

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES 10/12/16

MEMBERS PRESENT: Cheryl Ruffner, Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis and Jerry Zimmerman, Jr.

OTHERS PRESENT: Jason Fralick, HRG Engineering, Chad Shields, Shawn Zimmerman, Wastewater Treatment Plant Operators and Juli A. H. Schlimm, Authority Clerk.

VISITORS: Supervisor Dave Mattiuz.

The Meeting Minutes of 9/14/16 were approved as written and were previously distributed as moved by Russ Braun, seconded by Ken Huey, motion carried.

Delullo Carwash Project received DEP's approval for exemption on 8/15/16. The Alan McPherson property was now purchased by Rick Delullo. He also purchased the neighboring Dill property. The liens and arrears on this property will be settled in the sale. That amount is \$2,252.00. Russ asked what Delullo's intentions are for the extra parcel? Russ said if he plans on making the carwash bigger it would have to go back to the state for review. Cheryl said it may just be a buffer zone. We haven't gotten any additional information.

We have received nothing further on the Doug Cheatle Project.

A letter dated 9/29/16 was received from DEP regarding the Planning Module Component 3 Plan revision approved by the state for the Mowrey's Black Earth project. They have called on 10/7 and 10/11 regarding sewer plan requirements. Jason asked if they have an approved subdivision plan? They only have the approved DEP Planning Module. Jason said they need to go through the Subdivision process with the Township. As part of the requirements they need to submit a plan showing the Authority where they plan to connect and how they plan on serving the eight (8) lots. This will have to be designed and presented to us for review. It was explained to them that this review is at their cost as developer. Jerry said if they have additional questions instruct them to attend a meeting to speak with Jason. Members agreed.

Charles Poirier of 224 Dagus Mines Road has now paid his past due arrears in full in the amount of \$593.50.

Jason congratulated Fox on their grant award for the Act #13 county money in the amount of \$6,000. This submittal was done by Kathy Dowie. These funds are intended for the GIS Project. Jason asked the time line. Cheryl said last time we had to supply the county with the documentation and have it completed within a year. The Authority pays for the cost then the County actually reimburses us. The Authority approved taking \$2,000 additional cost out of our Capital Improvement Fund. It is at our cost to be later reimbursed by the County as moved by Cheryl Ruffner, seconded by Carole Harshbarger, motion carried. The agreement from the March proposal for this work was executed. This is taking the existing paper mapping compile them into the GIS System. HRG will also be using the County GIS data and information. This isn't physically locating each manhole or feature within our system. There will be some tie in points without doing a full survey. It isn't intended to be a complete 100% "As Built" of our system. It will be a good mapping and planning tool. It can also be built onto in the future. Manhole

GIS Continued:

detail and flow measurements can be added. There are no limitations. The end product will be a Geo data base file and some hard copies. Jason said there is ARC GIS viewer software that is a free download to be used for viewing. Chad asked if it is a smartphone viewer application? Members thought it is.

Jason asked if there was an update on the air release valve for the REBCO line? Chad said they're going to re-dig the line in the area closest to the manhole around the curve. There is a blockage causing issue from one clean out to the other. It is isolated to this section. It does not seem to be an air bound problem. It seems more like a physical obstruction. Jason questioned how long it was operating before it stopped flowing? Chad said probably two to three (2-3 weeks). Ken offered it was only about a week and a half before it happened the first time. Chad shared that Jerry Auman the contractor, hooked his hydroseeder to the line blowing 300 PSI into the line. The type of valve used was questioned. Chad said it was a quarter turn ball valve. Maybe the top of it isn't working? They intend to dig it up, cut it and re-do it next week with compression fittings. RebcO remains operational on a temporary bypass.

Jason said last month it was discussed on HRG preparing a proposal for a systems conditions assessment. This project may be comparable to the GIS. You can do as much or as little as you would like. This would start with the assessment of the Collection System. There seemed to be more concerns on pump station capacity issues and infiltration. This would include field visits to all the pump stations and looking at the operating conditions on each one. Look at what the pump design capacities are. Which ones appear to be approaching their load conditions? Which ones have ample capacity? Evaluate the mechanical age of each. Also do a limited look at the critical sections of the system where we have forcemain lines emptying into manholes. Would also look at hydrogen sulfide corrosion and potential for damages. Evaluate any sections known for infiltration during wet weather conditions. This would be spot checking different sections based on age of each part of our system. Consideration to be given for TV inspection monitoring and temporary flow meter installation for a length of time. The work would be done, a report will be generated and address any immediate concerns and also planning recommendations on future maintenance in the next ten (10) years. Jerry asked if this report would help FTSA for any future state permits or our annual state Chapter 94 Report? Jason agreed, this may be a basis for any future grants or funding that may be sought for this work. This would be very beneficial in planning toward an Assets Management Plan or a Capital Improvements Plan. It is an evaluation of our system based upon age. This is a good tool in planning how to budget for repairs or replacement of equipment. It also would be beneficial if someone intends on developing within a certain area that we know if the lift stations can handle such a development. If something had to be upgraded to be served it would then be partially the developer's responsibility. It is a benefit if done in conjunction with the GIS mapping. We need updated information on especially the older part of our system. The quote for this is \$7,900.00. Cheryl said the board will consider this proposal further at budget time. She does think it would be very useful to do so. Members agreed.

A motion was made to execute Resolution 2016-9-1 for the RebcO line reimbursement as was requested to be prepared by Solicitor Devittorio from last month. Jerry Zimmerman, Jr. moved to do so, Mike Kamandulis, seconded the motion, Ken Huey abstained from the vote, motion carried.

The 2015 Audit was received from Sharkey, Picirillo, Keen and Hansley on 9/29/16. This is the third and final year for this work. Letters were sent out on 9/27/16 requesting 2016 Audit quotes from Sharkey, Callari and Meholick who had done ours for the past three (3) years and also to Dave Geci and Company. The least expensive quote for the 2016 – 2018 work was noted to be Callari and Meholick bidding \$4,200 each year. Sharkey's quote was significantly higher at \$4,625 for 2016, \$4,750 for 2017 and \$4,875 for 2018. Geci declined bidding due to his work load. Jerry suggested we approach the Township asking if we have this work quoted jointly with the Twp. if there would be any additional savings to be found. Members agreed to do so.

We had contacted the solicitor in regard to Smart Procure of Deerfield Beach, Florida contacting us soliciting our purchase and financial information electronically. We were contacted by email and had previously discussed it at our past two meetings. According to the Right-to-know laws we are obligated to provide information within a certain time period. The board hadn't acted on this because it was unclear if they were legit or exactly what they wanted. There were no appeals filed for us to provide this information. If a similar inquiry happens in the future the solicitor can evaluate it and comment. Basic information can be researched at the Open Records website. If a request is made under the Open Records Law it should be turned around by the designated Open Records officer within 5 business days. The solicitor also suggested an alternate appointment in case the primary Open Records officer would be unavailable through sickness or vacation. This will be done at our reorganizational meeting for the upcoming year.

Analytical testing results and the August 2016 Discharge Monitoring Report were both presented.

Sludge hauling was discussed. The water bill will be increasing substantially because of sludge pressing. Chad said they will be pressing more steadily on a regular basis than had been previously done. They are using a lot less polymer in the treatment of the sludge so there is a financial savings @ \$700 per barrel.

Chad shared he was considering making the outer ring a digester. This is because of low flows in the wintertime when it freezes up. Jason indicated it would be cheaper to add air to the existing digester tank. He said you cannot convert the outside ring of the ditch as that is the redundancy in the biological process. He doesn't think this can be modified. Jason said they had decided on this system because of cost. They had a certain budget they were trying to stay within on design. Jason said you could add a diffused air system with bubblers on the bottom to keep the sludge healthier. Some type of a blower package. Jason said this retrofit can be looked at if this is a maintenance problem. If this were changed it may have to be re-permitted because you're changing how you're managing the sludge. It is possible and would be less challenging than trying to retrofit the ditch. The ditch wasn't designed for that purpose. Cheryl mentioned perhaps we should consider recycling our discharge water. This was talked about but not thought to be cost effective at that time. We certainly weren't pressing as much back then. City water is also used in washing the screen so this was added as well, per Jason. Chad suggested a retrofit for just the press. Chad said you could pump out of the chlorine contact tank. You could also pump out of the trough under the press with some kind of filter system. Jason said this may shorten the life in length of the press. This could be investigated further. Jason said he can pull the information that Mark Garlicki had done on the water recycling system prior to the Headworks Project.

Cell phone changes were discussed. The operators are considering a Straight Talk Plan due to the savings. Chad didn't have a chance to investigate this yet.

Cheryl said she wants to make the board aware that County Commissioner Jan Kemmer really fought for FTSA to be awarded the Act #13 money for the GIS Project. She deserves a thank you.

Matson Insurance has contacted the Authority asking if we were accepting quotes for coverage. Cheryl said they can request the information but we are not aggressively pursuing a quotes at this time unless someone on the board has a different idea and would like to. Cheryl added, our insurance rates have been steady and have not increased a lot.

Chad said Highmark used to be overly priced but since the Affordable Care Act and Obama Care Highmark is now comparable to other coverages. Our rates will be locked in until July 2017 but are anticipated to go up again.

The BILLS were approved for payment and paid with Check # 1517 through Check # 1544 in the amount of forty seven thousand seven hundred sixty four dollars and forty cents (\$47,764.40), as moved by Russ Braun, seconded by Jerry Zimmerman, Jr., motion carried. This included some larger expenses such as the annual audit cost and polymer.

Employees overtime hours were presented.

The Sept. Fee Statement for the solicitor was received on 10/3/16. \$235 was reimbursed by Rebco.

The 9/24/16 cycle of the customer billing had 31 shut off letters sent out to delinquent accounts. The bills fell due on 10/9/16. \$4,579.14 was collected. Four (4) accounts remain unpaid and two (2) accounts were partially paid. These will be posted per routine. There were two postings last month with one payment received in the amount of \$305.00. The C. Bennett garage will have action taken.

A memo was also received from Solicitor Devittorio dated 9/29/16 indicating there would be no increase in his retainer for the upcoming year. This is helpful to know for budgeting purposes.

Numerous seminar notices were received this month with information copied to the operators.

On 10/1/16 we received another letter from the PA Municipal Authorities Association (PMAA) regarding their free membership offer for the remainder of 2016.

Our next meeting date is scheduled for Wednesday, November 9, 2016 starting @ 5:00 p.m. for the 2017 Budget session immediately followed by our regular monthly meeting. This is to be advertised as such.

Russ had talked with a reporter from the Bradford Era interested in doing a story on the needle problem at our plant. This person will be meeting with the operators to view the process and report on it.

As there was no further business to be discussed the meeting adjourned @ 6:50 p.m., as moved by Jerry Zimmerman, Jr., seconded by Mike Kamandulis, all were in favor, motion carried.

