

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/18/15

Those Members Present: Cheryl Ruffner, Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis and Jerry Zimmerman, Jr.

Others Attending: Jason Fralick, HRG Engineering, Aaron Kronenwetter, resident, Cory Nesbitt, REBCO, Dave Mattiuz, Twp. Supervisor, Chad Shields, Plant Operator and Juli A. H. Schlimm, Authority Clerk.

Aaron Kronenwetter was recognized first. Aaron owns property @ 382 Main St. He already has an existing home on this property but would also like to place a mobile home on the front of the property. He was inquiring if he could wye off of the existing lateral for sewer service? Juli sent to him a copy of the sewer ordinance section which states a separate connection per structure is required unless written permission is given to do otherwise. There was conversation that this is done in this way in case the property was ever subdivided and sold. It was also mentioned that there had been a home in the front of the lot that is no longer there. A separate tap would be required and a separate service fee would be charged. Aaron said he realizes that. Other things to be considered are that the main line is across Route #948 so a highway occupancy permit would have to be obtained by the Authority for him to bore for a connection. Russ commented it would be better for Aaron for this reason to consider allowing him to tie into the existing lateral. In looking at the installation schematic it appeared to be a four inch (4") lateral. Members discussed if the line would be able to handle it. Carole mentioned originally the Main Street connections were all six inch (6") line. Russ asked Jason to comment. Jason reminded members it is about consistency. The ordinance does require a separate tap. The rules and regulations provided the latitude for certain situations. If it is a four inch (4") lateral with an existing home on it from an engineering standpoint it would be better for both parties to have separate laterals. He recommended just follow your rules and regulations. Cheryl also told Aaron we'd require a schematic illustrating where the incoming trailer is intended to be located. If he decides to pursue this he would have to do a highway occupancy permit with PennDOT but the Authority would have to sign off on it. Aaron said he thinks the lateral is a four inch (4") down to the clean out. He doesn't know if it is a six inch (6") beyond that down to the road. The Main Street Project print will be checked for the size and location.

Aaron Kronenwetter request:

Aaron asked if it is a six inch (6") under the road would it be possible for him to make the new connection to this section since it is larger in size? Members said they weren't sure if it is FTSA's. These prints will have to be pulled and reviewed. If this exists the six inch (6") may go into our right-of-way. If this were the case this could then be a consideration. Chad will check the prints and if he has any pictures. This will be looked at further.

Ron Wildfire had submitted a "Right to know" form for past information relating to the Cherry Road line installation. Cheryl had contacted Jay Burke to see if they had any storm water plans on the original subdivision plans. He hasn't gotten back to us with anything.

The Meeting Minutes of 11/18/15 were approved as written and were previously distributed as moved by Russ Braun, seconded by Carole Harshbarger, motion carried.

Jason presented his report for the evening. Jason told members the DEP has issued the Part II Water Quality Management Permit for the REBCO sewer extension. The revised Final plan and the cost estimate in the form of a bid from Auman Bros. for the low pressure sewer installation was submitted to HRG for review. Jason said he and Solicitor Devittorio had a conference call regarding the project. Solicitor Devittorio's intent was to record the Developer's Agreement this week. REBCO is still in the process of securing right-of-ways. Jason asked Cory if the surety in the amount of \$220,755 had been secured? Cory said it hadn't yet but the bank was contacted. They had discussed some other type of escrow. Jason said this would be on a draw down basis. According to Cory the actual construction itself will take less than three (3) weeks in length.

Jason said he had received a sketch plan of a minor subdivision proposal relating to this. This was received from the Black Earth property owners. They're planning an eight (8) lot subdivision four (4) lots on either side of the road. This would connect to the low pressure REBCO sewer line. They are trying to coordinate their proposal with the REBCO construction. An easement is needed

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/18/15 – PG.3 REBCO CONTINUED:

from them to install the REBCO line. Cory added this isn't a problem in obtaining it. The Black Earth project has not yet obtained sewage planning approval from the state. They haven't gotten an approval by exemption or by the module process. A subdivision plan has not yet been presented or approved by the Township to this point in time. It appears to be a viable project. There are no facilities proposed as part of the Kersey Krise Rd. subdivision that would be dedicated to the Authority. This eliminates any agreements or other administrative issues. From our standpoint they need an approved subdivision and sewage planning approval. Tap on applications and fees would be required. Other than receiving these approvals it should be a simple subdivision per Cheryl. Black Earth property owners were asking about the placement of the wyes prior to the construction. They were concerned with the installation as it was thought that during the construction would be better timing. Jason said since other information is unknown like when or where the houses will be located on these lots it is probably as simple to saddle later. The REBCO line size is to be a three inch (3"). Jason said because we don't know when each wye would be utilized it is a potential leak point on a pressure line. Russ commented each connection will need a grinder pump. Jason agreed. Juli already provided E-1 grinder pump specs to them. Russ asked if the grinders are their own or if they are intended to be ours? Cheryl said no the pumps would be their own. Russ said FTSA bought the ones on the Million Dollar Highway. Jason agreed we had because that was part of that project. Jason said FTSA was giving all property owners service that is why it was handled in that way. Cheryl commented within Black Earth's subdivision anyone on the other side of the road will have to bore under the road to obtain service. Cheryl asked if they understand this? Cory said yes he thought so. Jerry mentioned that had talked to Randy Gradizzi, Roadmaster about this also. The road is blacktop. Russ asked how far back Krise Road this property is located? Jerry said 1.2 miles.

Cory had mentioned they had questions on EDU calculations so they can budget accordingly. Originally the flow module projection provided by their engineer was ten (10) EDU. Cory said from 9/30/14 to the same date this year REBCO has used

REBCO CONTINUED:

368,000 gals. of water divided by 365 days and divided by our EDU of 180/gals. the calculation is 5.6 or 6 EDU. The state EDU is 400 EDU which is much higher. Cory questioned how the calculation for the connection fee is arrived at? This is evaluated in calculating their tap on fee. Juli added businesses are re-evaluated on actual usage every six months. The rates are adjusted twice a year. Jason said the 400 gallon state EDU figure was prior to any pre water conservation devices. It also included infiltration and larger family sizes. Jason said that is why most Authorities have their own EDU figure that is used when paying tap fees.

Carole left the meeting at this point in time for another engagement.

Cory told members they are hopeful the construction can still happen this year. Cory added they know the ten (10) day notice is required to FTSA. They are working on right of ways with Quagliani and Delullo property owners. A plan "B" is also being worked on. The security for the construction is a non-issue and will be done.

The clarifier cover is being fabricated. This will be installed on 11/20. The beams will be set. Cheryl informed members they had to go with aluminum decking. When researched the snow load would have been too heavy so it was changed to this instead. The entire cover cost \$12,200. Jason said he would like photos to be taken. Jason felt that DEP should be given an update to conclude the correction action plan violations being addressed.

Jason said per discussion with Juli the back portion (Phase II area) of Centerville may have been paved. Members agreed it had. Jerry said Micale's had rejected Wehler's idea to utilize their line at this time.

A review was provided by HRG on the Dollar General Plan dated 10/1/15. They are proposing a new gravity sewer lateral to connect the store to the main line located along the north side of #948. They had proposed a four inch (4") lateral. It was suggested that it should be a six inch (6") in case usage would increase over time. A review letter was issued in response by HRG to the developer dated 10/30/15.

The GIS System Mapping can be budgeted for 2016. Jason said they can work with the Authority on whatever they would like to allocate. Cheryl asked if Jason could provide the Authority with a base line that would give us a start into this project. Jason stated \$6,000 - \$8000 probably would do a third of half of the system. He thought \$16,000 - \$18,000 range could be done over a two (2) year period for the basics in our system. This would be collecting all the points, putting it into a mapping system. Add the County GIS information.

Cheryl told members she received a letter from HRG regarding an increase for services in 2016. Jason offered to provide alternate pricing if different coverage would be a consideration. The present cost is \$3,200 being increased to \$4,000 for the upcoming year. This is the first increase since 2010. Jerry asked what the \$4,000 includes? Jason said it is all the Authority meetings. Basic consulting when there are telephone calls made by the operators or Juli and Cheryl call with any questions or concerns. This is meeting preparations and mileage as well. The annual Chapter 94 Report what is filed with the state. It is the basic service package. This is presently \$800 billed quarterly. This will increase to \$1,000 per quarter. Jerry asked what the cost is per each meeting? Jason shared that it will approximately cost \$6,500 to service our retainer this year. Russ felt the Authority should go with the \$4,000 retainer. Cheryl agreed.

Cheryl said last month we had discussed is the Authority going to require those homes within one hundred fifty feet (150') of the REBCO sewer line per the ordinance to connect to the line? Cheryl reviewed the maps and distances within the REBCO plan. She told members there is only one (1) on Brandy Camp Road. McDermott's Garage (formerly owned by a neighboring property) is within one hundred twenty five feet (125') of the line. McDermott Welding wants to connect. Rubicon is less than the one hundred fifty feet (150') from the line. All other properties are greater than the one hundred fifty foot (150') distance until Krise Road. Kathy Krise Hand is one hundred twenty five foot (125') away from the house. Per Cheryl two (2) people across the road are less than the required one hundred fifty feet (150'). They would have to go under the road to connect. Russ asked if Cheryl had done the measurements? Cheryl said she scaled off of

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/18/15 – PG. 6
REBCO LINE CONTINUED:

the print. The scale is one inch (1") equals fifty feet (50'). Cheryl said every connection will require a grinder pump installation. Member Jerry Zimmerman, Jr. made the motion for voluntary connection to the REBCO line since it is a three inch (3") line with each connection requiring a grinder pump that each property owner should be given the option if they want to connect or not, Russ Braun seconded the motion, which carried. Ken Huey abstained from the vote. Cheryl elaborated it is a private line the Authority intends to take over. Cory Nesbitt said the line is privately financed. Jason added, the reasoning for a mandatory connection ordinance is if there is public funding involved for a project. In doing so a customer base is secured. Members agreed if any property owners want to connect it would be fine but it would be optional.

The October Fee Statement was received from Solicitor Devittorio on 11/2/15. This included the NOV work per Cheryl. The reimbursable items included were: REBCO @ \$427.50 which has been paid and the Wehler's @ \$105.00).

There has been nothing further on the Joe Benini request for the property @ 121 Hickory Street.

The Burton Snyder from their Arbutus Lane account was paid in full by Northern Tier Settlement Company for the delinquent amount owed.

There is nothing further on the vet project.

The Authority didn't receive anything further from George Heigel, Jr. on his request from last month on the former carwash connection. He at this time is paying the residential rate.

Juli had spoken with Elk County Commissioner Janice Kemmer yesterday regarding the Act #13 grant submittal. We were informed we were awarded five thousand dollars (\$5,000) on our request. The Commissioner's had funding requests for two hundred fifty thousand dollars (\$250,000) in projects. This will go toward the cost of the clarifier cover. Jerry felt this money should benefit the municipality that have gas wells located in them.

The monthly Analytical Services test results for the month and the September Discharge Monitoring Report was presented.

The annual renewal application for coverage was received updated and submitted to St. Mary's Insurance Agency as signed by Cheryl.

Cheryl has been shopping again for electric rates. We are currently paying .795 cents per kilowatt. She has been pricing through Integrity Energy quoted a price of .620 kw for a two (2) year period. They were copied with all of our most recent bills. Jerry asked if we had gotten stung last time when did this? Cheryl indicated no we didn't. We had two (2) separate contracts. They were for two (2) different time periods. We had thought at one point that they were the same but after investigating it they were not. The plant was a separate contract from the lift stations. Cheryl said she doesn't think we would see anything less in cost than the .620 per kw fixed rate for the two (2) year period. It is probably a very slim chance there would be anything less expensive. If we choose to get out of the contract they take the average consumption over the remaining months within the contract the difference is our termination penalty. Cheryl has also looked at other carriers. Cheryl asked if the Authority wishes to do so? What remains the same is that our service is still provided by West Penn Power. Cheryl said the rates are based on the market. Russ Braun moved to enter into this two (2) year contract based on the information provided, Mike Kamandulis, seconded the motion, which carried.

Cheryl told members a person approached her on installing wireless modular connections for our lift stations phone service. The cost for service is twenty two dollars (\$22) monthly plus taxes. The cost of the boxes that would have to be installed on each is sixty dollars (\$60) per box. If one (1) box is gotten it can be tested to see if we would have adequate service. Jerry suggested installing it at the Fairview lift station as there is a lack of service a dead zone in that area. Cheryl used the illustration that a cell phone has a single watt of power. On Star has five (5) watts. These boxes are three (3) watts each. Chad asked who the carrier is At & t or Verizon? Cheryl said we currently pay thirty something (\$30+) monthly each for the twelve (12) lift stations. Members agreed to look into this further.

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES –11/18/15 - PG. 8

The list of BILLS TO BE APPROVED for payment were presented for review and were approved to be paid with Check # 1177 through Check # 1211 in the amount of \$65,419.83 to include the PennVEST loan, monthly hospitalization coverage, two (2) payrolls, taxes, plant supplies, repairs & maintenance and other routine bills. This figure also included our annual audit for \$4,375 and the parts for the clarifier cover in the amount of \$12,205 as moved by Jerry Zimmerman, Jr., seconded by Ken Huey, motion carried. This is why they were more than usual.

A PenFed update was given on our investments. \$11,063.89 has been earned in interest income in the past twenty two (22) months. This does not include November.

Overtime for the employees was noted for the month.

Cheryl mentioned Solicitor Devittorio's retainer has again been used up by not by FTSA but in billing for reimbursable cost in projects. This will be separated out for the budget meeting. Even though Jim does do a breakdown on each item he bills for it would be easier if the project/reimbursable ones were done on an entire separate bill instead of just a draw down basis. There was no increase proposed on the solicitor's fees for 2016.

The 2014 audit was received and sent to the required agencies. A copy was sent to PennVEST, PA Dept. of Community & Economic Development and the Fox Twp. Supervisors. There is a copy of a letter from the auditor's included in each members meeting packet.

Seminar information was routinely provided to the operators.

Chad brought up investigating what St. Mary's Water Authority has for their pension plan. According to Chad they have a municipal pension plan. Juli said the Authority has looked into this twice before but because we were an Authority we were not able to participate. Members commented that in the municipal pension plan the state matches the local funds.

Our next meeting will be the 2016 Budget meeting set for 4:30 p.m. just prior to our regular meeting on Wed., December 9, 2015.

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/18/15 – PG. 9

As there were no other business to be discussed the meeting adjourned @ 7:03 p.m. as was moved by Russ Braun, seconded by Jerry Zimmerman, Jr., motion carried.