

FOX TOWNSHIP SEWER AUTHORITY MINUTES
JANUARY 9, 2019

Members Present: Russ Braun, Ken Huey, Michael Kamandulis, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman, Jr. Others Present: Chad Shields, Wastewater Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk.

Visitors were: Jim Nissel and Shawn Sheeley Sr. and Jr.

The Meeting was called to order followed by the Pledge to the Flag.

The **Annual Reorganizational** segment of the meeting was conducted as the first order of business. Michael Kamandulis moved that Jerry Zimmerman, Jr., remain as Chairman of the board, seconded by Rudy Pollino, motion carried.

Rudy Pollino moved that Russ Braun remain Vice-Chairman, seconded by Michael Kamandulis, motion carried.

Russ Braun moved that Rudy Pollino remain as Treasurer, seconded by Ken Huey, motion carried.

John (Pat) Minard moved that Carole Harshbarger continue in the Secretary position, seconded by Russ Braun, motion carried.

Russ Braun moved to retain HRG Engineering as our engineering firm, seconded by Michael Kamandulis, motion carried.

Russ Braun moved to retain James Devittorio as our board solicitor, seconded by Rudy Pollino, motion carried.

The Authority will meet the second Wednesday of each month @ 6:00 p.m., at the Fox Twp. Municipal Building.

Employee Holidays remain the same as in prior years and referenced in our Personnel Policy. Members received a listing of the holidays.

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

Employee wages increased by thirty five cents (.35) hourly across the board. This was approved within the 2019 Budget.

Employee Vacation remains the same as outlined in the Personnel Policy. Members received this information.

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RE-ORGANIZATIONAL CONTINUED:

The annual mileage rate per the IRS for 2019 was set @ the rate of fifty eight cents (.58) per mile.

John (Pat) Minard moved that Juli Schlimm remain in the capacity of the Open Records Officer, seconded by Rudy Pollino, motion carried.

Jim Nissel was present checking on the status of the submittal of the Component #3 form and paperwork as prepared by his consultant, Harry Carr. Juli told Mr. Nissel she had been in contact with Mr. Carr on 10/2/18 and not again until 01/02/19. Mr. Carr brought the forms for the Authority to complete, there is also a section for the Twp. and County Planning to complete before it goes back to the Township for their February meeting. It will then be forwarded to DEP. Russ Braun also mentioned that the County Planning doesn't meet on a monthly basis. Russ said it isn't that frequent. Russ thought perhaps every other month. Russ suggested Mr. Nissel call Jodi Foster at Elk County Planning to check when they meet. Juli shared the map of the private extension for one (1) lot with the board. Juli already wrote a capacity letter for the submittal as well.

The **Sheeley's** were recognized next. They presented maps of an existing private six 6" sewer line that Shawn, Sr. and his brother Matt are connected to. This is located off of Sheeley Road and was done in 2007. Members said it is large enough for them to connect to if they choose to do so. They also presented a map of the Ron Krise connection on Gahr Road across from the Wastewater Treatment Plant. Jerry stated Shawn, Sr. and Matt's is a private sewer line. Ronnie's was actually taken over by the Authority. Both would be gravity connections. Shawn, Jr. will be doing a subdivision of a lot from land that is now owned by his grandfather. He is looking at both locations. Both are being considered. Russ told them they will have to see Kathy Dowie about doing a subdivision plan. Our board will require after he decides what location a surveyed map like the previous plans showing the intended connection. It will be reviewed for approval. The existing maps were shared with the members. Russ said Juli will have to submit the DEP Planning postcard mailer. Juli will prepare a capacity letter indicating we have capacity to serve the additional lot. The location will have to be decided upon prior to the mailer being done. Shawn, Jr. will have to pay a tap on and inspection fee.

The meeting **Minutes of 12/12/18** were approved as written and were previously sent, as moved by John (Pat) Minard, seconded by Russ Braun, motion carried.

There was no **HRG** Engineering report at this time.

Russ did ask the status of the **GIS mapping** revisions? Chad said after we received some of the hard copies there were still revisions to be made. The status will be checked.

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There were problems again with the **Rebco line** on 12/13/18. Repairs were made on 12/17/18. There was discussion on a shop rag attributing to it being plugged. Chad now plans on using a tanker quarterly on the line for preventative reasons. Chad said the cleaning caused a problem for McDermott's valve to their pump. Chad told them to submit a bill to us for the replacement. Juli said we never received anything.

Analytical Services, Inc. (ASI) **testing results** were presented for the month. The November 2018 **Discharge Monitoring Report (DMR)** was also presented. No sludge was hauled in November. On-going testing for our NPDES permit renewal are being done. There was also discussion on recent flows.

The **Verizon** store opened this past weekend. It was noted there is no left turn going south out of the parking lot.

There was nothing further on **Ray Krise Jr.'s** trailer court project. Ray has recently also purchased the Kersey Eagles building. A person who handled the Eagles account had informed us of this. The water is currently off so there is no sewer bill at this time.

There was nothing further at this time with the **Gutowski land** or future dental office plans.

We had received a telephone call right after our last meeting in regard to **P & P Real Estate Holdings (Quality 1st Machining)**. They indicated they would be paying the tap fee of two (2) EDU or the cost of five thousand seventy five dollars (\$5,075) including the inspection fee. We haven't received anything further.

The Township approval was given on the **Ethel Benini** Subdivision. DEP approval was also received on 12/20/18.

The **Gas Meter repair by Drager** was again discussed. This project has experienced delays all along. Chad said he will be making calls to other sewer plants in our area to ask who they use for their gas systems. We haven't made any progress for this repair through them. Drager is the company that did the installation but the quotes keep changing. Chad explained the HVAC system is tied into this panel. When the gas meter isn't working either is the heat or exhaust in the building. The gas is staying in there. The only thing they could do at this time is unhook the wiring and run the exhaust fan separately. They would have to use their own electrical heater. The entire repair hasn't been impressive. Elco can do the electrical wiring as they have done the electrical work at the landfill as well. Chad asked Rudy to find out who does the landfill utilize on their gas systems.

Members Russ Braun and Ken Huey terms expired as of 12/31/18. They have agreed to serve again and were re-appointed to another term on the board.

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There was discussion on an advertisement Ridgway Township Municipal Authority ran on a **truck** they were selling.

The Bills were approved for Payment and Paid with Check #2447 through Check#2481 in the amount of fifty two thousand eight hundred forty dollars and seventy cents (\$52,840.70). In addition, a one hundred thousand dollar (\$100,000) transfer from our CNB checking account to our CNB savings account as moved by Russ Braun, seconded by Rudy Pollino, motion carried.

Chad told the board we will have some **upcoming repairs & maintenance expenses** this year, with changing the air release valve on Main Street near 318 Main and the Pontzer Lift Station.

Monthly overtime hours were presented.

Solicitor Devittorio's December Fee Statement was reviewed as received on 1/2/19. The Authority has a remaining credit balance of two thousand nine hundred sixty two dollars and forty four cents (\$-2,962.44). There was no cost to the Authority for December 2018.

The Bills-In-Arrears Report that fell due on 12/9/18 had four (4) outstanding properties that were posted for water shut off action. Only one (1) account remains unpaid #2830 for the amount of four hundred thirty five dollars and seventy four cents (\$435.74). Juli received a telephone call from the customer indicting the delinquent amount would be paid on 1/11/19 to avoid lien action as was discussed last month.

The Bills-In-Arrears Report that fell due yesterday, 1/8/19 is incomplete as payments post marked as of yesterday, will still be included in the tally for the month. At this time there are five (5) outstanding accounts and one (1) partial pay for delinquent accounts. The amount outstanding is one thousand one hundred forty dollars and twenty nine cents (\$1,140.29). We will be posting the unpaid properties.

THE NEXT MEETING DATE WILL BE: WEDNESDAY, FEBRUARY 13, 2019 @ 6:00 P.M.

ADJOURNMENT: As there was no other business to be discussed the meeting adjourned @ 6:43 p.m., as moved by Rudy Pollino, seconded by Michael Kamandulis, motion carried.

