

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
NOVEMBER 13, 2019
2020 BUDGET & MONTHLY MEETING @ 5:00 P.M.**

MEMBERS PRESENT: Russ Braun, Carole Harshbarger, 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. Tom Holleran of HRG joined us for our monthly meeting.

The 2019 Budgeted-Spent-To-Date Report was presented. Income and Expenses to date were discussed and reviewed by individual line items. There was also a column for the 2019 Year End Projection.

The Authority discussed their income verses expenses. Interest income is up considerably. The current amount in the Reserve accounts was also discussed. This is for the Truck Reserve and the Future Capital Expenditures accounts. A report was shared with members showing the Authority's accounts and the overall total of our money. Line items within the budget were reviewed for the 2020 projection.

Additional engineering costs were mentioned for the Act 57 Tapping Fee Study. This is what defines the parameters of what the Authority can charge when someone connects to our system. This work was quoted by HRG for a fee of seventy five hundred dollars (\$7,500). The regular four thousand dollar (\$4,000) annual retainer for engineering remains the same as does the legal retainer of two thousand five hundred (\$2,500).

Authority members discussed a rate increase for the upcoming year. The increase would be a dollar per EDU. Residential rates would go from the flat rate of \$52 to \$53/monthly. Non-Residential Business rates would go from the current of \$65/per EDU to \$66/per EDU. Jerry told members he would like to see if the Authority could afford to only increase customer rates every other year.

Members thought the financial information was hard to follow. Members requested the information be simplified for next month. Year-To-Date and the 2020 figures will be updated and presented.

The Budget session lead directly into the monthly meeting at 6:00 p.m.

Jerry suggested to members that the Authority go out for **ENGINEERING RSVP's** for price comparisons. This will be for the upcoming year. HRG is to be included in the mailing.

EXECUTIVE SESSION was called for the purpose of setting wages. Jerry Zimmerman announced the employees will receive thirty five cents (.35) per hour effective January 2020. The Township has changed their Monday after Thanksgiving holiday to a floating day of choice. This will be changed in our Personnel Policy.

VISITORS WERE: Greg and Peter Bauer. **GREG BAUER** approached the board with a new revised idea for making a connection to the public system. Greg had done an approved plan a year ago but decided not to pursue it due to cost. His new home is presently being built and he would like to connect across the street to the existing line by extended the current line adding cleanout's and a manhole. He also mentioned he has been approved for an on-lot system as well. He would prefer being on the public system. Mr. Bauer didn't feel he should be made to do a full blown plan for this route change. He already had spent five thousand dollars (\$5,000) for a plan that he cannot use. He had a lot of money

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GREG BAUER PROJECT CONTINUED: into professional costs with the engineering review and the legal fees. Mr. Bauer does not feel a Developer's Agreement is needed. He will just build the extension and turn it over to the Authority. Mr. Bauer expressed that the "Draft" agreement he had paid for with the original plan was very expensive and generic. Per Jerry a dedication for the Authority to take over the line can be done. Mr. Bauer said there is no chance for additional taps as he owns all the surrounding property.

Tom Holleran of HRG Engineering stated that Curry and Associates had prepared and submitted the previous plan. Tom suggested that the new intended plan even though a simpler route also be done by Curry. After the new profile is submitted to the Authority it will be reviewed and commented upon. This is procedurally done. Mr. Bauer said his plumber will be ready within the month to determine how he is coming out of his house to either connect to the on-lot or the public system. This will be turned around as quickly as possible after received from Curry. Greg Bauer asked in building the line extension and giving it to the Authority would a free tap be a consideration? Juli informed Mr. Bauer there has never been a free tap granted to any customer. Members agreed this is not something that has been done. Jerry Zimmerman, Jr. moved the line extension be approved contingent upon HRG's review, John (Pat) Minard, seconded the motion, which carried. Tom added, Chad will also need to review the plan.

Juli told members that Mr. Bauer in referring to the "Draft" Developer's Agreement as being generic was probably because work was stopped and halted by him bringing things to an immediate end with the first project scenario. It was not completed. Mr. Bauer requested a copy of it since he was being charged for it.

The **MINUTES of October 9, 2019** were approved as written and were previously distributed as moved by Russ Braun, seconded by Mike Kamandulis, motion carried.

Jerry told members the Township will sale their used backhoe to FTSA for the price of thirty thousand dollars (\$30,000). A new one is one hundred twenty thousand dollars (\$120,000). Jerry felt it would serves our equipment needs. He added, the tires are only six months old. It was discussed that this would be paid for out of our reserve monies. Members thought this was a good idea.

Tom Holleran of HRG Engineering presented his **ENGINEER'S REPORT**. The final **GIS Mapping** corrections are still being performed. The **Chapter 94** 2019 Discharge Monitoring Reports data has been provided by the Authority, the draft report has been started. The intent is to submit the report after our February 12, 2020 meeting.

The **SHAWN SHEELEY, JR. PROJECT** was further discussed between Solicitor Devittorio and Tom. The letter of 10/28/19 sent to Shawn, Jr. was also discussed. The deed recorded did not specify that the transaction was between Shawn Sheeley, Sr. and his brother Matthew and wife to Shawn Sheeley, Jr. Solicitor Devittorio's email of 11/7/19 was also included in members meeting correspondence. Jim's email suggested in lieu of a corrective deed the deed could be left as is. The Agreement would instead be between the Authority and Shawn Sheeley, Sr., Jr. Both would be named as Developer's. He also recommended that any monies owed by Shawn, Jr. be paid in full to FTSA before the Agreement would be executed. Members had received an email explaining this situation from Juli on 11/8/19. It was moved by Rudy Pollino, seconded by John (Pat) Minard, that both Sr. and Jr. be named in the Agreement intended to be entered into with the Authority, motion carried.

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The **GREG BAUER PROJECT** previous plan was reviewed in preparation for the discussion tonight.

Prices will be gotten on the **RAS PUMP STATION MIXER** for the December meeting. No additional tests were taken.

ANALYTICAL TESTING RESULTS were reviewed along with the **SEPTEMBER DISCHARGE MONITORING REPORT**.

DRAGER - Per Chad the gas detection system is up and running. The O2 sensor was bad.

There has been nothing further received from Steve Melillo on the **COIN LAUNDRY PROJECT**.

Chad said there is a need for a **NEW ROOF** on the office building at the plant. It is the original and leaks. He has called Aaron Yoder and left messages. Mr. Yoder hasn't gotten back to him yet. Mr. Yoder did roofing projects for the Township, the Fox Ambulance and Juli.

AUDIT QUOTE ACCEPTANCE – for the price quoted as \$4,300 for 2019, \$4,400 for both 2020 and 2021 was discussed. Rudy Pollino moved to accept this quotation, seconded by Carole Harshbarger, motion carried. A formal acceptance letter will be signed.

A letter was received from KML Law Group, P.C. and copied to Solicitor Devittorio. This correspondence is in regard to the upcoming **BURT AND MARY FINLAND SHERIFF SALE** on 11/21/19. FTSA's lien plus filing fees for the amount of five hundred sixty dollars and twenty four cents (\$560.24) has been submitted. Municipal liens are priority. We also received a letter from the Elk County Sheriff's Office on 10/23/19. The amount has been submitted to them. We expect to receive this amount.

BILLS WERE APPROVED FOR PAYMENT and paid with Check # 2777 to Check #2821 in the amount of Forty Nine thousand eight hundred twenty six dollars and twelve cents (\$49,826.12), as moved by Russ Braun, seconded by Michael Kamandulis, motion carried.

MONTHLY OVERTIME was presented for review.

SOLICITOR DEVITTORIO'S OCTOBER FEE STATEMENT credit balance as of 11/1/19 of two thousand nine hundred and forty six dollars and seventy cents (\$2,946.70). 0.9 hours were for the Sheeley Project.

Property has been posted for water shut off @ 330 Main Street for the **MEISER/HERBSTTRIT PROPERTY**. Shut off action will be taken weather permitting.

Seventeen (17) **delinquent letters** were sent out from the 10/9/19 Bills-In-Arrears Report. Two (2) accounts remain unpaid and one (1) partially paid. Unpaid properties will be posted. The current **Bills-In-Arrears Report** falling due 11/8/19 will be presented next month.

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THE NEXT MEETING DATE IS: WEDNESDAY, DECEMBER 11, 2019 @ 5:30 P.M., for further Budget 2020 preparations and the monthly meeting.

ADJOURNMENT – As there was no other business to be discussed the meeting adjourned at 6:58 p.m.