

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
JANUARY 8, 2020 PAGE 1**

MEMBERS PRESENT: Russ Braun, Carole Harshbarger, Ken Huey, Michael Kamandulis, John (Pat) Minard and Rudy Pollino. **OTHERS PRESENT:** Chad Shields, Wastewater Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk. Tom Holleran of HRG Engineering.

There were no visitors in attendance.

Russ Braun, Vice-Chairman Called the meeting to order, followed by the Pledge to the Flag.

THE 2020 RE-ORGANIZATIONAL SEGMENT of the meeting was held. Russ Braun moved to keep the slate of board officers the same, the motion was seconded by John (Pat) Minard, motion carried. The current positions are as follows: Jerry Zimmerman, Chairman, Russ Braun, Vice-Chairman, Rudy Pollino, Treasurer and Carole Harshbarger, Secretary.

It was moved by Russ Braun and seconded by Carole Harshbarger to reappoint both HRG Engineering and Solicitor Jim Devittorio, motion carried.

The monthly meeting continues to be the second Wednesday of each month @ 6:00 p.m.

The employee Holidays will remain as prior years. As was previously discussed the Monday after Thanksgiving is now a floating holiday.

Employee overtime is anything over forty (40) hours earned weekly.

Wages: Employee wages increased by .35 per hour across the board per our 2020 Budget.

Vacation is outlined in the Personnel Policy.

The IRS annual mileage rate for 2020 decreased by a half cent to .57.5 cents per mile.

Juli A. H. Schlimm, Authority Clerk was re-appointed as the Open Records Officer.

These re-organizational items were approved as moved by John (Pat) Minard, seconded by Mike Kamandulis, motion carried.

THE MEETING MINUTES of 12/11/19 were approved as written and previously distributed, as moved by Ken Huey, seconded by Rudy Pollino, motion carried.

HRG'S ENGINEERING REPORT was presented by Tom Holleran. **The Bauer Extension (CLB Holdings, LLC, Sewer Line Extension)** revised plan of 12/16/19 was reviewed with corrections having been made by Curry and Associates. Under separate letter issued this date HRG

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BAUER/CJB HOLDINGS, LLC

recommended acceptance of the design. It was noted the Developer's Agreement shall require compliance of all our Rules and Regulations of the Authority. The Authority should require a full-time inspector for this installation.

GIS PROJECT final revisions have been made. Copies of the system mapping have been provided to the operators.

THE 2019 CHAPTER 94 REPORT data is being collected. The draft will be submitted to the Board for our February 12, 2020 meeting.

THE RAS PUMP STATION MIXER – We are still awaiting information from the manufacturer.

DRAGER – Per Chad the CO2 System has yet to be calibrated. This is being scheduled.

ANALYTICAL SERVICES TESTING RESULTS were received along with the **NOVEMBER DISCHARGE MONITORING REPORT**.

THE SHEELEY EXTENSION has been completed and inspected per Chad. The Developer's Agreement was recorded on 12/12/19 with an official receipt received noting transaction #436670. The document # is 2019-003453.

THE NPDES PAG-02 GENERAL PERMIT FORM was completed and submitted to the state. The Authority is the Permittee with **REBCO** listed as Co-Permittee. This form stated that the permittee has ceased construction and permanently stabilized the site. It also states we no longer require coverage under the reissued PAG-02 General Permit. A Notice of Termination has not been sent to DEP or County Conservation office. An email correspondence with the County Conservation representative said a spring inspection will be scheduled for this purpose.

THE ANNUAL SLUDGE REPORT has been received from the landfill. One hundred eight and a quarter (108.25) tons was disposed of by FTSA in 2019.

HOSPITALIZATION INSURANCE RENEWAL – As discussed in our 2020 Budget preparations the costs are being projected for the July renewal with St. Mary's Insurance at a possible twenty two percent (22%) increase. A quote was solicited from the Municipal Benefits Services. The Township currently has this coverage and are happy with it. There was a significant savings to the Township. A comparison will be made to our current coverage. More information will be requested.

ENGINEERING SERVICES - A letter dated 1/8/20 was received from HRG Engineering regarding their 2020 services. HRG had established with FTSA a quarterly billing for the retainer at an annual cost of four thousand dollars. This base rate had been established in 2016. It will

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ENGINEERING SERVICES CONTINUED:

remain the same. HRG plans to provide services using the 2019 rate schedule This represents an approximate fifteen percent (15%) discount from standard Corporate rates, and the 2020 reimbursable expense schedule was attached.

BILLS WERE APPROVED FOR PAYMENT and paid with Check #2852 to Check #2884 in the amount of seventy-nine thousand three hundred forty-four dollars and fifty-nine cents (\$79,344.59) as moved by Rudy Pollino, seconded by John (Pat) Minard, motion carried. The bills included our annual pension cost for our employees. The bills also included the purchase of the 2007 backhoe from the Township.

OVERTIME HOURS were reviewed.

SOLICITOR DEVITTORIO'S DECEMBER FEE STATEMENT shows a credit balance of two thousand three hundred twenty-six dollars and forty cents (-\$2,326.40) as of year-end. 0.3 hours were for the Bauer Project. 0.2 hours were attributed to the Sheeley Project.

THE BILLS-IN-ARREARS REPORT was not provided as the due date for the billing cycle fell due today. Twenty-four delinquency letters were written to past due accounts. The past arrears were discussed. Several accounts have been turned over for shut off action to St. Marys Water.

RUDY POLLINO was reappointed to the Authority for another term.

THE NEXT MEETING DATE is set for Wednesday, 2/12/20 @ 6:00 p.m.

AN EXECUTIVE SESSION was called for a personnel matter.

ADJOURNMENT – As there was no other business to be discussed the meeting adjourned @ 6:35 p.m., as moved by Rudy Pollino, seconded by Carole Harshbarger, motion carried.