

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES  
FEBRUARY 13, 2019 @ 6:00 P.M.

**Members Present:** Russ Braun, Carole Harshbarger, Michael Kamandulis, John (Pat) Minard. Jerry Zimmerman, Jr., was present for the beginning of the meeting. Jerry had to leave to plow due to winter weather.

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

The Meeting was called to order by Vice-Chairman Russ Braun, followed by the Pledge to the Flag.

Tom Holleran presented his Engineer's Report for this evening.

Tom Holleran and Chad Shields have discussed the future repair for the replacement of the air valve on the force main from the **Pontzer Pump Station**. Per Tom the manhole is within the roadway. The project will require flaggers and a PADOT permit. Our operators are operating our plant and system. This may be contracted out. This may not be an easy fix. The manhole will have to be accessed during low flow. HRG will look for the board to direct them on preparing a proposal for permitting and designing to bid this project.

**The Chapter 94 Annual Report** will be worked on in preparation for the submittal to the state.

The **Gas meter at the plant and Drager** was the next topic. Shawn shared some details with everyone. It's been hard to coordinate between Drager and Johnson who had done the installation. Tom will research this. The latest revised quote from Drager is \$9,125.30. This is for the equipment only not the installation. The original is probably fourteen (14) years old. A rebuild would be more expensive than a new meter.

The status of the **GIS Mapping** project was discussed. A large map was viewed that was previously marked up. This will be evaluated further to see if the map that was located was the final version that was marked up.

DEP had requested additional analyses in regard to the **2018 NPDES Renewal**. This has been provided and will be done. Our permit isn't changing it is an administrative function.

The **Homestead Pump Station** is running well. Tom would like to look at the discharge manhole in the spring. The change to the Impellers has made the difference.

There are a number of **Developer Plans** that are expected to be coming in and will be forwarded onto HRG upon receipt.

The **Act 57 Study proposal** was executed regarding Tapping fees. Juli has compiled information to be provided to HRG's person in Harrisburg. HRG will comment after reviewing this information what it will take to update this based upon the quality of the data. Tom will be taking this back with him tonight. Juli said the last time this study was done was in 2003. Tom commented it wasn't done to the updated version of the act. Juli said no in 2003 it was Act 203.

Tom mentioned we are experiencing operational issues with the **Rebco Force Main**. The problem is thought to have been between Rebco and McDermott's today. Shawn mentioned, near McDermott's old garage on Brandy Camp closest to Rebco. It wasn't the welding shop. The clean out valve was removed at this point in the line. Per Tom this would be the in line valve. The flushing valves remain in the line. The pressure can go both ways in the line. There was additional discussion that if the air release valves were working correctly there shouldn't be a lot of air in the line. It's a long force main. Per calculations the velocity in the pipe is okay. If things are hanging up and if air is in there it will create an air bubble. The velocity slows down and solids build up. Tom feels we will have to catch up on the maintenance. Shawn said we've been called out on this line five (5) times. Tom asked if it was only flushed once. Shawn said it was twice. A lot of debris was removed from the terminal manhole when flushed. Rebco is using industrial toilet paper so it should be ok. Shawn asked if the pumps are under sized. Tom said the design shows the velocity should have been enough. It is also based upon a number of connections that haven't happened. It was designed for expansion. The board discussed when Black Earth developed the Krise Road lots these were also included in the planning. They have not sold any of these lots to date. Tom said we need to do maintenance to determine what period of time it needs flushed by. It will become routine after this is established. It will then be done as a part of maintenance at a certain routine frequency. It won't be based on a problem. Later there may be additional engineering alternatives to be considered. Tom did call Deiss and Halmi Engineering that designed the line. They didn't offer anything else. All the air release valves will need to be looked at. At this point the line needs completely cleaned out. Addressing additional velocity can be done later. The location of it isn't ideal this time of the year.

**Analytical Test** results were presented for the month and the December Discharge Monitoring Report. Additional NPDES testing and random Industrial Testing was done. The 2018 Sludge Report showed 59.12 tons was disposed of. Russ asked if this amount was normal. Juli said she can look at the prior year. There may not have been as much disposed of because of the excessive rain.

The **Jim Nissel Project** DEP has requested additional items. St. Marys Water provided a letter on 1/29/19 indicating they will provide service. The PNDI form previously submitted was considered to be a draft. The final version was requested. The check for the submission was included but the state said the people who processed it said there was no check included. Kathy insisted she

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NISSEL PROJECT CONTINUED:

had stapled the check to the submittal. This is the second time this has happened. Another replacement check was requested.

There was nothing further on the **Kersey Eagles** building purchase.

There was nothing further on the **Gutowski land** purchase for the dental office.

There was nothing further on **P & P Real Estate Holdings, (Quality 1<sup>st</sup> Machining)**.

**Lou Radkowski** is planning on building a funeral home on Main Street. This lot is next to Jackie Johnston's. Processes were discussed. Information will be reviewed and addressed as received.

An email was received from **Integrity Energy** who is our current energy broker. Our current contract renews in July of 2020. The email is urging us to look at renewal rates. Members felt it was early to do so.

**The BILLS were approved for payment** and paid with Check #2482 through #2522 in the amount of forty six thousand nine hundred eighty dollars and ninety seven cents (\$46,980.97).as moved by John (Pat) Minard, seconded by Michael Kamandulis, motion carried.

Fox Twp. Sewer Authority's Check #2474 dated 1/9/19 payable to Superior Energy Resources, LLC in the amount of two hundred twenty four dollars and twenty nine cents (\$224.29) for a hose purchase was paid for by us and Rebco. We were then reimbursed for that cost.

**Monthly overtime** hours were presented.

There was no cost to the Authority for **Solicitor Devittorio's** January 2019 Fee Statement.

**The Bills-In-Arrears Report that fell due for 1/8/19** has one (1) account that remains unpaid to date. This is Sewer Account #3405 for Christopher and Nikki Lion in the amount of two hundred sixty five dollars and seven cents (\$265.07). The property has been posted. Juli spoke to St. Mary's Water regarding shut off. They will not take the action at this time. They asked us to check back with them in a month. This will be done. The Authority also has the ability to file a lien at the six (6) months point of delinquency.

**The Bill-In-Arrears Report that fell due as of 2/8/19** was discussed. Eighteen (18) accounts reaching three (3) months of delinquency were notified. Three thousand two hundred seventy six dollars and nineteen cents (\$3,276.19) was owed. Two (2) accounts remain unpaid. Account #2950 for Dan Bundy and account #3535 Justin and Samantha Couch. Three hundred seventy dollars and fifty six cents (\$370.56) remains due. These properties have been posted.

**Arrears as of 2/9/19 for the 2/24/19 billing cycle** will have sixteen (16) delinquency letters sent out. The February customer billing will fall due as of 3/11/19.

Past due Account **#2830 for Charles and Dawn Doverspike** paid four hundred twenty five dollars (\$425). No lien action will be necessary.

A letter dated 1/18/19 was written to the **Dustin & Emma Carroll Account #2750**. The Carroll's are renters of a Karl and Mary Geci property located at 172 Skyline Drive. The Carroll's had a check returned for insufficient funds. With the amount of arrears and additional bad check charges they currently owe three hundred three dollars and thirty three cents (\$303.33). The property was posted on 1/30/19. They paid three hundred and twenty dollars (\$320) on 2/12/19 to rectify the situation.

A letter dated 1/18/19 was received from St. Mary's Insurance Agency regarding our January **Workers Compensation** audit and coverage being adjusted accordingly. A credit of eight hundred sixteen dollars (-\$816) was credited toward our account.

The **PA Rural Water Conference** is upcoming to be held on March 26<sup>th</sup> through March 29, 2019, in State College. This information was emailed to members last month and is in the meeting packet. Carole Harshbarger moved that members be approved to attend as has been done in the past, Michael Kamandulis, seconded the motion, which carried. The operators aren't going this year. We just renewed our membership.

A letter dated 1/24/19 was received from the **PA Rural Water Association**. Their Nominating Committee is seeking applicants for two (2) positions for three (3) year terms to include Elk County. Carole recommended if anyone has the time that this would be worthwhile. She has served on different state committees.

Tom Holleran offered that **PA Rural Water** is a conference more operator related.

Tom said we aren't members of **PA Municipal Association (PMAA)**. Juli said that is correct. We had been but aren't any longer. Tom said they are more board members training related. He is HRG's representative for this organization.

**Penntech** is more water related. This is more technical things for engineers.

These conferences are good to attend for learning and sharing.

**THE NEXT MEETING WILL BE: WEDNESDAY, MARCH 13, 2019 @ 6:00 P.M.**

**ADJOURNMENT:** As there was no other business to be discussed the meeting adjourned @ 6:47 p.m.