

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
JUNE 14, 2017 @ 6:00 P.M.

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

Others Present: Jason Fralick, HRG Engineering and Shawn Zimmerman, Wastewater Treatment Plant Operator.

Visitors attending were: Randy Gradizzi and Dave Mattiuz, Township Supervisors.

The Meeting was called to order by Vice-Chairman Jerry Zimmerman, Jr. followed by the Pledge to the Flag.

The first order of business was discussion on the latest "As Built" plan submission for Micale's Centerville received on 5/8/17. Juli said during the month Randy and Rob Singer had used this print in attempt to locate taps on Oak Street. When the original print was received the Authority only received one print that was sent onto Jason. This too, would be the print that was intended to be recorded. Juli said she made a copy of this print for our own use on the larger copier and wasn't sure if this would throw the scale off but it was shown as one inch (1") equals two hundred feet (200'). Randy indicated it was approximately one inch (1") equals one hundred foot (100'). Juli at that point notified Jason that this was in question and that it needed to be further discussed. Randy felt the scale may have been labeled incorrectly. Juli said she wanted to air on the side of caution and wait another month to make sure what was being recorded would be correct. Randy said they ended up using the original subdivision plan that showed the sewer line and tap locations. Randy also explained Tony Micale had provided Tim Wehler a shop drawing that had much more detail on it that we had ever been provided with. Jason said two (2) months ago there was discussion by the board that most of the lots have been built on at this time. The main line is in the ground and has been operational. Locating laterals is important. Jason said it is there and the Authority must decide how we move forward with this. Jason said anytime a print is copied enlarging or decreasing it can change the scale. Randy said in using the latest map he scaled where it showed where the sewer tap was. Where it was from the property pin shown on the map showed it was over two hundred feet (200'). Randy further explained the lot itself is only one hundred and some feet (100'+) wide so he knew right then it was wrong! They then used the shop drawing that Wehler had. The tap was located at what worked out to be one inch (1") equals one hundred foot (100'). Randy asked if when the map was copied was it shrunk? Randy said the large copier is set to copy as is. Juli said she ran it as is. She didn't adjust it to enlarge or decrease it. Randy said it is set for exact.

The operators had Chris Kline camera and locate the Yost tap on Hickory Street since this is our responsibility. The operators informed Tony Micale this is what they were doing and suggested he consider doing the same to locate those few remaining taps yet to be found on Oak Street. Shawn is unsure if Tony did so.

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MICALE'S CENTERVILLE CONTINUED:

Jason clarified then according to Randy the plan is correct, the scale is wrong. If you use the scale of one inch (1") equals one hundred feet (100') it would be true. The scale needs corrected. The graphic scale bar is wrong. This is the most recent "raised" sealed print. Juli said she asked Randy to attend to explain what had happened in efforts to work through this. The scale just needs to be updated. Lee Simpson probably has this print archived. Jason will contact Lee Simpson on this matter.

Jason told members they received the "As Built" plans for the REBCO Project. They were reviewed. The valves and clean out locations were tied to known reference points. Jason suggested our operators go out within the near future to "field verify" some of the things from the print to become familiar with it. The plan was stamped by the design engineer. Jason said per the solicitor the courthouse requires a raised seal on it. The drawings need to be submitted with a raised seal for recording purposes. Deiss & Halmi Engineering, Inc. indicate in their letter of 6/1/17 that all the valves have been replaced with full port valves. Jason had contacted Juli asking if there was any type of a report submitted by the inspector retained for this project. Juli said she hadn't received anything. Jason also questioned if our operators were involved or had viewed it when the replacements were done. They were not involved. Juli told members Cory Nesbit of Rebco had called today stating they have receipts for the replacement valves that were purchased. Cory said they would provide this to the Authority for documentation. Jason said that's a decision for the board if they want this. Jason said it is his recommendation everything else is in order to move forward for the deed of dedication by the Authority to take over the low pressure sewer line. There is a Water Quality Management post construction certification that needs to be signed and returned to Deiss & Halmi for DEP. Jason said a decision is needed on if the receipts are adequate as documentation on the full port valves being installed. Deiss & Halmi's Engineer says in his letter it is his understanding that the valves were replaced with the full port ones. He did not observe it. The letter is signed by this individual who is Steven R. Halmi. P.E. Russ said the responsibility falls back onto them. Jerry asked for a motion to accept the post construction certification for DEP for the project, Russ Braun moved to execute it, seconded by Rudy Pollino, motion carried, Ken Huey abstained. Carole asked if the board is going to request the valve receipts for documentation of the correction, others agreed this should be done.

Carole suggested that a file be created that if or when something is handled differently, it documents the reasoning for future reference. She was thinking of cross filing these situations per project but also making a file just for exceptions. This would be beneficial if in the future when trying to recall why something was handled in a certain manner. You may think at the time you will remember the reasoning why something was done but this would clearly keep track of why. This would also be for situations like the Benini installation done by Belsole on Hickory Street. Others may ask for future considerations on situations this file will serve to easily locate these exceptions.

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Jason said he had received a few final edits on the GIS Mapping Project. The final maps will be issued in the near future.

Jason has not received any additional plans on the Delullo Car Wash Project. There has not been anything further beyond the original submittal in March. Juli told Jason the invoice Delullo had inquired about has now been paid.

Jason told the board he did receive a copy of the June 1, 2017 letter from DEP regarding our NPDES renewal. It is due to DEP by 12/2/17. HRG will be working with the operators on getting the laboratory work done necessary for this. This will all be done in advance of the deadline.

We received a June 1, 2017 letter from Advanced Disposal on DEP's resampling, retesting and recertification requirement. Shawn shared this is for the Form #43. This will be taken to Analytical Services tomorrow. This will be done prior to the due date of 9/1/17.

Analytical test results were presented for April. The April Discharge Monitoring Report was accidentally omitted from the meeting packet. Jason did receive a copy of it via email from Chad during the month.

A 4/19/17 letter had been sent to Ray Krise, Jr., the owner of the First Chance Inn regarding the grease problems we've been experiencing in the Twp. lift station. We sent a reminder to him on 5/16/17. Ray called on 5/22/17 informing us he had purchased a seven hundred dollar (\$700) grease trap and that he would call when the installation was being done. We haven't heard anything further. There was discussion that the operators should do a follow up and touch base with him on this matter.

The Township pump station generator had mechanical problems within the past month. Repairs have been made. Shawn told members it was the voltage regulator. It is twenty eight (28) years old and had originally been at the plant. Jerry mentioned budgeting for a future replacement due to the age of it. Shawn said we need a generator on the Bauer's lift station as well. This will be added to the Budget 2018 file for things to be further discussed.

The old Chlor-a-vac unit required repairs. The cost was three thousand five hundred ninety three dollars and seventy seven cents (\$3,593.77). This was to Denora Water Technologies thru Daman-Superior. Jason asked if we still were operating with one in and one on the shelf. Shawn agreed this is the spare.

Juli told members last month Mike Stager was present at our meeting concerning obtaining the right drop for the connection for his brother's new house in Centerville. Mike was the installer. Shawn said they saddled the line. Twenty feet (20') of the line was done in schedule

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John Stager Installation Continued:

SDR 35 pipe out to the view port. The remainder of the line was done in schedule SDR 40. The piping was done and in the ground when they viewed it. Juli said the operators contacted her to get in contact with the board about if this would be acceptable. Juli said she called Cheryl but was unable to reach her and also put an email out to the board. Juli said that she only heard back via email from two (2) members indicating they were not agreeable to this. Cheryl spoke with Chad who was on site. The installation was covered as done. The reasoning was the unspecified SDR 40 was used in the portion of the connection that is the homeowners lateral. Shawn said the schedule 40 was used from the house to the inspection port. The rest was by spec the schedule 35. Juli said basically we weren't all in sync in timing with responses in communicating. Carole asked Jason his thoughts. She asked if there is a significant difference in the SDR 35 compared to the 40? Shawn said one is glued the other is gasketed. Randy added, the SDR 40 is much heavier but it has glued joints. The Authority doesn't want the glued due to failure. The gasketed can move but stays sealed. Juli added, when John Stager came into pay for his connection he was given the specs. When his brother Mike was at our May meeting he was also given a copy of our specs. They received the information. Russ said he feels this type of a situation and the approval is up to the inspector. Shawn said they were reluctant to make a decision like this without notifying the board. Russ said it either meets the rules or it doesn't. Jerry said the information in our specs was taken from universal plans across the state. Jason said there are building related things falling under the UCC then Authority standard rules and regulations & standard specifications. The Authority can specify what they want as far as pipe. Russ said standard on-lot systems specify SDR 40. He commented sometimes this is where confusion comes in with contractors. There was discussion on the UCC code coming into effect in 1999. Randy said he believes the Authority's ordinance would supersede the code if ours are to those standards or better. Jerry agreed, this is why the Authority wanted our inspectors and employees to do our own inspections. Jerry said the Authority as well charges for an inspection to be done. Russ explained this was addressed in an act when the code came out. If the Authority has separate regulations basically from the foundation out to the sewer line it is under the jurisdiction of the Authority. From the foundation into the building falls under the building inspector or the Municipality. The problem is that the builders or installers sometimes do not know the difference. Juli said yes, this is what happened with the Greg Benini installation done by G.T. Belsole. The contractors do not know the difference. Mike asked if we need to put something in writing to clarify this. Jerry said it is in our connection instructions. Juli said our inspector's names and phone numbers are on the front of the connection instructions. Juli said she also now gives both the homeowner and the contractor two (2) separate sets of instructions to try to cover all bases. There was conversation on adding additional information to our instructions so it is clear homeowners must call our inspectors. Jason said many times people don't realize that the Authority is separate from the Township. This is where confusion comes in. Members stated there are to be **no more exceptions** made for future installations. An installation is either put into our specifications or it should **not** be approved. For future installations, if it is not done properly,

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INSTALLATIONS Continued:

the contractor must be told it is to be redone according to our specs. Carole said this situation should also be added to the exceptions file.

Jason said in the future in a situation like Centerville in regard to dedication, his recommendation will be that nobody connects until the developer meets all the requirements. Everything about this project was difficult because of it. Jason said many places you cannot even sell a lot until all the requirements are done right. Randy said the Township and Authority need to work together in the future to make sure no building permits are issued until all the approvals are given by the Authority. There was additional discussion that when the Authority speaks to public sewer service being available with the issuance of a capacity letter for development, **it does NOT give an approval for connecting to our system, this is for capacity only.**

Carole Harshbarger made the motion there be no more exceptions for routine connections, Mike Kamandulis seconded this motion, which carried.

Shawn said it was discussed about locating unmarked taps in Centerville. We had talked about being responsible for Hickory Street. The taps on Oak are still under Micale's ownership. Shawn was concerned about giving contractors incorrect information since it wasn't ours. Juli had been contacted by Welcome Homes to locate a tap on Oak Street. Juli referred them to Micale's. This is why Rob Singer and Randy got involved with attempting to locate the taps as he was the installer and did the construction. The sewer line is still private on Oak at this time.

A check was received on 5/22/17 for six thousand dollars (\$6,000) from the County Act #13 money for our GIS Project. The overall cost of the project was eight thousand dollars (\$8,000).

There was a lightning strike that occurred causing damage to the generator at the plant. A claim was filed. Chad spoke to the representative from Selective on this claim. We received a check in the amount of six thousand five hundred ten dollars and forty eight cents (\$6,510.48).

The grease trap installation for the new Fox Fire Dept. building was discussed. The inspection was done for the Authority by Chad on 6/3/17.

A letter was submitted to St. Mary's Insurance regarding the cancellation of the Authority's Aetna coverage as of 7/1/17. The Authority's employees will be enrolled in the UPMC coverage as of that date.

Joanne Gahr had contacted our office on 4/24/17 regarding her son Kent's property on Robin Road. Joanne had inquired if Kent could have water in the garage for washing vehicles, etc. without having public sewer service. Verification per prior discussion on this topic is that the garage itself is **outside** the required tapping distance to our line.

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Integrity Energy has provided updated pricing information as of yesterday's date. For comparison purposes: The 12/31/16 rate was: \$0.05580/kWh, the 4/12/17 quote was \$0.05950/kWh, the most recent quote is \$0.05590/kWh. The start date will be December of 2017. Members decided to hold on this decision until closer to that date.

There has been nothing further on the Jerome Anders sewer lateral installation.

The BILLS were approved for payment and paid with Check #1784 to Check #1827 in the amount of sixty one thousand eight hundred dollars and seventy three cents (\$61,800.73), as moved by Mike Kamandulis, seconded by Carole Harshbarger, motion carried.

Employee overtime hours were presented for the month.

The May Fee Statement from Solicitor Devittorio was received dated 6/1/17 with a credit balance of seven hundred fifteen dollars and ninety one cents (-\$715.91).

All delinquencies for the 4/24/17 customer billing cycle were paid in the amount of two thousand eight hundred eighty one dollars and eighty seven cents (\$2,881.87). One (1) bad check occurred with action to follow. There were seventeen (17) delinquency letters sent out for the 5/24/17 billing cycle due by 6/8/17. The total owed was two thousand nine hundred forty dollars and thirty three cents (\$2,940.33). The total paid was two thousand four hundred thirty five dollars and thirty five cents (\$2,435.35). Three (3) accounts remain unpaid. Three (3) partial payments were made. Action will be taken.

The Bills-In-Arrears Report as of 6/9/17 was presented.

A letter was written on 6/8/17 to customer Drew Dobson regarding account #9190. Mr. Dobson wrote us a note indicating he has previously informed us he was moving in January. Juli researched her past billing records and could find no documentation of a letter, note or call of this. Mr. Dobson paid the past due amount on this account minus the penalty charges which were for ten dollars plus (10+). Juli wrote a response to him indicating she had no record of ever being informed of the change of address. She also told him so cannot waive or alter the penalty charges on the account.

The John Reed lien information was requested by Southhampton Abstract, Inc. provided on 5/30/17 for an upcoming Sheriff Sale on 8/17/17. A second notice was received on 6/9/17 from the Law Office of G. Javardian, LLC regarding the sale. Juli contacted Solicitor Devittorio's office for the exact pay off amount as of the date of the sale. The solicitor will write to them informing them of the amount due.

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We were again contacted by American Transparency of Boca Raton, FL via email regarding a Right-to-know request. They were requesting 2016 employee wages, date of hire, position/ title for each employee. The information was provided without employee social security numbers or address the same as was done before.

Next Meeting Date: **WEDNESDAY, JULY 12, 2017 @ 6:00 P.M.** As there was no other business to be discussed the meeting adjourned @ 7:05 p.m., as moved by Russ Braun, seconded by Rudy Pollino, motion carried.