

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES

April 10, 2019 @ 6:00 P.M.

Members Present: Russ Braun, Carole Harshbarger, Ken Huey, John (Pat) Minard 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: There were no visitors present.

The Meeting was called to order by Chairman Jerry Zimmerman, Jr., followed by the Pledge to the Flag.

The **Minutes** of January 9th and March 13, 2019 were approved as written and previously distributed as moved by John (Pat) Minard, seconded by Russ Braun, motion carried.

Tom Holleran was recognized as the first order of business. Tom had no written report for the evening. Tom reported he had submitted the additional testing results to the state for the **NPDES** renewal. He had contacted the state regarding our annual **Chapter 94 Report** that was due by 3/31/19. Tom conveyed that if there are any late charges HRG will be responsible for those, if enforced. The good news is there were no organic or hydraulic overloads. Tom had emailed the final hard copy of the Chapter 94 Report to Juli. Juli printed off the report for Jerry to sign as Chairman. Each member received a copy.

The **REBCO** line had plugged again on 3/25 and 4/8/19. Several more valves were taken out closest to the manhole at the discharge point. The operators will see if this makes any difference. The operators continue to troubleshoot the problems.

The **Air Release Valve Project** Bid Package has not been prepared yet. It will be as time permits now that the NPDES & Chapter 94 Report are completed.

Analytical Testing results and the **February 2019 Discharge Monitoring Report** were presented for the month. No sludge was hauled. Per Shawn some parts have been ordered for the **belt press**.

The **Jim Nissel Project** single lot development of one (1) EDU on West Theresia Road was approved by the state per their 3/22/19 letter.

Correspondence dated 3/12, 4/2 and 4/5/19 was received from **Windstream** regarding their filing of Chapter 11. The information has been forwarded to Solicitor Devittorio asking for him to review and comment. They currently owe us one hundred forty three dollars and sixty five cents (\$143.65) on their account known as #2540.

Windstream Continued:

The solicitor advised to credit the amount due to the Authority prior to the filing date of 2/25/19. A credit adjustment for one hundred fourteen dollars and sixty two cents (\$114.62) was made for this reason. The adjusted balance carried over onto their April bill that is now ninety six dollars and ninety three cents (\$96.93) due by 5/9/19. Any additional correspondence on this matter will be forwarded to the solicitor.

Shawn mentioned there is a need for restoration to be done for both the ***Verizon and Lynn Young Projects***. If incomplete within the next month, the parties will be notified.

A revision of the Shawn Sheeley, Jr. Subdivision Plan was received by the Township on 4/2/19. The revision noted the sewer easement was to be twenty foot (20') not fifteen (15) as was originally shown. The State Planning Module information was requested. It was returned to the Township without the PNDI completed. Kathy Dowie, the Township Secretary, is handling this. A capacity letter was supplied to Mr. Sheeley by the Authority.

Correspondence dated 3/20/19 was received from Solicitor Devittorio regarding ***The Right-To-Know Law***. The information was provided to members within their meeting packets.

Contractor ***G.T. Belsole of Bucktail Excavating*** made an in person inquiry on 3/22/19 regarding the ***Wehler Sewer line on Oak Street***. After reviewing the existing plan with Randy Gradizzi, the Township Road Master and Jerry Zimmerman, the Authority Chairman, a sixty foot (60') additional extension of the line was discussed. Mr. Belsole was told if this were done a revised plan would be needed from Curry and Associates for review and approval.

Ed Anderson of 110 Freedom Road came into the office on 4/3/19. Mr. Anderson is interested in developing a lot he owns that adjoins his home property. He is planning on placing a trailer from Owl's Homes on his vacant lot for his stepson. Our operators met with Mr. Anderson today. There is no existing tap on the vacant lot. Mr. Anderson paid his tap on fee but Juli has held the check as there are right-of-way issues between property owners, as Freedom Road is privately owned. Members discussed the situation. Juli was instructed to cash the check. If the issues aren't resolved the money can be reimbursed. Members said for Mr. Anderson to check his property deed to see if it shows the fifty foot (50') road right-of-way within it. If it is within his deed this would resolve the issue.

THE BILLS WERE APPROVED FOR PAYMENT and paid with Check #2554 through Check #2584 in the amount of fifty seven thousand three hundred sixty one dollars and ninety eight cents (\$57,361.98), as was moved by John (Pat) Minard, seconded by Russ Braun, the motion carried.

Monthly overtime hours were presented.

Solicitor Devittorio's March Fee Statement shows a credit balance of two thousand eight hundred ninety six dollars and forty four cents (\$2,896.44) as of Jim's memo of 4/2/19.

There was discussion on the **Sewer Account #3405 for Christopher and Nikki Lions** located @ 181 Dagus Mines Road, Dagus Mines. As of the current billing cycle they owed the Authority three hundred forty three dollars and fifty eight cents (\$343.58). They received a water shut off letter and the property was posted. They made a partial payment for the past due amount of one hundred ninety three dollars and seventy cents (\$193.70) to stop the water shut off action from being taken. Their updated balance of two hundred sixteen dollars and eighty seven cents (\$216.87) was paid today with a check dated for 4/12/19.

The **Bills-In-Arrears Report** cycle as of 2/8/19 had four (4) properties posted on 4/1/19 for water shut off. All four (4) accounts have paid.

The **Bills-In-Arrears Report** as of 3/11/19 had eighteen (18) shut off letters sent to customers. Two (2) accounts remain unpaid. #2623 for H. Gnan and #2547 for D. Smith. These properties will be posted for shut off action. St. Marys Water had indicated with the improved weather the action will be able to be taken.

Sewer Account #2180 occupied by tenant **Sandy Major** @ 331 Main Street was discussed. Ms. Major has issued us a check which was returned for insufficient funds. A copy of the letter and returned check information was also sent to the owner of the property, David Hoffman of Chambersburg, PA. The total owed to the Authority with past due arrears, penalty, bad check charges and bank fees totaled two hundred fifty four dollars and ninety five cents (\$254.95). Ms. Major made a partial payment of forty dollars (\$40) on the account. The amount with additional penalty fees and the new service fee for the month has escalated to three hundred sixty nine dollars and thirty cents (\$369.30) by 5/9/19. An updated shut off letter will be written to them.

The most recent **Bills-In-Arrears Report** as of 4/09/19 was reviewed. Twenty (20) delinquency letters will be written to customers.

THE NEXT MEETING DATE IS: WEDNESDAY, MAY 8, 2019 @ 6:00 P.M.

ADJOURNMENT: As there was no other business to be discussed the meeting adjourned @ 6:27 p.m.