ Braun, seconded by Pat Minard, motion carried.

Vacation is outlined in the Personnel Policy remaining the same as 2017 as moved by Russ Braun, seconded by Ken Huey, motion carried.

The mileage rate was set @ the IRS rate of .54.5 cents per mile. This is a one cent (.01) cent increase per mile over last year as moved by Carole Harshbarger, seconded by Mike Kamandulis, motion carried.

Juli Schlimm, Authority Clerk was re-appointed Open Records Officer as moved by Russ Braun, seconded by Pat Minard, motion carried.

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The Meeting Minutes of 12/13/17 were approved as written and previously distributed as moved by Mike Kamandulis, seconded by Russ Braun, motion carried.

HRG's Engineering Report was received via email today. The initial phase of the GIS has been completed upon a few minor revisions. The Board may want to consider future projects to add additional data.

It is recommended that our Authority personnel monitor the Dellulo car wash for compliance and routine maintenance upon becoming operational. Authority personnel should inspect the existing manhole that was grade adjusted to confirm the integrity for continued use.

HRG had presented a proposal to FTSA in October of 2016 to complete an assessment of the Authority's system. Juli included this proposal within each packet since it has been some time ago. This type of a project would complement the GIS system map. It could include additional flow monitoring and other elements at a future date. The overall project could serve as a management tool for the Authority for future budget and planning considerations. Members discussed this further and decided at this point in time they would like to focus on the assessment and rehabilitation of the Pontzer Lift Station on Fairview Road/Rt. #948. This item alone is a very expensive endeavor. Carole said this is one of the original lift stations. This is where the PA Small Sewer grant money comes in. It sounded like the odds weren't very good. There were many projects and not adequate funds.

HRG's retainer agreement will continue the same as 2017. It was mentioned that it isn't necessary to have an HRG rep @ every meeting. If we have a month that there isn't much happening they wouldn't need to attend.

We haven't heard anything back yet on the 12/1/17 NPDES renewal submittal to DEP.

Chad was approached by a person interested in opening a business in the old Waskall's Building @ 1237 Million Dollar Highway. This had formerly been Clark Lecker's building and most recently the Stoltz car dealership. The company known as Timax has provided us with a wastewater analysis. They currently are located in Emporium. We have submitted the analysis to HRG on 1/4/18 for their review and comment.

ASI test results were presented for review and also the November Discharge Monitoring Report. There was no sludge hauled during the month of December.

Consideration of amending the existing financial agreement between the Fox Township Board of Supervisors and the Fox Township Sewer Authority was again discussed. Kathy Dowie, Twp. Secretary has prepared a revised "Draft" of the agreement for the Authority and our solicitor to review. It will be further discussed at our February meeting. The Authority will ask Solicitor Devittorio for his opinion and comments.

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Henry Snyder had complained that he didn't receive his October sewer bill for his rental apartment on Scotland Street. The Authority was informed he was considering possibly turning this into more than one apartment. Fox Sewer wrote to Mr. Snyder on 11/15/17 asking if the apartment he owns is a multi-tenant dwelling? No response has not been received to date. Mr. Snyder has not paid his bill for the past two (2) months since the time of his complaint.

Sewer Account #2524 @ 407 Main Street known as the Larry Swanson Estate was taken over previously by Citi Mortgage. Citi Mortgage had recently informed us that they no longer had ownership. We were told it was now under the ownership of Claiber Home Loans. The monthly bill was forwarded to Claiber Homes. (The estate lawyer who is Attorney Dagher is also routinely copied). As of 1/15/18 the account will owe three hundred ninety four dollars and fifty cents (\$394.50) in arrears. Per policy a lien will be filed against the property.

The *BILLS* were approved for payment and paid with Check #2042 to #2071 in the amount of forty five thousand six hundred eighty dollars and thirty four cents (\$45,680.34) as was moved by Russ Braun, seconded by Ken Huey, all were in favor, the motion carried. Juli told members the bills included the annual pension contribution of six thousand dollars (\$6,000). This goes directly to Prudential. The breakdown is two thousand dollars (\$2,000) for each full time employee.

The monthly overtime figure was presented for the month.

The December Fee Statement from the solicitor was received on 1/3/18. A credit balance of one thousand one hundred thirty five dollars (\$1,135) exists. December hours were: 0.8 hrs. for the Authority. The solicitor had contacted our office regarding the requirement to renew the Articles of Incorporation for the Authority. The information on the original Articles of Incorporation was supplied to Jim.

Carole shared that originally the Authority became operational under Kersey Water. When Kersey Water sold the Water & Sewer Authority was then established. St. Mary's Water then bought out the portion of the water operation. The Authority still carried the name Water and Sewer Authority until it was later changed and amended to be only Sewer in the early 1990's.

The Bills-In-Arrears Report for the 11/24/17 cycle fell due on 12/9/17. Twenty six (26) delinquency letters were sent to customers on 12/19/17. Five thousand thirty dollars and ninety three cents (\$5,030.93) was owed. Paid to date is three thousand four hundred thirty one dollars and forty eight cents (\$3,431.48). There are seven (7) accounts that remain unpaid and five (5) accounts that made partial payments. This is the highest delinquency we've had in some time. Properties will be posted with action to follow.

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The Bills-In-Arrears Report for the 12/24/17 cycle fell due as of 1/9/18. This report is incomplete as Juli must wait for receipt of any post marked payments prior to the due date. Any delinquent accounts will be routinely notified.

Representatives from the Charles Leach Insurance Agency of New Bethlehem, PA had stopped by inquiring on quoting our hospitalization and insurance packages. Members discussed that they prefer to only receive quotes from local agencies. Our agent is St. Mary's Insurance Agency.

A "Thank You" card was received from the Farmers National Bank regarding the recent investment that was made. They had mentioned interest in other investments at a later date.

Correspondence was received dated 12/11/17 from PennVEST regarding a new submittal process for filing our annual financial statements. This was as of 12/11/17.

A Selective Insurance email was received dated 12/22/17. This was an informational item on the four (4) big risks of 2017 for business or nonprofit organizations. The risks presented were by shootings, weather catastrophes, and sexual harassment and cyber breaches. Members commented this was interesting.

Annual Ethics forms were distributed to members for completion.

THE NEXT MEETING DATE IS: **WEDNESDAY, FEBRUARY 14, 2018 @ 6:00 P.M.**

New signature cards were signed by members for CNB Bank.

As there was no other business to be discussed the meeting adjourned @ 7:00 p.m., as moved by Russ Braun, seconded by Carole Harshbarger, motion carried.