

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES

APRIL 12, 2017 @ 6:00 P.M.

Members Present: Cheryl Ruffner, Carole Harshbarger, Ken Huey, Mike Kamandulis and Rudy Pollino.

Others Present: Jason Fralick, HRG Engineering, Shawn Zimmerman, Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk.

Visitors Attending: Doug Gaffey and his contractor Jesse Nussbaum of S & T Excavating. Rick Delullo and his consultant Harry Carr of CDMS Engineering. Dave Mattiuz, Twp. Supervisor.

Harry Carr spoke first stating they had received HRG's review letter of 3/29/17. He wanted to bring up that he has an old plan that had been done by HRG at the time of the project. This original HRG plan for that area is what was intended to be installed but was changed and didn't happen. Harry said they are planning to put the manhole exactly where it is shown on that original plan. Harry's question is does he have to redraw what HRG had drawn to begin with? Jason said this original plan isn't what was installed and the Authority doesn't have evidence that we had obtained a right-of-way for that lot. Jason said the original drawing was a design drawing. We do not have an "as built" drawing for that area. Jason asked can Harry with certainty say the inverts on the original drawing are the same as what's shown on the manhole? Jason asked Harry how is he going to maintain grade from the point where he picks up? There may be sag in the line. Harry asked if Rick is responsible for doing the Authority's "as built" for this area? Jason said you are intending to build something new. This is a new facility with a proposed line extension. Jason said this is what is required and what the Authority's practices are. Jason said the Authority has to treat every situation the same. This represents an extension impacting their main line. The extension goes onto the neighboring property which is also owned by Mr. Delullo but the Authority has no right-of-way for that lot. Jason said a right-of-way couldn't be obtained or identified for that lot. Juli said she looked and we didn't obtain one. Jason elaborated if they were to pick up from the existing manhole and extend downstream or any other direction his comments would still have remained the same. He would still request the invert elevation on the manhole downstream. This is to verify there is adequate fall, etc. This is consistent practice in sewer line extensions. Harry agreed, if there were any sags in the line they would be unable to see it. Harry said if there were no "as built" plans there probably wasn't any inspection done either? Members said there had been an inspector on the extension project. Harry said they will proceed with taking care of the items on Jason's list. Cheryl said their project has been issued a building permit to build but the items within Jason's letter must be met and satisfied in order to connect to the system. Cheryl said she had talked and expressed this to Rick Dellulo. Harry also indicated that the tap fee has been paid. Rick said he has paid the \$12,700 to the Authority. Harry said he was told the Authority worked with Bambino's Restaurant when they connected to get a better deal on their tap on fee. Juli said Bambino's tap fee was based upon their state module. At that given time the Authority had a policy that after one year of being operational their actual use was then compared to the module with a reimbursement given. This practice was later discontinued.

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DELULLO CARWASH PROJECT CONTINUED:

Cheryl added, maybe even five (5) years ago. It was changed a while ago to be based on the state module figure alone. Juli continued, this wasn't just done for Bambino's this was the practice of the Authority at that time for them and whoever else was making a business connection to our system. Harry said he had heard the Authority had a special arrangement with Bambino's. Cheryl said it was not an arrangement with them. It was the Authority's practice for all business connections at that time. The state module figure anticipated a projected usage which later was evaluated with the difference reimbursed between that projection and the actual use figure after one year. This was done across the board not just for Bambino's.

Doug Gaffey was recognized presenting a grinder pump plan for a new house connection off of Fairview Road across from Robin Road on the former Dr. Hayes property. This is located in behind Phil Shefcyk's house. The intended connection was discussed at length. Jesse Nussbaum had gotten a copy of our grinder pump specs for the project some time ago. Shawn shared with members that there are two (2) manholes in that area. Jason commented they're planning to go right into the manhole on Rt. #948. The manhole is on the same side of the road as they're. Jason said he will email Mr. Nussbaum some information on a link seal core drill. It makes a better water tight seal. This is a recommended item. There is a steam crossing on the property that has all been cleared by the County Conservation office. Jason also suggested a clean out in that low point. Jason described the type of clean out. It is a two way port that was used recently on the REBCO project. Jason described you can close one side or clean it out with the pump or back flush it and not flow back into your grinder. Jason will share the details with him via email. This is for their benefit to avoid clogs. Jason asked if we have specs on low pressure sewers and grinder pumps? Juli said only for the E-1 grinder pumps.

The 3/8/17 Meeting Minutes were approved as written and were previously distributed, as moved by Rudy Pollino, seconded by Mike Kamandulis, motion carried.

Jason's Engineer's Reporting was presented. The 3/29/17 review letter on the Delullo project was already discussed.

The GIS mapping has been finished by HRG Engineering. The maps will be forwarded to us. They can also provide electronic files too.

After our March meeting Jason completed his review of Centerville's "As-Built" plan provided by the developer's engineer. Jason and Solicitor Devittorio had discussed the plan and both responded with review letters dated 3/17/17. They discussed required legal and administrative activities to be able to record the deed of dedication. Cheryl asked if the board is going to move forward with the current "As-Built" plans that we have? Jason explained that had been his discussion with Jim. Jim was very clear that the County will not record a plan without a seal

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CENTERVILLE DISCUSSION CONTINUED:

on it. The current plan dated 2/18/17 is not sealed. Jason said the Authority had discussed acceptance of the current plan in its format. The solicitor has shared the courthouse will not record it unless the plans are sealed. Carole agreed this had been discussed as being a requirement. Shawn said he is dealing with taps not being marked out as the remaining properties are being sold. Originally there were boards that marked each tap but they no longer exist. At this point there are only three (3) lots left. The discussion continued, currently one of three had been sold. According to Cheryl a second lot is pending sale and that would only leave one (1) remaining. Cheryl said Lee Simpson who did the initial plan no longer exists. Jason said Lee Simpson was bought out by GAI. They still operate out of the same office per Jason. Cheryl asked members if they are willing to lift the “freeze on taps” for the remaining three (3) lots? Juli commented this had been Attorney Devittorio’s suggestion. Cheryl said the board upon receipt of a sealed plan will accept it as the “As- Built”. Mr. Micale can then go forward with FTSA accepting it for take over. Cheryl said one of the lots has been sold and there builder called today about obtaining a permit. Juli said it’s for Frank Tamburlin and Welcome Homes is his builder. Carole said FTSA needs the raised seal on the plan and also Tony needs to mark out the taps for us. Cheryl said she would like to see the “freeze” lifted and when Tony finishes the requirements FTSA will then accept the line for take over. Cheryl called for a motion to lift the “freeze on taps” within Centerville. Rudy Pollino moved to lift the freeze on taps, seconded by Ken Huey, motion carried. Cheryl again said the Authority will proceed with the line acceptance after Tony provides a set of “As Built” plans dated 2/18/17 with a raised sealed for recording purposes. Cheryl said Tony needs to follow through and finish the requirements up so this can happen.

The Rebco Project was discussed. The valves are in and will be installed in the next couple of weeks per Ken. The contractor was waiting for the weather to be dryer. This will be finished and completed soon.

Jason shared the Chapter 94 state annual required report was submitted by the due date of 3/31/17. The flows were down this year about twenty thousand gals. (20,000) this year. There was no projected overload at the plant. The flows at the lift stations are estimated not measured. This was good news for the Ease End/Pontzer lift station. This still needs to be watched with the nearing capacity issues in 2015.

Jason commented there has been a lot of new connections and growth this year including the Delullo Project. Juli said she is holding their check and hasn’t cashed it until their approval is gotten. She had told Rick when making out the application that it would not be processed until everything was approved and finalized. Jason said the good news is we are getting new customers with plenty of capacity and the system is in decent shape. The increased taps and user fees income is a benefit to the Authority. Cheryl also mentioned the additional acreage Micale’s have within Centerville that hasn’t been developed for sale. There is a need within

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CENTERVILLE CONTINUED:

our community for acreage and building lots as there aren't many other areas that are developing.

Analytical test results and the February 2017 Discharge Monitoring Report were presented for review. According to Shawn there were no problems.

There was discussion that temporarily FTSA will have to dispose of our sludge at the McKean Co. landfill instead of Greentree. There will be no additional costs for disposal because of our agreement with Greentree. The agreement will be honored even in disposing at McKean County. There will be additional costs for hauling. Shawn said the cost will remain the same with Buerk for hauling. It was questioned for what time period? This has yet to be determined.

Cheryl made members aware of an on-going problem with the Twp. lift station across from the Township Building. She had viewed the lift station a week ago with the guys. They are having a problem with severe grease build up. Cheryl took pictures with her Ipad. She shared these pictures with the board. The grease is so heavy it appears to look like peanut butter. It is suspected that the grease may be coming from the 1st Chance Restaurant. They've had to clean this out of a weekly basis. The grease is a sludge consistency. Our records show that 1st Chance has a grease trap but there is no detail on the type or its size and capacity. That building was connected in 1982. It had done little food preparation until under the current owner's management. Jason asked if the Authority requires any users to submit any information on maintenance? Juli said yes but it is periodically not on a regular basis. Carole said the grease trap information is within the Sewer Ordinance. There was further discussion that there was large amounts of food items that were also able to be identified. It definitely isn't from just household use. Originally when it was just a bar they were at one (1) EDU of use and have increased as high as six (6) EDU. Currently they are at four (4) EDU's. That is a big change over history with increased business. Even if they have an under the sink model of grease trap every time they are washing dishes it may be too hot so it washes right down the drain. A similar situation had occurred with Corner Market because of their Deli and meat cutting process a few years ago. They installed a Watts unit. Mike Kamandulis offered that some businesses sell or recycle their grease. Juli said she is aware of a restaurant in St. Marys that does this. Rudy said it is ethanol. 1st Chance is the only commercial restaurant business on this lift station. The board agreed 1st Chance needs to be contacted about the need for their grease trap to be inspected and probably updated. A letter will be sent in efforts to resolve this situation.

There was a diagram presented for members to review. This is involving grit disposal when pumped out of the lift stations. The grit accumulates in the lift stations. This grit devise will go on top of the manhole at the plant. The grit will be raked into this boxed area and dumped into the larger dumpster at the plant for disposal. This is part of the solidification process at the landfill. Jason asked if this devise will be fabricated? Shawn said it would. Jason asked how

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GRIT DEVISE CONTINUED:

fine is the screen? Shawn said the type or size of screen has to be figured out yet. Cheryl asked if this is to be done all the time? Shawn said it could be. Jason asked what manhole is it intended to go into? Shawn said it's the manhole behind the headworks going into the plant. Jason asked if it is the upstream manhole? Shawn agreed it is. Shawn said the whole purpose is to remove the debris. Jason asked what specifically the debris is? Shawn said stone and grit. Jason asked what lift stations do they get the most from? Shawn indicated Homestead and Laurel more than any others. Shawn said some may come in viewports. They've gotten rocks, golf balls, anti-skid, 2-A limestone. Cheryl said Wal-Mart has had problems with their storm water ponds and their private lift station. Members wondered if this may attribute to it because of the location. Cheryl asked if it would be beneficial to check view ports? Shawn said they do but people continually hit them and crack them. The grit will damage our pumps long term. Jason asked what amount of grit is collected. Is it a 5 gal. bucket monthly or what amount? If a large amount there could be an open joint or a broken pipe if the bedding material is starting to wash into the pipe. Rudy said isn't it just the grit from the bottom of the lift stations? Shawn agreed it is. At the current time the debris is taken to the landfill.

Jason said he is trying to determine what the amount is. Jason said if dumped at the plant the Auger Monster should handle it. Shawn said it takes rags but not grit. Jason said it takes the floatable stuff but not the grit. Cheryl questioned the cost of having this unit fabricated? Shawn said Randy is going to make it. Jason asked if this would be used during routine hours and if it is inside of the fenced area? Shawn agreed it is. Cheryl said to bring back a cost first before having it done. Cheryl asked Jason if a settlement tank could be installed in front of the headworks? Jason said originally the upgrade included design for a screen and grit chamber that was cut out due to cost when the bids came in too high. This was in the original project and then again later again when the Headworks project was done. Jason said there was space left on the site for consideration to add a future grit chamber. Cheryl asked if it was to be housed in a separate building? Jason said he wasn't sure if it were to be housed in a building or as an outdoor piece of equipment. Normally they are aerated. There are different ways of collection. These would be prior to the headworks. He would have to check the hydraulics and depth. Right now it goes throughout all our lift stations. Jason said now it probably ends up in the oxidation ditch. Shawn said that it does. Cheryl asked how often the oxidation ditch is cleaned out. Shawn said when it is taken out of service. Cheryl asked again for Shawn to gather information on the cost before having this done.

Ron Capuano purchased lot #6 at 114 Hyatt Court. He plans on building a new home within the next month. The tap has been unable to be located through time. Shawn said he talked to Chris Kline regarding utilizing his camera to find it. Chris said he can go approximately 125' up a line. Shawn said Chris is to come out next Monday to check it out and then he would provide us with an estimate. Shawn asked if the tap really exists. Juli said it is noted in the records as being in existence. The installation was done in 1987. Juli said we have actual footages but not

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CAPUANO - HYATT COURT CONTINUED:

exact details on this particular lot. Members suggested contacting Ray Pollino as he had installed the tap. Shawn will contact Ray or Randy to check on their recollection of the installation of the line. Jason mentioned the line could be saddled. Cheryl said if it isn't located instead of wasting the money the line can be saddled. Juli will check to see who the Capuano's excavator is intended to be.

When the operators recently met with Jerome Anders on his intended installation he presented the idea of running his connection through an insulated box. Anders was told to contact an excavator familiar with making connections. The last we heard Bob Vollmer was giving him a price quote for the work.

The Debbie Meyer sewer lateral installation was finalized at 479 Main Street. This is the former Lunger property.

As per Jason's report this evening the Chapter 94 Report was submitted to the state on 3/27/17.

We have received the signed Affidavit created by Cheryl from Bucktail Excavator's owner G.T. Belsole. This was for the Greg Benini installation at 117 Hickory Street in Centerville. Kathy Dowie notarized it. This is for a two (2) year period of time. This is for documentation purposes since the installation was covered before our personnel were able to inspect it.

Cheryl said she had talked to Jason about having a more user friendly version of our Developer's Handbook. Jason said all you have to do is read it! Juli said maybe simplify it in some way. Carole suggested a reference page or outline. There is an index in it. Jason said some of the components of it are administrative and legal aspects of it. Most of the past projects have worked through our solicitor. The work is then billed to them. It is set up the way it is as you are not able to dictate to them. You have to give them the option to draft their own agreement. You may be able to shorten it but the information that is included in it applies to the process itself. For example: Rebco's engineer didn't have any problem using the Developer's Handbook. It isn't always as smooth. Even a one (1) page outline on steps to be followed when developing. Step 1 – State Planning Module, Step 2 – Submit plans, etc. Juli said it would be helpful and beneficial even if in addition to the handbook.

We received a letter dated 3/24/17 from Aetna our current coverage will not be offered to our group for hospitalization as of 7/1/17. Cheryl said we can choose another plan through Aetna or look at other coverages. She will give Scott names, birthdates, etc. for employees and their families. Carole said there are many coverages to be considered. Cheryl said Kathy Dowie is presently checking into something with the Township Association. Scott will quote too.

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AETNA CHANGES CONTINUED:

Cheryl said they will collect information and next month time will be devoted to discussing it prior to any changes. This has to be done and acted on by June per Cheryl.

The BILLS were approved for payment and paid with Check #1717 to Check # 1750 in the amount of forty eight thousand four hundred fifty dollars and ninety five cents (\$48,450.95) as moved by Rudy Pollino, seconded by Carole Harshbarger, motion carried.

Monthly overtime was presented.

The March Fee Statement from the solicitor was received on 4/3/17. A credit balance of one thousand seventy five dollars and ninety one cents (-\$1,075.91) remains. Two hundred eighty five (\$285.00) this month is reimbursable from Micale's for legal. The same applies to the HRG bill. Seven hundred and forty dollars and fifty three cents (\$740.53) of their bill is reimbursable from projects. This would be for both Delullo and Micale's.

A letter dated 3/28/17 was received from the solicitor regarding the Larry Swanson Estate Lien satisfaction. Five hundred fifty dollars and thirteen cents (\$550.13) was received from Citi Mortgage. The lien has been satisfied.

Eighteen (18) delinquency letters were sent out for the 3/24/17 billing cycle. Three thousand two hundred fifty nine dollars and twenty eight cents (\$3259.28) is owed. There were three (3) unpaid accounts that will be posted for shut off. The Bills-In-Arrears Report was presented.

The George Heigel, Jr. former Kersey Carwash account delinquency was paid in full. They had contacted us some time ago as this had been converted from a business to just a garage and the rate was changed to a residential rate. They had considered taking the water out of the garage completely but this hasn't happened to date as was recently verified with St. Mary's Water.

Ed Anderson was written a letter on 3/21/17 concerning numerous checks that have been returned for insufficient funds over the past year and a half. The Authority requested that he only pay in cash because of the number of times this has happened. His bill remains unpaid.

PA Municipal Authorities Association (PMAA) is offering a free membership for the remainder of 2017. They also are having a spring meeting at the Kinzua Bridge Visitors Center on 5/18th. Reservations due by 5/2/17.

We have been contacted again by Integrity Energy concerning our current electric contract expiring in November of this year. They gave us an updated quote that has escalated over last

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INTEGRITY ENERGY CONTINUED:

month. Last month the rate was quoted at 0.05580/kWh and today it was 0.05950/kWh. The representative has indicated that we are not early in doing a renewal. She also gave us additional information on all of the things that affect the rates economically. Cheryl conveyed to members that she would like to wait until closer to November to see what the rates are at that time to act upon this. She feels it is too far away to make a commitment now.

Cheryl said she had previously mentioned doing reinvestments with our current certificates of deposits with Pen Fed. She was unable to get the rate that she had intended to as she came down with the flu. She will be researching other opportunities further.

NEXT MEETING DATE: **WEDNESDAY, MAY 10, 2017 @ 6:00 P.M.**

As there was no other business to be conducted the meeting adjourned @ 7:05 p.m., as moved by Carole Harshbarger, seconded by Rudy Pollino, motion carried.