

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES 12/14/16 @ 6:00 P.M.

MEMBERS PRESENT: Cheryl Ruffner, Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis.

OTHERS PRESENT: Jason Fralick of HRG Engineering, Shawn Zimmerman, Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk. There were no visitors.

The Authority held their monthly meeting beginning with the Pledge to the Flag. Chairman Cheryl Ruffner called the meeting to order.

Brandon Mitchell of TKS Computer Solutions had talked to Cheryl and Rob Singer about interest in the Jim Nissel property on W. Theresa near Hoffman's Sports & Turf. Cheryl indicated Mr. Mitchell was to meet with Rob Monday but he still hadn't heard back from him. There was discussion on where our existing line is. The print (#19A) of the Million Dollar Hwy. area was pulled and viewed. Mr. Mitchell's secretary also called regarding development. They were given our meeting date and time and added to the agenda. Cheryl said he would have to pump to our manhole. Russ added, he would have to bore into the manhole and he would be in the PADOT right-of-way.

The Meeting Minutes of 11/09/16 were approved as written and previously distributed as moved by Russ Braun and Ken Huey, motion carried.

Jason reported he had received an update from Cory Nesbitt of Rebco. They are intending to replace the non-specified valves and it may not occur until spring depending upon delivery of those. This will be monitored and it remains under their maintenance. McDermott's Welding has now also connected as of the middle of last month.

Jason told members they began mapping for the GIS system. They should have a draft for the January meeting. Jason said he had most of the system maps. As they continue they may go through our drawings to check on changes or additions.

Nothing further on the Delullo's carwash project.

Black Earth's subdivision on Krise Road has been approved. Cheryl asked where we are at with this? Jason asked are they proposing anything besides the grinder pumps and the laterals? Eight (8) lots were approved. They will be paying for each lot individually as purchased. Shawn questioned if the pumps are private? Cheryl said yes they are. Jason said the Authority's specs recommend the E-1 pump. Juli said Black Earth already was copied with this information. Juli questioned if they still have to submit a plan illustrating the use of the E-1? Others had in the past when connecting. Members indicated the E-1 is specified within our regulations.

A letter dated 10/16/16 from Penfed was received in regard to our three (3) year Certificate maturing on 12/3/16. It has been rolled over into a share account for now until reinvestment opportunities can be researched.

Analytical testing results and the October 2016 Discharge Monitoring Report were both presented and reviewed. Industrial testing results were also included.

Sludge hauling has concluded for now. The polymer use has been decreased overall. Our digester has experienced freezing issues in the past. Cheryl asked Jason if there is anything they can do after the fact to put the air in from the bottom? Jason commented yes, a blower and diffuser racks, piping would need to be purchased and housed in a building or a self-contained units for outside use. Cheryl questioned cost? Jason guessed around fifty. Cheryl questioned would this save us in the long term? Jason said it doesn't help the treatment process. It is for the sludge management. It may not have a drastic or significant economic impact. It would make it easier in regard to maintenance. It is just adding air into the digester another way. You're replacing mechanical aeration with diffused air. Cheryl said she and Chad had discussed it. Jason further explained this is what originally was planned for to be inside a building but with budgetary cuts it was then changed. Jason said if our aerator were at the point of needing replaced then it would make sense to consider doing so. He added, it would be beneficial to our wintertime operation as it typically is shut off due to freezing. Then it must be dealt with in the spring and summer. If changed it would allow it to be maintained for normal operations in the digester throughout the year. Ken questioned mechanically how long is it expected to last? Jason thought typically fifteen to twenty (15-20) years. This was installed in 2003 so we are close to that. Shawn said there were seals replaced recently. Carole said it would take a long time to recoup the money. Cheryl said she didn't want something to occur with it affecting our operation. Jason said this isn't part of our forward flow process. It has nothing to do with the water coming in and going through our plant and discharging. These are the solids coming from our biological process. This shouldn't have a direct impact on our discharge requirements. It isn't as problematic as when we had the clarifier issues.

Cheryl said Chad and Shawn got a new type of cell phones. They're called go phones. This will save the Authority thirty six dollars (\$36) month. She appreciates this savings.

The Greg Benini inspection installation was done by G.T. Belsole of Bucktail Excavators last month. Due to it not being inspected Chad went with him when the installation was viewed by camera. Cheryl said she will create an affidavit for Mr. Belsole to sign off on. This is covering all bases. He is willing to sign off on it. His workmanship is always good this just verifies it.

The Jerome Anders lateral installation that was discussed last month and was again the topic. Cheryl shared a schematic of what he intends on doing. Mr. Anders is going to build off the

front of his trailer now with the connection being underneath it. Cheryl told Rob wherever it comes out of the trailer it must be covered. Jason asked if there was a house located where this is intended to be connected. Cheryl said there was. The original lateral had gone into the houses basement. This is no longer there. The basement was above the ground. There was to be six and a half feet (6.5") of lateral exposed in the trailer connection. Mr. Anders was told he has to get as much coverage as possible. Mr. Anders now has decided he will add on to the trailer and insulate the connection if any part of it is exposed. Cheryl went out and took pictures.

The auto dialer at the Greenbriar lift station was inactivated by Chad. He said it was not needed as it is a smaller pump. There is one on the pump station before and after this location. Shawn said it serves a small area and the operators check it daily. Carole questioned why it was installed then? Shawn said it's on all the newer ones. Jason said they were put on because of their remoteness in regard to the location of the plant. We can't assume the neighbors are always going to call if a problem occurs. Jason questioned how many houses are on that one? Shawn said probably twenty (20). Cheryl said it can always be put back on if there is a problem. Cheryl announced the savings by inactivating this is four hundred forty five dollars and sixty eight cents (\$445.68) annually. Cheryl told members Chad in making the changes with the cell phones and the Greenbriar's autodialer disconnection has paid for his hourly forty cent (.40) increase this year. Carole said there is still quite a difference in the Authority and Township wages. Cheryl stated "We are getting there".

The preliminary budget 2017 figures were changed to include the forty cent (.40) hourly wage increase. The testing was increased to nine thousand (\$9,000). FTSA is anticipating a positive cash flow of ten thousand two hundred fourteen dollars (\$10,214.00) for 2017. Things have really gotten turned around the last couple years per Cheryl.

With the Gatto's apartment building burning down we have lost three (3) service fees today. Jason asked how many taps were added in 2016? Cheryl said seven (7) three (3) of them were commercial. Coming up for 2017 we will have Delullo's carwash and Carl Hanes plus two (2) more residential in Centerville.

Cheryl called for a motion to accept the proposed 2017 Budget. Carole Harshbarger moved to approve it as updated and presented, Mike Kamandulis seconded the motion, which carried. It will be advertised for review.

We are receiving calls from Integrity Energy concerning renewing our contract with them. It isn't up for almost a year but they are trying to lock us in. The quote they gave us was 5.58% Cheryl feels she can do better than this.

The Community Nurses had been willed what had been the Jerome Auman property @ 105 Freedom Road several years ago. At that time the rate was changed to non-residential. We were contacted a month ago by a person living there named Jill Zelinski who informed us that she is renting off of the Community Nurses but that it is now currently a residence. We were not made aware that the Community Nurses had changed its use or were renting it out. Mrs. Zelinski is asking for consideration for a reimbursement of the difference between the residential and non-residential rates or fourteen (14) months @ twelve dollars or one hundred sixty eight dollars (\$168.00). Carole said instead of a refund a credit to her account would be the way to handle it. Russ questioned why it was changed. Carole thought they had used it as an entity not a house after it was given to them. Russ asked if the occupancy had ever changed. Juli said she thought it had initially when we were contacted. We are unsure of when they began renting it out. Russ asked if the Zoning changed. Jason thought zoning runs with the property not the use. We weren't notified of a change in use since they initially had called at the time they inherited the property. Juli said she would have to research the records from when it was inherited. Carole thought Community Nurses literally at one point had operated there. Cheryl thought this credit is reasonable but nothing further back as they hadn't informed us.

The BILLS were approved for payment and paid with Check #1577 through Check #1616 in the amount of forty two thousand one hundred thirty seven dollars and eighty six cents (\$42,137.86) as moved by Carole Harshbarger, seconded by Russ Braun, motion carried.

Monthly overtime hours were presented.

The Bills-In-Arrears Report was presented for review.

Customer billing delinquency letters were sent out to those reaching three (3) months of delinquency. The due date for this cycle ended 12/9/16. There are a significant amount this time but not unusual around Christmastime.

The November fee statement for the solicitor carries a credit balance of two thousand two hundred twenty five dollars (-\$2,225.00) as of 12/1/16.

PA Rural Water Annual Conference and hotel reservations were made for Shawn to attend as he is due for credits this year. It will be held in St. College from 3/28 – 3/31/17.

St. Mary's Insurance policy renewal on our overall coverage has increased in the amount of four hundred twenty three dollars (\$423.00) for 2017.

The NEXT MEETING DATE is: **Wednesday, January 11, 2017 @ 6:00 p.m.** It will be our re-organizational meeting.

Rose Ann Kronenwetter called today in regard to the Helpmates building that is also known as the Guardian Angels Center next to the school. They had recently changed their billing from Helpmates @ a Ridgway Post Office box to Guardian Angels @ a Kersey Post Office box. Mrs. Kronenwetter indicated because of these address changes they didn't receive their sewer bill for the past two months on time. Mrs. Kronenwetter said the Guardian Angels are a 501 3C non-profit agency. Because of being non-profit she was asking for the board to consider credited their penalty charges. The amount of the penalty is thirteen dollars and twenty cents (\$13.20). She also has requested that the bill now be sent directly to her home street address. They have always paid on time prior to this. Carole said there has been a change in their business structure. There was discussion on past situations and circumstances and how billing is handled. The Authority has not done this in the past. There have been different terms extended but not credit granted for penalties incurred. Carole gave the board some general information on the children that have been helped by this organization if qualified. This would be a one-time adjustment since they are non-profit. This would be considered a special exception.

As there was no other business to be discussed the meeting adjourned @ 6:50 p.m.