

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES FEBRUARY 10, 2021 – PAGE 1

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

OTHERS PRESENT: Tom Holleran, HRG Engineering, Shawn Zimmerman, Lead Treatment Plant Operator 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.

THE MEETING MINUTES of 1/13/21 were approved as written and previously distributed, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

HRG ENGINEERING REPORT – Tom Holleran gave his report for this evening. We have started working on the Chapter 94 Report for 2020. The draft will be provided before the March meeting.

FIRST CHANCE GREASE TRAP - Shawn recently met with owner Ray Krise, Jr. at the First Chance regarding their grease trap. Today, both Shawn and Tom met with Ray to discuss things further. Tom has done some research into a stainless tank. There was some discussion on the size of the tank. Five hundred to seven hundred fifty (500-750) gallons was mentioned. The placement of the tank was also discussed. It was discussed that mounting it right outside the dishwasher and pre-sink area on the driveway area between 317 Main and First Chance @ 319 Main Street would be a good area to do so. Russ also mentioned investigating a concrete tank as it would be less expensive. Tom will write a recommendation to the board. We will copy Ray at First Chance with it.

THE RAS PUMP was discussed. This is estimated to be a fifteen to twenty-thousand -dollar (\$15,000-\$20,000) project. The representative will be contacted again.

WHITE OAK TESTING RESULTS were received and reviewed. The December Discharge Monitoring Report was also presented.

PRWA – Jerry asked Tom if he knew if they were planning to hold the PA Rural Water Association Conference? Jerry thought it would be a good idea if members planned on attending as we had years ago. It was always a valuable educational experience.

KANAWHA SCALES calibration was done on 2/3/21 for the lab scale and chlorine in the summer.

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THE BILLS WERE APPROVED FOR PAYMENT AND PAID with Check #3304 to #3330.

Member Russ Braun questioned why the check for electrician, John Updyke was so high. Juli pulled and reviewed the monthly invoices. Mr. Updyke had submitted several invoices. The amount listed was incorrect due to a typographical error. Check #3315 to Mr. Updyke was voided with a corrected Check #3330 issued. The bills were approved in the amount of thirty-seven thousand seven hundred eighty-seven dollars and six cents (\$37,787.06), of which fifty-three (\$53) dollars was reimbursable, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

CRAIG GREENE GRINDER PUMP – Shawn informed members that Mr. Greene’s grinder pump recently failed. The Greene’s installation was not part of a sewer project. The pump is their own. Shawn assisted him by helping him to install a re-built unit we had on hand. This has been our policy for privately owned ones. His grinder will be sent away and re-built and kept as our replacement pump. The Greene’s will be invoiced for the cost of the rebuild. There was excessive grease build up issues, which may have attributed to it failing. The Greene’s also paid for all the pumping costs to Buerk’s. The board felt we have a responsibility to help customers when these types of events occur.

QUOTES - We have received one (1) roof quotation for the Treatment Plant. Shawn has solicited additional ones. **NEW BIDDING REQUIREMENTS** were received from Solicitor Devittorio’s memo, as faxed dated 2/3/21.

OVERTIME HOURS were reviewed for the month.

SOLICITOR DEVITTORIO’S JANUARY FEE STATEMENT – was received on 2/2/21. A credit balance of four thousand nine hundred sixty-four dollars (-\$4,964.00) exists.

BIDDING REQUIREMENTS – We received an email dated 2/3/21 from Solicitor Devittorio regarding updated bidding requirements. This information is especially helpful with upcoming projects.

LIEN ACTION will be taken against the following properties. **John Meiser and Mr. and Mrs. Martin Herbstritt**, joint owners @ 330 Main Street, Kersey, PA for rental sewer accounts #2190, 2191 and 2192 owe the past due amount of two thousand six hundred thirty-eight dollars and forty-six cents (\$2,638.46). This past due amount is promised by tomorrow! If left unpaid, action will be taken.

Christopher and Nikki Lion sewer account #3405 @ 181 Dagus Mines Road, Dagus Mines, PA has the past due amount owed of seven hundred ninety-one dollars and sixty-eight cents (\$791.68). No payments have been made since May of 2020. Action will proceed.

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LIEN ACTION CONTINUED:

Dustin and Tracey Smith sewer account #2547 made a partial payment of one hundred fifty dollars (\$150) on 9/22/20. Their past due balance owed is six hundred two dollars and fifty - three-cents (\$602.53).

WATER SHUT OFF ACTION that has been requested through St. Marys Water Authority has not been taken during the Covid-19 Pandemic. Delinquent letters continue to be routinely written, postings of property continue to be done. This is why it is necessary for our Authority to file the liens discussed earlier.

DELINQUENT ACCOUNTS – Two (2) accounts were posted for shut off action last month on 1/21/21. One (1) account paid. The other (#2830) made a partial payment of one hundred dollars (\$100). Fifteen (15) arrears letters were sent to delinquent accounts on January 19, 2021, with nine (9) unpaid. These properties will be posted.

The Current Bills-In-Arrears Report was presented for review. This was for the billing cycle due on 2/8/21. There was discussion on the Authority billing the owner of the property for sewer service. If it is a rental property, the tenant is also copied as a matter of convenience for them. The Authority is not obligated to do so. It has helped in copying both to assure a timely payment in most cases.

OTHER BUSINESS:

Shawn told members he is interested in shopping for an end of season deal for a **snow blower**. Shawn also told members he wants to price **outdoor sheds**. There is limited storage space in the plant garage. He would like to store mowers and some smaller equipment in a shed. A twelve by sixteen foot (12 x 16') was mentioned. A single stall garage type building. Members discussed pricing and running power to the shed. Quotes are to be gotten.

THE NEXT MEETING DATE IS SCHEDULED FOR WEDNESDAY, MARCH 10, 2021 @ 6:00 P.M.

AN EXECUTIVE SESSION on Personnel was held. Four (4) applicants were selected from forty-nine (49) that were received. A pay scale for the new employee was discussed at a starting rate of eighteen dollars hourly (\$18.00/hr.). After a six (6) month probationary period and the receipt of their state license as required, the rate would be a dollar less than Shawn's rate @ twenty dollars and thirty-three cents (\$20.33) per hour. All applications will be kept for reference on file. Part-time weekend positions will also be filled from these. Interviews will be scheduled by the Hiring Committee. The committee is Ken Huey, Michael Kamandulis, John (Pat) Minard and Rudy Pollino. These individuals have experience with this.

ADJOURNMENT: The meeting adjourned at 6:44 p.m., as moved by Ken Huey, seconded by John (Pat) Minard, motion carried.

