

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

**August 14, 2019**– PAGE 1 – 6:00 p.m.

**MEMBERS PRESENT:** Carole Harshbarger, Michael Kamandulis, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman, Jr.

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

**VISITORS:** There were no visitors attending.

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

The *Minutes* of July 10, 2019 were approved as written and were previously distributed as moved by Rudy Pollino, seconded by John (Pat) Minard, motion carried.

Tom Holleran presented his report for this evening. Tom asked Juli to confirm that the Authority did receive the check from HRG to pay for the costs associated with the **Chapter 94** costs. Juli said yes they did.

Revisions were made to the **GIS Project**. We are working toward a finished product. Tom has reviewed things with Shawn this evening and he is leaving a hard copy of the most recent revision for their review.

The **Drager Operations and maintenance manual** has been a matter of recent discussions. The original O & M manual did not include all the referenced information for the specific calibration processes. HRG has no additional information in their digital project files. Tom called the contractor that did the installation. Hickes was the Headworks contractor. Tom asked for the name of their equipment supplier of this system. It is the same supplier that our operators have been talking to. Tom suggested the asking the operators ask the Drager people.

In July Chad had asked HRG about a **RAS (Return Activated Sludge) Pump Station Mixer**. HRG has done some research. Several emails with information has been sent to FTSA from HRG. Additional information received today indicates even the

**RAS Pump Station Mixer Continued:**

smallest model will probably not fit into the tank. Cost is a factor also. An alternative option will be recommended by HRG.

There was discussion on the ***Pontzer Lift Station air release valve***. This work will be quoted by the methane group at our area landfill. Per Rudy the hydrovac estimated cost is two hundred fifty dollars an hour (\$250/hr.) labor for two people. Shawn added, there will be additional costs for the tanker. The saddle could be problematic as it is cemented in. When more specific details are available Juli can email it to members. This will be scheduled in the near future. It is important to have it done before the change of the season. John (Pat) Minard moved to proceed with the work, Mike Kamandulis seconded the motion, which carried.

**Analytical Testing** results and the **June 2019 Discharge Monitoring Report** were presented for the month. Twelve point nine five (12.95) tons of sludge was hauled this month. The pad is working out well. The weight of it was discussed.

**Shawn Sheeley, Jr. Project** was again discussed. The plan that has been recorded is not the final revised approved one of 6/18/19. Mr. Sheeley has been informed that this plan in addition to the land deed need to be recorded prior to the Developer's Agreement being able to be finalized by Solicitor Devittorio. Mr. Sheeley did provide to the Authority a copy of an invoice from his legal firm for the recording of the plan and land deed but it hasn't been done in the courthouse yet. Telephone calls have been made and a letter of 8/12/19 were sent by the Authority to Mr. Sheeley listing what is needed before the agreement can be done. The solicitor has advised that construction should cease until the agreement is executed.

**The Burt Finland** property @ 109 Robin Road was discussed again. The water was shut off on 6/20/19. A lien can be filed as of August 28<sup>th</sup> per our six (6) month non-payment policy. The current amount owed to the Authority is two hundred seventy dollars and fifty cents (\$270.50). The amount was adjusted due to the water shut off date. Additional penalty fees will be added as well. It was moved

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Finland Lien Continued:

by Carole Harshbarger, seconded by Rudy Pollino to file the lien against this property, motion carried.

A letter was received dated 7/12/19 from **Black Earth** regarding a 185 x 115' parcel of land for sale on Main Street across from our Copella (West End) Pump Station. This letter was sent to all neighboring properties informing property owners that this parcel is available for a reduced price. It is across Rt. #948 not adjoining to FTSA's land.

As was previously discussed, **Clinton Tucker** is building a garage @ 125 Swede Street. He has a tap on the property from an abandoned home. There has been conversation that he may need a grinder pump. He has been supplied with the specifications. Tucker's have paid the re-inspection fee of seventy five dollars (\$75) for this connection. Because there isn't a manhole to tie into Shawn wants the board to give permission to connect the grinder directly into the lateral. John (Pat) Minard moved for Mr. Tucker to do so, seconded by Rudy Pollino, motion carried.

**BILLS WERE APPROVED FOR PAYMENT** and paid with Check #2678 to #2713 in the amount of forty eight thousand eight hundred sixty one dollars and twenty two cents (\$48,861.22) as moved by Rudy Pollino and seconded by John (Pat) Minard, motion carried.

**Monthly overtime** hours were presented for review.

**The Solicitor's July Fee Statement** shows a credit balance in the amount of one thousand three hundred sixty nine dollars and fifty four cents (\$-1,369.54). Hours will be invoiced to Shawn Sheeley, Jr. for his project in the amount of four hundred sixty two dollars (\$462.00) for legal costs.

**The Bills-In-Arrears Report as of 6/9/19** has twelve (12) delinquent letters that were sent. One (1) of those twelve (12) letters remain unpaid to date. The property will be posted for water shut off. It is a rental property with three (3)

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Bills-In-Arrears continued:

apartments. The account numbers are #2190, 2191, 2192. Both owner/co-owner have been notified.

**The Bills-In-Arrears Report as of 7/9/19** twenty one (21) delinquency letters were sent out requesting balances due by 8/8/19. Three (3) are unpaid to date and will be posted, if necessary.

A letter dated 8/6/19 was written to **Janice Schatz** of 103 David Street. A delinquency letter was written to her on 6/18/19 RE: Account #2609. Her check written on 7/26/19 was returned for insufficient funds. The property has been posted on 8/7/19. Three Hundred twenty nine dollars and thirty nine cents (\$329.39) is currently due.

We received one hundred eighty four dollars and seventy eight cents (\$184.78) from **St. Marys Insurance Agency** from a final municipal retrospective rating pool.

Copies of the **2018 Audit** were received on 7/12/19 from Calliari and Meholick. Mr. Meholick always offers to attend a meeting if any member has any questions concerning the report. The three (3) year period is now up for quoting the audit work. The cost of the audits for 2016, 2017 and 2018 were four thousand two hundred dollars (\$4,200) annually. FTSA paid four thousand three hundred seventy five dollars (\$4,375) for our 2015 Audit to Sharkey, Piccirillo, Hanzley & Keen, LLP. Calliari and Meholick have offered to provide a quote for an individual quote or a three (3) year period if the board would like. Members indicated they would like prices for both time periods.

**The NEXT MEETING DATE IS: WEDNESDAY, SEPT. 11, 2019 @ 6:00 P.M.**

**Adjournment** – As there was no other business to be discussed the meeting adjourned @ 6:35 p.m., as moved by /Carole Harshbarger, seconded by Mike Kamandulis, motion carried.