

FOX TOWNSHIP SEWER AUTHORITY **BUDGET 2021** MEETING
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MEMBERS IN ATTENDANCE: Russ Braun, Carole Harshbarger, Ken Huey, Michael Kamandulis, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman. **OTHERS PRESENT:** Tom Holleran, HRG Engineering, Chad Shields, Shawn Zimmerman, Wastewater Treatment Plant Operators and Juli A. H. Schlimm, Authority Clerk.

The Fox Township Sewer Authority held a **Budget** meeting @ 5:00 p.m.

The first item for review was an **Accounts Report** that shows what FTSA has in the bank in each account as of today. This money is not part of our annual budget. This money is our reserve and is only used if necessary. We budget only on our annual income and expenses.

Juli presented a spreadsheet that had figures per columns of the: 2020 Budget, Spent through 9/30/20, Projected through 12/31/20 and the 2021 Budget Projection. Income line items were shown. The number of taps to be projected for next year was discussed. The figure for 2021 was shown as five thousand dollars (\$5,000) or two (2) taps. Some members thought one (1) should be allocated. Jerry thought none should be as it is not a sure income. Expenses by line item were discussed.

There was also a **Quickbooks Report** through 9/30/20 provided to members. This was a reference showing where the information came from on the spreadsheet.

FTSA has had a **rate increase** every other year for many years. Last year a rate increase of one dollar (\$1.00) per EDU was planned for and approved in January 2020. The Authority can look at our overall projection for 2021 prior to deciding if rates can remain the same as last year. This would be in sequence with what we have routinely done.

There will be no increase under our **Engineering Fees** for 2021. We are still being charged on a 2019 fee schedule.

The **Legal Fees** for the year are under budget. We will be planning on budgeting three thousand five hundred dollars (\$3,500) for 2021 as we have a credit balance of sixteen hundred thirty dollars (-\$1,630) currently. This will continue to be billed on a draw down basis.

The **Insurance Package** is expected to have a four percent (4%) increase. This is modest compared to last year. The actual figures will be in before our November meeting per Scott Surra @ St. Marys Insurance Agency.

Some of the larger expense categories such as **Repairs and Maintenance** were discussed at length. Our repairs and routine maintenance costs have averaged twenty-one thousand two hundred forty-one dollars (\$21,241) over the past five (5) years annually.

Some of our larger expenditures this year will be considered as **Capital Improvements**, such as the rebuilding of the Greenbriar Drive lift station this year and the Robin Road lift station next year. Purchasing new is beneficial with less time being spent on continued repairs. These pumps are fifteen and sixteen (15-16) years old.

A summary of the Capital Improvements Fund was shared with members.

It was noted that the money budgeted last year for **bioxide** was not spent. The Operators would like to keep this line item in case it is needed. It is used for odor control. Four thousand three hundred fifty dollars (\$4,350) will remain in that category.

The **Truck Reserve** information will be presented at the November meeting. An additional four thousand dollars (\$4,000) is allocated for this purpose annually.

An additional one thousand dollars (\$1,000) will be planned for under **Testing** every other year Sludge test results need to be submitted to the landfill and state.

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The amount budgeted for **Hospitalization** was not spent as Juli's spouse did not retire and is still covered by his employer. He may retirement this coming year. He has been working from home since March with the Covid-19 situation.

Our **Hospitalization, Dental, Vision** rates remain the same for the upcoming year. Our hospitalization plan with UPMC remains the same through the end of 2021.

An Executive Session was held to discuss **wages**. It was announced the Authority employees will receive thirty-five cents (.35) hourly across the board for the upcoming year.

The Budget meeting was followed by our regular monthly meeting.