

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES  
FEBRUARY 14, 2018 @ 6:00 P.M.

Members Present: Russ Braun, Ken Huey, Michael Kamamdulis, Rudy Pollino, Pat Minard and Jerry Zimmerman, Jr.

Others Present: Tom Holleran, HRG Engineering, Shawn Zimmerman, Operator, Juli A. H. Schlimm, Authority Clerk. There were no visitors.

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

The Meeting Minutes of 01/10/18 were approved as written and previously distributed, as moved by Pat Minard, seconded by Russ Braun, motion carried.

ASI (Analytical Services, Inc.) test results were presented for review and also the December Discharge Monitoring Report. There was no sludge hauled during the month of January.

The Board discussed amending the existing financial agreement between Fox Township and the Authority. Members and Supervisors were copied with this information. Ken suggested our board wait until the Supervisors act upon it for us to take further action. Other members agreed. This will be on our March agenda.

The letter written to Henry Snyder on 11/15/17 was never responded to. Mr. Snyder's rental account #3520 has now been in arrears for a third month. This is the routine turn over point in timing for water shut off action. He will receive a standard delinquency letter with his sewer bill due 3/11/18.

A lien was filed on 1/18/18 in the amount of three hundred ninety four dollars and fifty cents (\$394.50) against the Larry Swanson Estate. The new mortgage holder Claiber Homes was notified. In addition, Dagher and Dagher, Attorney's @ Law who are handling the Swanson Estate were copied as well.

The Delullo Project was again discussed. The Delullo Car Wash is not operational yet but they're getting closer. Chad Shields as our inspector, submitted a written statement dated 1/26/18 concerning it. Chad asked that it be kept with their file as a matter of record. Chad's statement verifies the main sewer line and drains were installed correctly. Chad had stated, the lateral may not be at the desired depth. Chad advised the contractor and Mr. Delullo the owner of this. If freezing does occur in their lateral it is in no way the fault of FTSA.

There was no additional information on the Timax inquiry from last month. Per Jerry that area of the highway is zoned commercial not industrial.

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Tom Holleran of HRG presented their Engineer's Report for this evening. Tom told members he had met with the operators at the plant today. Tom viewed our plant operation and also parts of the collection system. This included the Pontzer Lift Station which will be assessed in the near future for revamping. Smith & Loveless, the manufacturer will be contacted for their involvement in this.

The revised GIS map will be forthcoming. There hasn't been anything additional on the NPDES renewal. Work has begun on the 2017 Chapter 94 Report.

Member Mike Kamandulis has asked if it is expensive to add additional information to the GIS map? Tom indicated we can look at the final and what the costs would be for additional information.

The 2017 Audit was done on 2/8 and 2/9/18 by Callari and Meholick. The audit report will follow upon completion.

PA Rural Water Annual Conference was discussed. It is to be held March 20-23, 2018 @ the Penn Stater Conference in St. College, PA. There was discussion on the courses offered. Mike Kamandulis indicated he may be interested in attending. If any members are interested in attending there is an early bird registration rate for the conference and you may pick and choose by the day. Russ Braun moved if any member is interested in attending they may do so, seconded by Rudy Pollino, motion carried.

Tom also mentioned that the PA Municipal Authorities Association has a worthwhile course for new members. Juli informed Tom our Authority had once belonged but we only have kept our annual membership up with PA Rural Water because we utilized it the most. Dwight Hoare the manager of St. Mary's Water is the Chair for this organization.

The *BILLS* were approved for payment and paid with Check #2072 to Check # 2112 in the amount of forty seven thousand five hundred thirty seven dollars and sixty four cents (\$47,537.64), as moved by Ken Huey, seconded by Michael Kamandulis, motion carried.

Employee overtime hours were presented for the month.

The January Fee Statement for the solicitor was received. A credit balance of -\$799.64 exists. This month the charges against our credit was for the filing of the Larry Swanson Estate lien. Two hundred dollars (\$200) is included in the lien filing costs for legal expenses.

Bills-In-Arrears Reports for the 12/24/17 and 1/24/18 cycles were discussed. The 1/24<sup>th</sup> billing fell due on 2/8/18. Twenty five (25) delinquency letters were written to customers on 1/18/18.

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Delinquent Accounts Continued:

Four thousand four hundred forty two dollars and five cents (\$4,442.05) was owed. As of today, three thousand eight hundred twenty seven dollars and twelve cents (\$3,827.12) has been paid to date. Three (3) accounts remain unpaid. Three (3) additional accounts only made partial payments. These accounts will be posted for shut off if the delinquent amounts remain unpaid.

A check was returned for insufficient funds by the bank for the Gary Gahr account known as #2555. The situation has been corrected as his delinquency in the amount of two hundred sixty eight dollars and ninety five cents (\$268.95) was paid in full in cash as requested.

A check was returned for insufficient funds by the bank for the Christopher Lion account known as #3405. The residence will be re-posted for water shut off. They currently owe the Authority two hundred seventy dollars and sixteen cents (\$270.16). It has also been requested that only a cash payment be accepted.

Both of these accounts had received a shut off notice followed by payment that was then returned for insufficient funds. Shut off action will be taken if the Lion account is left unpaid.

A letter dated 2/14/18 was written to Ron Wildfire (#7505). Mr. Wildfire had a fire at his residence in August of last summer. The account had a four (4) month credit on it as he had paid for all of 2017. Mr. Wildfire requested that be reimbursed to him at the time of the fire. FTSA did so in September of 2017. The water was only off temporarily at 114 Cherry Road per the St. Mary's Water Authority personnel. Mr. Wildfire's water account showed it was active and had usage under a construction and remodeling rate an estimated two thousand (2,000) gals. of water for the quarters ending both 10/31/17 and 12/31/17. FTSA's policy is if the water account is active we bill. Mr. Wildfire will be back billed from October 2017 to February 2018 in the amount of two hundred fifty seven dollars (\$257.00).

A copy of the final approved 2018 Budget as done in our QuickBooks program was provided to members for their review.

Any annual Ethics forms that have not been returned by members are reminded to please do so.

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

As there was no other business to be discussed the meeting adjourned @ 6:30 p.m., as moved by Mike Kamandulis, seconded by Russ Braun, motion carried.

