

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES 1/11/17 @ 6:00 P.M.

Members Present: Cheryl Ruffner, Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis, Rudy Pollino and Jerry Zimmerman, Jr.

Others Present: Jason Fralick of HRG Engineering and Juli A. H. Schlimm, Authority Clerk.

The Fox Township Sewer Authority began the meeting with the annual Re-organizational election of board officers kept the same as the slate for 2016. Cheryl Ruffner, Chairperson, Jerry Zimmerman, Jr., Vice Chair, Rudy Pollino, Treasurer and Russ Braun, Secretary as moved to do so by Carole Harshbarger, seconded by Mike Kamandulis, all were in favor, motion carried.

HRG Engineering was re-appointed as our engineering firm and James Devittorio as our attorney and solicitor for 2017 as moved by Ken Huey, seconded by Rudy Pollino, all were in favor, motion carried.

Regular meetings set as the second Wednesday of each month @ 6:00 p.m.

Employee Holidays and Vacation remain the same as outlined in the Personnel Policy. Carole asked if the holidays were the same as the Township's? Cheryl said all except New Year's Eve if it falls on a weekday the Authority employees are paid for it.

Employee overtime is named as anything over forty (40) hours earned weekly.

Wages: forty cents (.40) per hour was given across the board to all FTSA employees for 2017.

The annual mileage rate was set at the IRS rate of .53.5 cents per mile. This has decreased the past two (2) years.

The bank depositories and newspaper for all public notices remain the same.

All of these items were approved as moved by Russ Braun and seconded by Mike Kamandulis, all members were in agreement, motion carried.

Juli Schlimm, Authority Clerk was re-appointed Open Records Officer. The solicitor had recommended a back-up person be named to this position based upon availability and response time constraints. Russ Braun interjected that the chairperson should be that secondary person. Carole Harshbarger moved that in Juli's absence the chair of the board be that secondary person, the motion was seconded by Rudy Pollino, all were in favor, motion carried.

The 12/14/16 Meeting Minutes were approved as written and were previously distributed as moved by Russ Braun, seconded by Ken Huey, motion carried.

Jason thanked the board for his firm's re-appointment. The terms with HRG Engineering remain the same as 2016.

There is a new updated format with HRG's Engineer's Report. Anything that required board action on each topic of discussion was separated out. Other clients liked the report as well.

A preliminary set of the GIS System Mapping was shared with members. The members viewed and discussed these immediately following the meeting. Three (3) sets were provided. Jason was looking for feedback from the operators or others so they can continue with this. Jason explained with the scale of the mapping you aren't going to be able to locate individual manholes. This is from paper mapping. It is not from surveyed work. It could be added if the Authority choose to do so. This is inventorying the system as a whole. It can be used as a tool. Some systems add all the detail with manholes, etc. but Jason said it depends on what your intended use is. The GIS information is digitized as PDF's. They can be made available on a flash drive for use.

Cheryl said a couple years ago Rob Singer took our summer intern around to evaluate the condition of each manhole then it was scored or ranked according to the condition it was in and if repairs were needed. This is why the Authority actually then was able to locate the ones in the poorest shape and have them repaired. Jason said this information could be added to the GIS project.

Jason said the older sewer maps that are in poor condition have been scanned if the existing ones need replaced they could do so.

Jason suggested the Authority do a follow up with Micale's again on the request for "as built" plans for Phase II (Oak Street) of the Centerville Subdivision. Juli said it was discussed with Tony Micale at least twice but not recently and to date nothing further has happened. The adjoining property owner has called a few times asking the status as they were interested in developing eight (8) additional lots. Juli said she could send another reminder letter.

The 2017 Budget was advertised for review and approval.

There was nothing further on the Delullo's Carwash or Black Earth projects.

Cheryl said as part of our discussion last month we had talked about the Community Nurses building that had been Jerome Auman's but was willed to them a number of years ago. We had been contacted by the person currently residing there asking for an adjustment on the rate since it was a residence now. The board agreed to give credit between the business and residential rates for the past fourteen months. Cheryl inquired with her hospital connections and was told originally it was intended to be an Adult Day Care center. It later changed use but we were never informed.

The Analytical testing results and the November 2016 Discharge Monitoring Reports were discussed. The Industrial testing results were ok per Cheryl. She had talked to Chad about them. Chad's mother has been ill that is why he isn't here.

Jason mentioned there were comments from the lab regarding the chain of custody etc. regarding some of the samples. It was on 12/29/16. Jason asked if we still were delivering our samples? Juli said that we do. Jason suggested the operators make certain the forms are completed properly. Cheryl said Shawn usually delivers it. Make sure items are correct administratively so it doesn't cause any permit issues. Jason said he never noticed anything like this before in the results. Cheryl will ask the operators tomorrow.

Sludge hauling has declined seasonally. There were 9.15 tons for the month of December. The total tonnage for 2016 was 237.60. It will be down for the 2017.

There was nothing new or additional for the Jerome Anders lateral installation @ 223 Dagus Mines Road. What had been discussed last month was that he planned on adding on to eliminate the need for excessive fill.

Integrity Energy provided us with the same information they gave us on 12/15/16 with a renewal rate of 5.58% which is only good for today. We have an existing contract with them this is the only reason they were able to offer us this rate. The current contract runs out in December of 2017. Rates have supposedly gone up twice during this month.

Cheryl asked if Ken deals with anything within his business that would be helpful with the electric broker contracts. He said he didn't.

A letter dated 12/20/16 was received from Marion Johnson representing the Guardian Angels formerly known as the Helpmates organization. They are informing us that they are a non-profit agency and are only open two (2) days per month so they were asking for consideration on waiving their service fee for the building. Comparisons were discussed to the churches in our community which pay a residential rate instead of non-residential/commercial rate giving them a reduced rate. This was approved many years ago. Cheryl told members "It's a slippery slope" when considering this request because what you do for one you must do for all. Helpmates still own the building but it is occupied and run as the Guardian Angel Center. Their purpose is to help needy families with clothing their children. The clothing is donated and then distributed according to whomever qualifies. The owner of the building when making application had filed it as being commercial. Members mentioned it could be changed to a residential rate because of being non-profit and if it changes use in the future it would be addressed. Russ questioned different types of non-profit agencies such as the local clubs would fall under the same category. Carole said they wouldn't be a 501C3 Non-Profit. Russ thought we need to categorize as some of the other Non-Profit have the ability to earn money and a profit such as the clubs that have bars.

There was further discussion that churches don't have the ability to raise money as the clubs do. They operate on donations and fundraise. Cheryl said she will do some research on how Non-Profits are classified so there is a basis that is defined. Carole said if an agency is a Non-Profit designated as 501C3 this should define it. Jason mentioned the little activity they have or extreme low water usage may be part of what defines it. A motion was made by Ken Huey, seconded by Carole Harshbarger to lower their monthly rate from the monthly business rate of sixty four dollars (\$64) to the residential rate of fifty one dollars (\$51), motion carried.

The BILLS were approved for payment and paid with Check # 1617 through Check # 1652 in the amount of fifty seven thousand nine hundred eighty dollars and seventy four cents (\$57,980.74) as moved by Jerry Zimmerman, Jr., seconded by Rudy Pollino, motion carried. Costs that were included this month payrolls, taxes, insurance, our loan, repairs, uniforms, supplies, our engineering retainer and partial cost of the GIS project. The annual pension benefits were also paid.

Monthly overtime hours were presented.

The December fee statement for the solicitor shows a credit balance of two thousand one hundred sixty five dollars (\$-2,165.00).

The Bills-In-Arrears Report was incomplete. Thirty three (33) letters were sent out to delinquent accounts for the 12/24/16 billing cycle due on 1/8/17. Six (6) remain unpaid. Two (2) were partially paid. \$5,656.69 was collected.

The delinquent account #2970 for John Reed @ 165 Dagus Mines Road was sent a delinquency letter in October and was posted for shut off on 12/1/16. St. Mary's Water attempted to take the shut off action on 12/20/16 but there was a problem with the curb box. It will need to be repaired in the spring. The last payment received from Reed was on 8/12/16. A lien can be filed in February per policy.

We had forwarded the most recent bill for the delinquent account #2524 for the Larry Swanson Estate @ 407 Main Street to Dagher and Dagher, Attorneys @ Law. We received a letter dated 1/4/17 from their law firm on this matter. They suggested FTSA contact the mortgage company regarding the arrears. Authority members discussed filing a lien against the property for the amount owed. Solicitor Devittoiro will be contacted. The water is still on and his girlfriend still is residing there.

Lee Reider property owner @ 119 Fern Lane has just had his tenants move out. He paid their delinquent amount owed. The trailer is vacant and need some repair work done but he isn't happy about paying the service fee if unoccupied. Cheryl said she too as an owner of rentals has a vacant one currently on Main Street that she's paying for. Jerry said yes and he does too. Juli explained that we bill regardless by policy unless the water is off.

THE NEXT MEETING DATE is: **Wednesday, February 8, 2017 @ 6:00 p.m.** As there was no other business to be discussed the meeting adjourned @ 6:40 p.m., as moved by Russ Braun, seconded by Mike Kamandulis, all were in favor, motion carried.