

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES JANUARY 13, 2021 – PAGE 1

MEMBERS PRESENT: Russ Braun, Michael Kamandulis, John (Pat) Minard and Rudy Pollino.

OTHERS PRESENT: Tom Holleran, of HRG Engineering, Shawn Zimmerman, Lead Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk.

VISITORS: There were no visitors.

The Authority met at 5:30 p.m. to discuss job qualifications in preparing to advertise for a secondary plant operator position. Russ mentioned forming a hiring committee to review resumes and applications. Things of importance are mechanical experience, being able to test for the state certification after six (6) months of experience and holding a CDL or willing to test for one.

Shawn told the board he is interested in staying in the Lead Operator position with the time and experience he has.

It was discussed how far away can a person live and respond to emergency or on call situations.

Russ suggested advertising online and in the Daily Press and Ridgway Record. Russ also mentioned the Township website and Facebook. Juli is to email the applications to the board members prior to the February meeting for their review.

Shawn is to be involved with the interview process. These applications will be used to choose a part time employee, as well.

THE MONTHLY MEETING was called to order by Vice-Chairman, Russ Braun, followed by the Pledge to the Flag.

THE 2021 RE-ORGANIZATIONAL SEGMENT of the meeting was held. Russ Braun moved to keep the slate of board officers the same as the prior year. The motion was seconded by John (Pat) Minard. The current positions are as follows: Jerry Zimmerman, Chairman, Russ Braun, Vice-Chairman, Rudy Pollino, Treasurer and Carole Harshbarger, Secretary.

It was moved by Russ Braun, seconded by John (Pat) Minard to re-appoint HRG Engineering for 2021, motion carried.

It was moved by Russ Braun, seconded by Michael Kamandulis to re-appoint James Devittorio, Attorney @ Law as our solicitor for 2021, motion carried.

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The monthly meetings will continue to be the second Wednesday of each month @ 6:00 p.m.

The employee Holidays will remain the same as prior years.

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

Wages: Employee wages increased by .35 per hour across the board per our 2021 Budget.

Vacation is outlined in the FTSA Personnel Policy.

The IRS annual rate for 2021 has decreased to .56 cents per mile. This is down and cent and a half from the 2020 rate.

Juli A. H. Schlimm, the Authority Clerk was re-appointed as the Open Records Officer.

CNB remains our depository.

ALL RE-ORGANIZATIONAL ITEMS were approved as moved by Russ Braun, seconded by Rudy Pollino, motion carried.

THE MEETING MINUTES of 11/12/20 were approved as written and previously distributed, as moved by John (Pat) Minard, seconded by Rudy Pollino, motion carried.

HRG ENGINEERING REPORT – Tom Holleran gave his report for the evening. DEP finally responded to the 11/13/20 FTSA's Chapter 94 Report 2019 submission. They indicated it was acceptable. Work has begun on the Chapter 94 Report for 2020. A letter dated today outlines the information that Tom will need to compile this report.

THE RAS PUMP STATION MIXER status in unchanged.

HRG is available to assist in developing **positions descriptions** for the operator position.

FIRST CHANCE GREASE TRAP – HRG is available to assist the Board in responding to this situation. Shawn has not gotten back to this since he is the only operator at this time. He will check with the owner before our next meeting. The existing grease trap was a topic of discussion back in 2015. This needs to be re-evaluated and possibly re-sized as the grease in our lift station continues to be an issue.

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ANALYTICAL TESTING RESULTS from White Oak have been received and reviewed. The October and November Discharge Monitoring Reports were also presented. Twenty-four point eighty-seven (24.87) tons of sludge were hauled in the month of November.

2019 AUDIT REPORT was distributed to members.

PERSONNEL - A 11/24/20 letter was written to past employee Chad Shields by Solicitor Devittorio, as directed by the Authority.

A 12/1/20 letter was written to past employee Chad Shields regarding insurance coverage.

A letter dated 1/11/21 was received from **DR. SHUFRAN OF BRIGHT SMILES** regarding their amalgam separator devise.

THE BILLS WERE APPROVED FOR PAYMENT AND PAID with Check # 3237 through Check #3303 in the amount of one hundred thirteen thousand five hundred forty-one dollars and sixty cents (\$113,541.60) of which two hundred twelve dollars (\$212) was reimbursable. This amount represented two (2) months in bills since the Authority had cancelled their December 2020 meeting. The bills were approved as presented as moved by John (Pat) Minard, seconded by Michael Kamandulis, motion carried.

ROBERT WOELFEL had contacted us. Rob and his sons have purchased property in the Foxhead Industrail Park. Rob inquired on connection costs. The Woelfel's current business, Universal Machine located in the old Dinsmore Welding in Dagus Mines. The Woelfel's will be building a new facility. Per Shawn they rebuild presses. Shawn met with Rob and has informed him they will need a sampling manhole. There is an existing sewer line in the area available to them. This is only in the preliminary stages of things.

CAMERON UHL our part-time help had turned in his keys around the same time that Chad Shields was finished.

OVERTIME HOURS were presented for the past two (2) months.

SOLICITOR'S MONTHLY FEE STATEMENT for November and December were reviewed as received from Solicitor Devittorio.

BAD CHECK charges were reviewed.

The **ANNUAL ETHICS** forms were given to members for completion.

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LIEN ACTION per our six (6) month policy was discussed. The **JOHN MEISER PROPERTY @ 330 Main Street** is co-owed with Martin and Libby Herbstritt. The Herbstritt's are asking for a slight delay in filing lien action. They had their lawyer contact Mr. Meiser. Mr. Meiser per their legal agreement is to pay all the utilities. I have also received phone calls from Mr. Meiser who promises to pay the delinquency. To date the past due amount for the three (3) apartments (Accounts #2190, 2191, 2192) is two thousand thirty-nine dollars and sixty-one cents (\$2,239.61). Members agreed to delay action to see if this is paid. If not, it will be filed.

CHRISTOPHER AND NIKKI LION Account #3405 @ 181 Dagus Mines Road remains delinquent. The past due amount has now reached six hundred sixty-six dollars and seventy-one cents (\$666.71). Mrs. Lion called to share that they are seeking help with this situation.

DUSTIN AND TRACEY SMITH Account #2547 @ 121 Dagus Mines Road also remains delinquent. Their past due amount is four hundred ninety-four dollars and seventy-five cents (\$494.75). They did make a partial payment of \$150 on 9/22/20.

These accounts have all reached the six (6) month lien action status. These will be all be forwarded to our solicitor within the next month. The Authority has always filed on the past due amount owed.

The reason the delinquent accounts have gotten to this point is because St. Marys Water has not taken any water shut off action during the Covid-19 crisis. We continue to send our standard shut off letters and post the properties. Most pay. A smaller percentage do not. The only leverage we have now is to file liens.

ARREARS - Twenty-three (23) delinquency letters were sent out on 12/22/20 to unpaid accounts. Two (2) remain unpaid.

THE NEXT MEETING DATE IS: WEDNESDAY, FEBRUARY 10, 2021 @ 5:30 P.M. The Authority will meet half an hour early to review job applications and resumes. Juli will email members the applications prior to the 10th.

ADJOURNMENT As there was no other business to be discussed the meeting adjourned @ 6:23 p.m.

