

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES  
NOVEMBER 12, 2020 PAGE 1**

**MEMBERS PRESENT:** Russ Braun, Carole Harshbarger, Ken Huey, Michael Kamandulis, and Jerry Zimmerman. **OTHERS PRESENT:** Solicitor James Devittorio, Tom Holleran, HRG Engineering, Chad Shields, Lead Plant Operator, Shawn Zimmerman, Secondary Plant Operator and Juli A. H. Schlimm, Authority Clerk.

**VISITORS PRESENT:** There were no visitors present.

Jerry Zimmerman, Chairman Called the meeting to order, followed by the Pledge to the Flag.

Jerry announced the Board held an **Executive Session** regarding **Personnel**. There were no decisions made.

Jerry announced an **Executive Session** was held for discussion with employee Chad Shields. **Chad's Verbal Resignation & Acceptance:** Chad Shields had previously asked to relinquish his **Lead** position, if this is not a consideration, he is resigning as of 12/2/20. His verbal resignation was accepted as moved by Russ Braun, seconded by Ken Huey, motion carried. Jerry told Chad if he changes his mind to let the Board know by that date.

**THE MEETING MINUTES** of 10/14/20 were approved as written and were previously distributed, as moved by Russ Braun, seconded by Carole Harshbarger, motion carried.

Tom Holleran presented **HRG's Engineer's Report** for this evening. There was nothing new on the **Chapter 94 Report submittal**. An email was sent to the N.W. Regional office of DEP on 11/10/20. HRG sent a card to Mike Keller as he was awarded the Governor's Award for his local government activity in PSATS.

HRG was contacted and have provided the Authority with **Job Descriptions**. In the future the Authority will meet with Tom to review and discuss these. It will probably be scheduled on an evening separate from a regular meeting night. The solicitor was also copied with these.

**Analytical Testing Results and the September Discharge Monitoring Report** was reviewed. Thirteen point two three (13.23) tons of sludge was hauled in October. A letter was received from ASI dated 11/9/20 regarding discontinuing their services. Mr. Sabatose requested the date of time of our next meeting. He would like to discuss terminating our services. The board felt this was a choice of the operators on if they are satisfied with the service or not.

The **Steam Jenny Repair** was not under warranty, even though it was only purchased in February. The cost of the repair was four hundred eighty-eight dollars and eighty cents (\$488.80). This bill is included with the bills to be approved tonight.

**The First Chance Grease Trap** was discussed. A letter was written to them on 9/15/20. There still has been no response to date. Juli did forward our grease trap information from 2014 to HRG on 10/28/20. This information is also included within the meeting packets for the member's review. Jerry asked if the businesses keep a record of when they clean them? Juli said years ago the Authority sent businesses letters asking them to provide that information to us. Juli said the 9/15/20 letter was sent to both the First Chance and the Fox Manor. The Manor responded immediately. The Authority asked the solicitor if he would like to write First Chance Inn a letter regarding their grease trap. The functioning and purpose of the grease trap was discussed. Something could be sent regarding the predetermination of their unit being insufficient as the existing one is inside with the placement next to their dishwasher. It was mentioned they need a concrete vault outdoors type.

**THE BILLS WERE APPROVED FOR PAYMENT AND PAID** with Check # 3204 through Check #3236 in the amount of forty-six thousand nine hundred twenty-one dollars and ninety-three cents (\$46,921.93), of that amount one hundred six dollars (\$106) was reimbursed, as moved by Russ Braun, seconded by Michael Kamandulis, motion carried.

**Overtime Hours** worked by employees since our October meeting presented.

**The October Fee Statement for Solicitor Devittorio** was received. As of 11/1/20 the Board has a credit balance on the retainer of one thousand five hundred forty-seven dollars (\$1,547.00).

**DELINQUENT ACCOUNTS** - Three (3) properties have been notified and posted for water shut off. Water shut off action was requested on these on 9/9/20. An email reminder was sent to St. Marys Water Authority on 10/23/20. Two (2) of the three (3) have reached the lien filing six-month delinquency limit per policy.

John Meiser's three accounts @ 330 Main Street total one thousand five hundred forty-seven dollars and thirty-seven cents (\$1,547.37). Christopher and Nikki Lion at 181 Dagus Mines Road, Dagus Mines, now owe five hundred two dollars and eighty-two cents (\$502.82). There have been no payments received on these since May of this year. These accounts will receive letters indicating liens will be filed if left unpaid by the next due date.

Dustin and Tracey Smith of Dagus Mines Road have made a partial payment of one hundred fifty dollars (\$150) on 9/22/20. The balance they owe is three hundred sixty dollars and seventy cents (\$360.70). They too have been turned over for shut off action.

Six (6) properties were posted from our September billing cycle. Four (4) of them have paid. One (1) made a partial payment. One (1) remains unpaid and will be turned over for shut off action as well.

**THE NEXT MEETING DATE: WEDNESDAY, DECEMBER 9, 2020 @ 6:00 P.M.**

**ADJOURNMENT:** The meeting adjourned @ 6:19 p.m., as moved by Carole Harshbarger, seconded by Russ Braun, motion carried.