

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES

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MEMBERS PRESENT: Russ Braun, Carole Harshbarger, Ken Huey, Michael Kamandulis, John (Pat) Minard and Jerry Zimmerman.

OTHERS PRESENT: Tom Holleran, HRG Engineering, Shawn Zimmerman, Lead Treatment Plant Operator, Shane Buzard and Juli A. H. Schlimm, Authority Clerk.

VISITORS: There were no visitors.

THE MONTHLY MEETING was called to order by Chairman Jerry Zimmerman, followed by the Pledge to the Flag.

Jerry asked Juli to copy and pass out a resume from **COLTEN GEARHART**. Jerry explained that he is interested in part time weekend work at the treatment plant. Jerry personally knows him. Colten has a very diversified background that would be beneficial to the Authority. Members reviewed his resume and discussed offering him the alternate weekend work. Russ Braun moved to hire him, at a rate of \$19.98 hourly, seconded by John (Pat) Minard, motion carried. This position offers, no benefits so the hourly starting rate is a little higher. Jerry Zimmerman abstained from the vote.

THE MEETING MINUTES of March 10, 2021 were approved as written and previously distributed, as moved by Michael Kamandulis, seconded by Russ Braun, motion carried.

HRG'S ENGINEERING REPORT of today was presented by Tom Holleran.

THE CHAPTER 94 REPORT OF 2020 was discussed with Tom Holleran of HRG. A confirmation acknowledging receipt has been received from DEP.

THE RAS PUMP representative visited on April 1, 2021. Tom Holleran was also present. Shawn elaborated he likes the bubbler option but at this time they are working on other repairs. Jerry added, this can be a capital improvement. Shawn would like this to be a future consideration at this time. This can even be budgeted for within 2022. Jerry asked Tom to get a proposal to be considered. Jerry also suggested applying for Act #13 grant money. The county just awarded the spring Act #13 money but we can try for the fall. The costs will be needed for this. The rep said the bubbler can be used at a lift station, as well. FTSA budgets \$6,000 annually for biocides. The rep has a demonstration unit they will bring up in their van. We can have them visit and make sure it works for us. Tom said using the biocides can cause force main problems. It can create nitrogen gases in the pipeline which we do not want. These are things to be considered.

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Shawn told members he wants to budget for a **Generator at the Bauer lift station**. He will add it to his list for the 2022 Budget.

THE FIRST CHANCE GREASE TRAP was further discussed. The grease trap, per Tom was being considered with the placement in the front of the building. Tom recommends it be installed on the left side of the building on the alley way side, if facing the front of the building. The water coming out of the dishwasher and the sinks are to be plumbed in. This needs to be installed close to the building. The dishwasher comes right outside and can be plumbed into the tank and right back into the building lateral. It should be a simple installation other than being near the foundation. We only want to catch the grease. We do not want the solids from the bathroom in the grease trap.

THE AUTUMN COURT SUBDIVISION was discussed. HRG reviewed the request for confirmation that the Developer's engineer (Endeavor Professional Services) has submitted. It was determined we have the capacity. A letter will be issued to the Developer. The engineer noted the Developer would request dedicating the collection portion of the pressure system to the Authority. Juli said she has the capacity letter prepared for Jerry to sign as chairman. St. Marys Water Authority also provided a letter regarding the water service. This will accompany ours when sent to the Developer's engineer. Tom said it is two thousand (2000) gallons a day being added to our system. It is not significant. Currently, they only have a lay out of their low-pressure system. The E-1 pump company, the distributor for the pumps, being Trombold will do a design and submit it to us for approval. They will submit calculations, air releases where they need to be and that type of information. The Developer intends FTSA to accept the conveyance of the collection system portion. The E-1 pumps will be homeowner owned.

THE HIRING COMMITTEE RECOMMENDED to the Authority the hiring of Shane Buzard for our secondary operator position. Shane started on 3/17/21 and began full time on 3/29/21, per the discussion at our March 10, 2021 meeting. Jerry introduced Shane to the Authority members for those who have not met him yet.

MONTHLY PLANT REPORT Jerry told members he suggested to the operators that they give a monthly report of activities at each meeting. This way the board is aware of the work that is being done. Shawn gave a detailed report of things they accomplished in both operations and maintenance over the past month. This also included truck repairs. They had their first sludge roll off for the season at fifteen percent (15%) solids. The calibration was done to the chlorine spectrometer and serviced. The scales will need to be serviced. We need a new chlorine scale which is being planned for. The sludge meter will also need repaired or replaced as it is starting to fail.

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SLUDGE HAULING DISCUSSED Jerry mentioned to the board the Township priced out their hauling of containers and saved themselves nineteen hundred (\$1,900) yearly. He suggested we do the same. Our disposal is free our hauling isn't included. Juli will check to see what we spent last year. Shawn thought it was around a thousand dollars (\$1,000). Jerry told us the landfill and the hauling companies are now owned separately. Russ suggested sending a letter out for price proposals. Jerry said the Township is changing to Environmental from Brockway. Tom Holleran added, depending on the annual cost you may not have to bid it out. Russ and Carole said we can get prices. Jerry thought it was two hundred eighty dollars (\$280) per pull. Juli said she can look at last year's tally. Jerry suggested looking back at the year before also.

WHITE OAK TESTING RESULTS were received and reviewed. The **February Discharge Monitoring Report** was also presented. Shawn said they are well satisfied with White Oak Lab. No sludge was hauled for February.

THE METER GUY QUOTES were received. Shawn said the quote is three thousand two hundred seventy-five dollars (\$3,275) each. One is to be installed this year and one next year. The one this year is for the effluent piping and the other next year will be the influent.

RESOLUTION 2021-4-1 FOR COSTS ASSOCIATED WITH LIEN FILING was acted upon. Per correspondence from the solicitor dated 4/8/21 addresses this topic. Solicitor Devittorio provided us with a "draft" resolution. Currently the cost of the legal fees associated with lien filing is two hundred dollars (\$200). The solicitor recommends not exceeding two hundred fifty dollars (\$250) as the minimum. The board discussed the minimal legal fee amount remain at the two hundred dollars (\$200) up to whatever the legal costs are. This would cover whatever the costs are. This is for any Municipal Liens filed up to one thousand nine hundred ninety-nine dollars (\$1,999).

Attorney fees are fifteen percent (15%) of the Municipal Lien for Municipal Liens ranging from two to five thousand dollars (\$2,000-\$5,000). Attorney fee of ten percent (10%) of the Municipal Lien claimed due and for Municipal Liens ranging from five thousand one dollars up to twenty thousand dollars (\$5,001 - \$20,000). Attorney fee of seven percent (7%) of the Municipal Lien and in excess of, twenty thousand dollars (\$20,000). The resolution also states the Attorney fees outlined in Paragraph 2, of the resolution may be altered by the Authority and its solicitor. (See attached Resolution). This is a revision to a prior Authority's Resolution 2005-3-1. After review and discussion, John (Pat) Minard moved to revise Resolution 2005-3-1 replaced by Resolution 2021-4-1, seconded by Carole Harshbarger, motion carried.

NIKKI LION paid off the recent lien filed and costs on 3/15/21 in the amount of one thousand fifty-five dollars (\$1,055.00). **TRACEY SMITH** paid five hundred dollars (\$500) toward her lien balance on 3/17/21. The balance is three hundred fifty-five dollars and fifty-three cents (\$355.53) plus costs. A letter was sent to the Smith's on 3/22/21 from the Authority regarding the outstanding balance.

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TRACEY SMITH CONTINUED - Their lien payment is totally separate from their monthly service fee payment. Now they are paying on two (2) things.

THE SHED GUY of Kane quotation was the lowest for pricing sheds. The size is fourteen by twenty-eight feet (14 x 28') at a price of ten thousand six hundred twenty-one dollars and ninety-five cents (\$10,621.95). Two (2) others were obtained from Chris Kline and Yoder Construction, both higher in price. Russ Braun moved to buy from the Shed Guy at the lowest cost, seconded by Michael Kamandulis, motion carried. Russ suggested contacting Rob Singer for a building permit. Shawn said there is some preparation to be done to the site before delivery.

THE BILLS WERE APPROVED FOR PAYMENT AND PAID WITH CHECK #3361 TO # 3393 in the amount of fifty-two thousand seventy-eight dollars and eighty cents (\$52,078.80). Fifty-three dollars (\$53) of that is reimbursable, as moved by Russ Braun, seconded by Ken Huey, motion carried. Shawn touched on some future expenditures for Electrician John Updyke for explosion proof light switches.

OVERTIME HOURS were reviewed for the month.

SOLICITOR DEVITTORIO'S MARCH FEE STATEMENT was received on March 31, 2021. A credit balance of four thousand five hundred seventy-six dollars and ninety cents (\$4,576.90) remains. A reimbursement was received for lien filing costs in the amount of fourteen dollars and twenty-five cents (\$14.25).

ACCOUNTS IN ARREARS there was a discussion on those accounts. Last month only five (5) delinquent letters had to be written. It was the lowest amount ever. A single posting from the March delinquencies will occur. The John Meiser and Martin and Libby Herbstritt accounts delinquency will be updated and re-posted. This continues as St. Marys Water is not taking any shut off action due to Covid-19.

THE BILLS IN ARREARS REPORT as of 4/9/21 was presented. Twenty-four (24) delinquent letters will be written.

AN EXECUTIVE SESSION on personnel was held. *The Hiring Committee* recommended the hiring of **SHANE BUZARD** for the secondary position at the treatment plant, as moved by Carole Harshbarger, seconded by John (Pat) Minard, the motion carried, Jerry Zimmerman abstained from the motion.

TOM HOLLERAN OF HRG ENGINEERING complimented Shawn Zimmerman on his work performance over the past several months. Shawn has been handling double the workload.

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NEXT MEETING DATE: WEDNESDAY, MAY 12, 2021 @ 6:00 P.M.

THE MEETING ADJOURNED At 6:57 p.m., as moved by Russ Braun, seconded by Carole Harshbarger, motion carried.