

## **FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES**

October 9, 2019

**MEMBERS PRESENT:** Russ Braun, Ken Huey, Michael Kamandulis, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman, Jr.

**OTHERS PRESENT:** Tom Holleran, Wastewater Project Manager of HRG Engineering. Shawn Zimmerman, Wastewater Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk.

**VISITORS:** *Mr. and Mrs. Steve Melillo of Coin Laundry* in DuBois, PA. The Melillo's were recognized as the first item of business.

Mr. Melillo told members they are considering buying the Stoltz building @ 1110 Million Dollar Highway. They are interested in remodeling the building to install a laundromat. They have operated at the DuBois Commons location for fifteen (15) years. They offer services that include drop off. They will do your laundry, wash and fold it! Their business is manned during operations so things are not left unattended. They are planning a similar set up and same size as their DuBois location. Shawn suggested the Melillo's contact Stoltz the current owner and have the tank (grease trap) cleaned before they purchase it. This location had formerly operated as an automotive garage.

Mr. Melillo shared that St. Mary's Water will be providing a two inch (2") tap. All other utilities are there. Jerry asked if there is a manhole for sampling there? Shawn said yes there is.

Juli had previously explained to them their usage would be monitored and evaluated monthly to begin with because of being new. Routinely all business customers are then reviewed on a semi-annual basis and their rate adjusted according to their water use. Juli explained we are copied with the St. Mary's Water records. There is an existing tap at this location that has been paid for. Juli said they will have to operate so we can evaluate the use. Russ asked if the Melillo's have an estimate of how much water they will use? Russ asked if they would be able to provide water records to us from their existing location? They said they will. Six (6) months of records will be supplied. Mr. Melillo added, there is a percentage of water that just goes out in the process. Tom Holleran added, about seventeen percent (17%). A copy of the existing building sewer schematic was provided in the meeting packets for tonight. The Melillo's asked what else would they be required to do? Members said to contact Rob Singer, Code Enforcement person for the Township. Members commented the building had been an established business before at this location. Members expressed their excitement over welcoming a new business into the community.

The **MINUTES** of September 11, 2019 were approved as written and were previously distributed as moved by Rudy Pollino, seconded by Russ Braun, motion carried.

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Tom Holleran of HRG Engineering presented his **ENGINEER'S REPORT**. Tom said he is waiting for a new sludge analysis before they can research the mixers for the **RAS** pump station at the plant. Tom asked if Shawn or Juli knew if this had been done. Tom will touch base with Chad on this. After this is done Tom will get in touch with an equipment representative and get prices on what we would like to have done. It will be brought back to the board at that point.

Tom said he had gotten additional information from both Chad and Shawn on the **GIS PROJECT**. Two of HRG's GIS people have left and have been replaced. He will be in touch with the new people before our next meeting.

**DRAGER GAS DETECTION SYSTEM** – Shawn said they are waiting for them to give us a price quote.

The **AIR RELEASE VALVE** – was repaired on 10/2/19. The invoice is included with the bills for tonight. The cost is eight hundred fifty dollars (\$850). This was to the American Hydro Vac, LLC. This was an exceptional price. We didn't even need the saddle and pipe we had gotten from Catalone's so it was returned. This was anticipated to be more expensive. The original discussion it was thought to cost around two thousand dollars (\$2,000). Going with this company there was a big savings involved.

Tom shared with members that **PA MUNICIPAL AUTHORITIES (PMAA)** will be hosting a meeting @ the Straub Brewery tomorrow with a luncheon and speaker. The cost is twenty dollars (\$20). Juli said she had emailed the information to members. Members commented they considered attending but many were unable because of the time of day. Tom said there are many advantages to belonging to PMAA.

**ANALYTICAL TEST RESULTS** were presented for the month accompanied by the **AUGUST Discharge Monitoring Report (DMR)**. We received the sludge report late for August. There were 20.53 tons of sludge hauled in August. There were 12.47 tons hauled in September.

Chad would like to bring to the board that the Plant office building is in need of a **NEW ROOF**. It is the original and needs attention. Members asked the condition of it. Shawn said the ceiling tiles are getting wet. Jerry suggested the operators tar the roof. Juli said a Mr. Aaron Yoder recently did a roof in the park for the Township and the Ambulance Garage. He also just recently put a new roof on her home. Juli said he does quality affordable work. She can provide his telephone number to Chad to get a quote. Members agreed to do so. This will be discussed further with our upcoming budget.

The **SHAWN SHEELEY, JR. PROJECT** was discussed. The land deed needs to be recorded by his attorney. This will be done upon receiving payment. Mr. Sheeley also needs to record the revised approved plan by FTSA dated: 6/18/19. Our solicitor will finalize the Developer's Agreement between us after these items are done. Juli wrote Mr. Sheeley a letter dated

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SHAWN SHEELEY, JR. PROJECT STATUS CONTINUED:

10/4/19 reminding him of what is needed yet. Mr. Sheeley has been invoiced for work to date in the amount of one thousand one hundred ten dollars and sixty cents (\$1,110.60).

**THE BURT AND MARY FINLAND** account known as #6280 @ 109 Robin Road in Kersey, PA has had a lien filed against the property in the amount of three hundred twenty seven dollars and thirty one cents (\$327.31) plus legal costs of two hundred dollars (\$200). Additional filing fees will also be added.

**THE CLINTON (JOHN) TUCKER GARAGE PROJECT** @ 125 Swede Street, Dagus Mines, PA was discussed. When we were contacted to do the pump installation inspection it was determined the pump was not an E-One (1) as is specified. The Tucker's were given two sets of pump specs. One was given to Mrs. Tucker when she paid the inspection fee. The other set was delivered by Shawn when he was at the project site in person. Mr. Tucker had also been given our connection specifications in June of 2019. After this the Tucker's decided they were not going to connect to the public line. Shawn and Chad measured the distance from the sewer line to the garage. The distance was one hundred and seventy feet (170'). The mandatory connection distance within the ordinance is one hundred fifty feet (150') from our line. Russ Braun was involved as Township Sewer Enforcement Officer as the Tucker's now plan to install a holding tank as the garage is for business purposes. They will not be connecting to the public system. They have chosen to have a holding tank instead.

**THE EDWARD ANDERSON PROJECT** @ 114 Freedom Road has been connected. The Township has issued the Occupancy Permit.

An **AUDIT QUOTE** has been received from Calliari and Meholick. As per an email of 9/25/19 the cost was listed as: 2019 for four thousand three hundred dollars (\$4,300). 2020 and 2021 are both at four thousand four hundred dollars (\$4,400) each. Juli included minutes from August 14, 2019 that had past audit cost information in them. The costs of our audits as done by Calliari and Meholick for 2016, 2017 and 2018 were each four thousand two hundred dollars (\$4,200). The 2015 audit done by Sharkey, Piccirillo, Hanzley and Keen, LLP was two thousand three hundred seventy five dollars (\$4,375) four (4) years ago. This information was shared for comparison purposes. Jerry said this information will be added to the 2020 Budget.

A capacity letter was written on 10/8/19 provided to the Fox Board of Supervisors regarding the **RICK D'AMORE PROJECT**. This project is at 1246 Million Dollar Highway. He is the nephew of the neighboring properties. The Schatz's, Schneider and Hoffman's on the Million Dollar Hwy. and Hoffman Road are his aunts and uncles. Shawn told the board he is just installing a driveway now. Juli said he had numerous ideas from building a business garage to a new home. He wasn't sure exactly where he was locating it but has access to our line either to the Million Dollar Highway or a Hoffman Road connection.

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**BILLS APPROVED FOR PAYMENT** were paid with Check #2744 to #2776 in the amount of forty six thousand one hundred thirteen dollars and twenty four cents (\$46,113.24), as moved by John (Pat) Minard, seconded by Russ Braun, motion carried.

**MONTHLY OVERTIME** was presented for review.

**SOLICITOR DEVITTORIO'S SEPTEMBER FEE STATEMENT** a credit balance of six hundred sixty seven dollars and eighty cents (-\$667.80) exists. An invoice to update the retainer was approved with the bills approved tonight in the amount of two thousand five hundred dollars (\$2,500).

**DELINQUENT ACCOUNTS:** Postings for water shut off at 330 Main Street, Kersey, PA were done for the three (3) apartment dwelling. The current amount owed is four hundred seventy nine dollars and fifty eight cents (\$479.58). John Meiser has paid the past due amount from two (2) cycles ago. The property was re-posted again on 9/30/19 for the current amount due. Shut off action will be taken weather permitting. Mr. Meiser is co-owner of the building with Marty and Libby Herbstritt.

The Christopher and Nikki Lion account #3405 at 181 Dagus Mines Road, Dagus Mines, PA have paid their past due amount owed of three hundred nineteen dollars (\$319.00). This stopped shut off action.

**THE BILLS-IN-ARREARS REPORT** as of 9/8/19 was discussed. Fifteen (15) delinquency letters were sent out. The due date for the billing period only fell due today. There are six (6) unpaid delinquent accounts at this time and one (1) that made a partial payment. Those who do not pay will have their properties posted for water shut off.

**JANICE SCHATZ** of 103 David Street known as sewer account #2609 was sent a letter on 8/6/19 requesting the balance of her delinquency. Mrs. Schatz paid the balance in the amount of one hundred forty six dollars and ninety four (\$146.94).

**KRISE** – A letter dated 9/12/19 was sent to Ray Krise, Jr. regarding a check that was returned for insufficient funds. Ray has five (5) accounts. The situation was corrected. Payment was made in full.

**THE NEXT MEETING DATE IS: WEDNESDAY, NOVEMBER 13, 2019** at 5:00 p.m. for our first 2020 Budget Meeting. Refreshments will be served. At 6:00 p.m. will be the regular meeting.

**AN EXECUTIVE SESSION** was held to discuss personnel matters.

**ADJOURNMENT** – As there was no other business to be discussed the meeting adjourned at 6:35 p.m.

