

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES

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THOSE PRESENT: Members Cheryl Ruffner, Chair. Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis, Rudy Pollino, and Jerry Zimmerman, Jr.

OTHERS ATTENDING: Jason Fralick, HRG Engineering, Shawn Zimmerman, Plant Operator.

VISITORS: Supervisor Dave Mattiuz and Chad Yuriscic, d&h Engineering, and Cory Nesbit, Rebco's Plant Manager. The visitors were recognized concerning the proposed Rebco sewer line. There was discussion on the power line route vs. Brandy Camp Road route being considered due to affordability. Cheryl said the Authority is unable to afford the costs that would be associated with running this line. The developer would be responsible for submitting a plan to the Authority to be reviewed by our engineer and any costs relating to the project would be Rebco's. Further discussion was if the installation were done by FTSA it would be the route to pick up the most customers. If the line remained private Rebco wouldn't want the additional cost. There was conversation on amending the existing ordinance on who by distance would be required to connect. Jason said he would not recommend doing so. Type and size of line was also discussed. A low pressure line is being proposed. There are other businesses and also property owners in the general area of the proposed line that are interested in future service.

Right- of-ways and proposed line location were discussed. In preparing the State Planning Module the owner must be identified. It must be determined if it is intended to be a privately owned line or put into Authority specs and taken over. Russ mentioned because of the wetlands in the power line area they may want to contact the County Conservation District. The potential for a possible odor problem was discussed because of the proposed length of the line. Chemical feeds for odor control are a consideration.

Russ made some comparisons to historical projects with reasons why it would be beneficial for the Authority to have the line put into our specifications with consideration for acceptance and take over. There are lines that were previously installed privately but if going into our system we are ultimately responsible anyway. These types of situations can become problematic. There was discussion that Rebco and others connecting would

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be responsible for their own grinder pumps. Cheryl thought this would be helpful as it creates maintenance issues for the Authority. The property owners could be responsible for the ownership of their grinders. FTSA could be responsible for pump replacement. E-1 pumps are very reliable and with normal wear this wouldn't be out of line.

Russ said he felt if the Authority doesn't take the line over then an escrow account should be created. Jerry Zimmerman, Jr. moved the Authority take over the ownership of the Rebco sewer line if it is installed to Authority specifications, Russ Braun, 2nded this motion agreeing to the maintenance of the line and also to be inspected by us. Jason added our solicitor would prepare a Developer's Agreement between Rebco and the Fox Township Sewer Authority. Ownership needed to be addressed tonight so that Deiss & Halmi Engineering can complete the State Planning Module require in the process. Ken Huey abstained for obvious reasons, the motion carried. The question was posed will the property owners on Krise Road be required to connect to the line? It is not intended to be a conventional line. The line is to be a non gravity low pressure line. Cheryl thought the answer to this would be yes. She felt gaining customers would be our purpose in taking the line over. Jason added perhaps each property should have the option. It would be more affordable to connect while being built verses later. Members discussed asking for Solicitor Devittorio's opinion on this. If Rebco is building the line to our specs for our takeover would the 150' connection rule apply as outlined in our ordinance? The board thought it might be optional if it isn't a line extension being done by the Authority. It is a low pressure line being considered for acceptance and take over by us. Does this make a difference?

Shawn questioned if the line could be marked for the future to show exactly where it is? This was already being planned for per Cory Nesbit of Rebco.

Tap on costs were discussed according to the flow of 1,850 gallons per day on the module. Cheryl said the amount on the state module is 4.6 EDU. Juli added it is at a cost of \$2,500 per EDU. The monthly charge is \$60 per EDU for the business rate. This is monitored and adjusted semi-annually based upon the quarterly water records. There was discussion on the Authority EDU figure being different than the state. This is typically calculated at the time of connection.

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Inspection costs were also discussed. A regular inspection fee is \$75 but this will be much more involved. Would the Authority require an independent inspector for this? There was additional discussion on spot checks being done daily. Trenching would be viewed more frequently. Jason commented it is different than regular plant and line work being done. Construction time is projected at less than a month. Jerry suggested the Authority advertise for an inspector for the job. He thought a retired contractor someone with a background in construction would be good. Cheryl asked would the Authority require Rebco to hire an independent inspector for this job? Jerry stated with two (2) operators in our employ they should be able to do periodic checks daily. Shawn had concerns with time involved. Cheryl said an independent inspector may be best. She said either way if they want to fine and if they don't she understands. Jerry said the operators still need to be there throughout the day during the installation. Carole emphasized the importance of the inspection and details in the record keeping done on past projects.

Cory Nesbit questioned how would future situations be handled if additional people connected? Jason said this would have to be addressed within the Developer's Agreement. Rebco is making the capital expenditure in doing the line installation. Additional parties connecting to the line would make application to do so through the Authority. There would be some type of reimbursement back to Rebco as outlined in the Developer's Agreement per Jason.

There was discussion on the Highway Occupancy Permit. This is issued in the Authority's name. The developer is responsible for any drawings and cost associated with the submittal prepared by their engineer. This can be included per Jason in the next submittal of plans.

Right-of-ways size was discussed. Jason said permanent is usually twenty feet (20') and construction easements forty (40'). Jason suggested that Solicitor Devittorio prepare any Right-of-way agreements for the Authority. This has been done for past projects. There was discussion that the easements would be between the Authority and the other property owners. Other property owners were named as New Shawmut, Dellulo's, T. J. McDermott, John Holjencin of Rubicon Auto, Black Earth who is Mowrey's and was formerly Blue Sky and the power company. It was mentioned that

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Krise Road itself would be within the Township road right-of-way. Future submittals from Rebco can be submitted to the Authority via email as the original was and forwarded onto the members. This works well and is convenient.

The Re-Organizational items for the New Year were acted upon. Board officers were kept as is as moved by Carole Harshbarger, 2nd by Russ Braun, motion carried. HRG Engineering and Solicitor Devittorio were re-appointed as moved by Jerry Zimmerman, Jr. 2nd by Carole Harshbarger, motion carried.

Regular monthly meetings will remain the 2nd Wednesday of each month @ 6:00 p.m.

Holidays and Vacation remain the same as outlined in the Personnel Policy. Overtime is anything over forty (40) hours earned weekly.

Employees received a .50 cents increase across the board hourly for the 2015 previously approved within the 2015 Budget.

The mileage rate was increased to .57 ½ cents per mile the same as the State, as moved by Jerry Zimmerman, 2nd by Rudy Pollino for all of these items, motion carried.

Juli Schlimm was reappointed as of the Open Records Officer moved by Mike Kamandulis, 2nd by Jerry Zimmerman, Jr., motion carried.

The Daily Press Newspaper is designated the paper for general circulation for all public notices to be published. This was agreed upon by Rudy Pollino, seconded by Cheryl Ruffner, motion carried.

Cheryl asked if the new chlorinator was installed yet? Shawn said it hasn't been as they're waiting for the repaired one to come in and clean out everything at once. Cheryl said the purchase order was sent and it should be received within the next month to six (6) weeks. The plan is to install the repaired one and save the new one. Cheryl questioned if the sampler is in and working. Shawn said it is.

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Unfinished Treatment Plant Business Continued:

The clarifier closure measurements have been taken. Cheryl asked if the measurements have been taken to Dinsmore Welding yet? Shawn said no they hadn't. This has to be done before we can get a price on the beams and putting a coating on them. This is intended to be done with the Rhino lining. Shawn said meantime both clarifiers were shut down. They've been restarted. It is just about thawed out. Cheryl told members if the new governor continues with the Act #13 disbursements she would like to apply for the grant for an additional cover submittal due by the end of March 15. Jerry feels this money should automatically come back to the Township because of what it is. Cheryl said she will have Kathy write it up. Jason asked if this would be replicating the one they are doing now? Cheryl agreed once figured out they would use the same information. Cheryl told members she would like to take the amount owed by the Civil action brought against Chuck Urban out of the R-base billing program and enter it into Quickbooks. This way it is not seen as money coming to us since it is a bad debt and an unsure thing.

The Michael Lunger Sheriff Sale @ 479 Main St. has been re-scheduled for 2/5/15. He currently owes us \$637.93. The updated information will be submitted for the sale.

Laura Buchheit @ 121 Dagus Mines Road is delinquent at the two (2) month point again. Supervisor Dave Mattiuz shared information with us from the PUC that water service can be shut off in the winter months as well. It may be a policy of St. Mary's Water that they do not take action in the winter months for liability reasons. Jerry said we must rely in St. Mary's Water to take the action. Cheryl said she would like to ask the solicitor for answers on if the Authority can dig up a connection and cap it off for non-payment? Jason said he didn't believe this is possible as it creates a public health hazard. Jason felt most water companies do not follow thru with the action during the winter months.

Cheryl told members that she and Shawn had gone to the Sarantoulis property @ 204 Dagus Mines Road as was discussed last month. They did an inspection of the property yesterday. A letter had also been written to the Supervisors making them aware of the situation after last month's meeting.

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Sarantoulas Connections Continued:

The Sarantoulas's have both their new modular home and their camper connected to our sewer line. The water service was attempting to be connected but a leak occurred so they still do not have water service at this time. Jerry Zimmerman, Jr. made a motion that anyone having a dwelling connected to the public sewer be billed. In the past we had based this on if they had water service. This is if they do not have water but it is physically connected they still receive a bill. Russ asked if the RV is on wheels? Cheryl said it is. Jason asked if the Authority is going to charge a tapping fee? Russ said the argument will be that it is a vehicle. Carole asked how can a vehicle be connected to our system? Cheryl said maybe we need to add an RV hook up to our rules and regs. There was additional conversation that the mobile home isn't a permanent structure either. Members debated this as it doesn't have a license and isn't on wheels. Russ said there are regulations on how a double wide is to be installed. There are difference between mobile and modular per Cheryl. Members agreed they will bill for both physical connections. One monthly user fee for the mobile home and one monthly user fee for the camper. Jason spoke about the camper being an illegal connection which is a likely source of infiltration and inflow. This connection wasn't inspected and when removed is this being closed up properly? DEP is expecting systems to get more active into the enforcement aspect of this. Situations like this will be expected to be corrected within our system per Jason. Jason recommends telling the property owner to disconnect it. By charging for it is saying we accept it. Tell them it is an illegal connection and to remove it. The travel trailer has to be taken off.

Jerry said it is a similar situation for the Barb Dill property on the highway. If she is living there without water she should be billed. If the home is occupied with or without water they should be paying sewer. They have to be getting rid of their waste somehow. Juli said she asked the brother who is also part owner these questions. His response was that he didn't know other than it is just a big mess. Juli asked don't we have the right to inspect? Jason said yes we do. Cheryl Ruffner 2nded Jerry's motion to change the billing to do so. Russ asked if we have to change anything in our rules? Juli said it was an Authority policy previously to stop billing if the water was off. It is just a policy change. Letters will be sent to both Sarantoulas's and Dill's.

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Unfinished Business Continued:

New sewer rates for 2015 will happen starting with our January billing this week. Residential will be \$49 monthly. Non-Residential business will be \$60 monthly per EDU. This was previously approved within our 2015 Budget.

Monthly Analytical Services test results and the November Discharge Monitoring Report were presented for review.

The Bills-In-Arrears Report was presented. Forty two (42) delinquent letters were sent out with \$6,163 collected in arrears. Eight (8) remain unpaid and will be posted for shut off action.

Express Lube contacted Rob regarding a grease trap interceptor being required. Juli had specs for a grease trap on file but only for restaurant use. Jerry said it is his understanding they will be doing car maintenance and detailing. Discussion was we don't want the floor drains to be tied into our system. If there is a major modification plans should be submitted for review.

A letter dated 12/30/14 was sent to West Penn Power Company. Originally they were charging the Authority tax. This was caught and changed corrected in 2009. Recently Cheryl noticed some of our accounts were being taxed again. This was for the time period of 2012 through 2014. We haven't received anything further on this. This should be a refund of several thousand dollars.

Chris Kline part owner of the former Centerville Grill called to inform us that the building is now being rented for office space. Later it may be changed to a multi-tenant situation.

The list of Bills to be approved for payment were presented for review and paid with Check # 905 through #932 in the amount of \$58,307.43. This included our monthly loan payment, hospitalization, payrolls, taxes and routine bills as moved by Jerry Zimmerman, Jr., 2nded by Mike Kamandulis. Jerry abstained from payroll checks for Shawn. Motion carried.

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INFORMATIONAL ITEMS:

A PenFed update was given. \$5,600.37 has been earned since December of 2013 on interest income.

Employee overtime for the past month was presented and Cameron's regular hours were noted.

A letter was received from the solicitor regarding his December fee statement and credit balance of -\$985.82.

A tap is being applied for for Chris Puncheon in Centerville. A check was received on 1/16/15 from Welcome Homes. There are also other upcoming tap on possibilities in the near future.

A quote was received from Softline Date Company. Cheryl wishes to review other webinars for comparison purposes prior to a decision being made.

The 2015 PA Rural Water Conference will be held from March 24-27, 2015 in State College. Chad is interested in attending @ a cost of \$265.00 for the full conference rate.

The 2014 Generator Report was received from Advanced Disposal. Sludge disposal amount for the year was 113.68 tons.

A letter was received dated 12/19/14 from National Fuel copied to the Operators regarding Sewer Cross Bore Safety.

A premium breakdown was received from St. Mary's Insurance Agency for the time period of 2002-2016.

Ethics forms are to be completed by members as is done annually.

Cheryl told members she is going to be shopping for a new computer for the office.

An Executive Session was called regarding a personnel matter.

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The next meeting date is scheduled for Wednesday, **February 11, 2015 @ 6:00 p.m.** As there was no further business to be discussed the meeting adjourned @ 7:20 p.m.