

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 7/13/16

MEMBERS PRESENT: Cheryl Ruffner, Carole Harshbarger, Ken Huey, Mike Kamandulis and Jerry Zimmerman, Jr.

OTHERS PRESENT: Jason Fralick, HRG Engineering, Chad Shields, Lead Operator, Juli A. H. Schlimm, Authority Clerk.

VISITORS: Supervisor Dave Mattiuz, Rick Delullo and Harry Carr of C.D.M.S. Architectural & Engineering Consultants of St. Marys, PA.

Rick Delullo was recognized as the first order of business. Rick is planning to install a new car wash @ 1078 Million Dollar Highway across from Burke's True Value. Harry Carr shared with the board that they've completed the planning module waiver information. An existing six inch (6") tap exists at that location which is adequate for their use. They have included flow information with their DEP submittal. Jason Fralick will also review the preliminary plans and comment on existing capacity for the project. They had also been in contact with Michelle Solida of the Knox office of DEP in regard to another form that may be required for car wash projects from the state. This will be determined after the originally submission. Cheryl asked if they have contacted PADOT? They said they already had. They've been issued the permit by the state regarding the driveway. Jason commented FTSA will provide a letter to the Township stating we have capacity for the project on the request. The Township will then approve the exemption. A Township Supervisor then signs it to be submitted to the state. It is accompanied by the capacity letter. Cheryl asked how many EDU's are they anticipating? Harry said 5.5 EDU. Cheryl asked if they have plans on recycling their water. They indicated no they aren't. There will be two different side by side type of units at the location. Jason said their information shows 2,300 gpd. He will review the information and comment. Jason asked if they have a site plan for the facility in regards to grit disposal yet? Harry said they will. Jason said they will need to have the grit interceptor in the plan. Anything such as grit, oil and grease or chemicals. Jason said we have several pump stations downstream we need to look at the project's peak flows and how it would affect those. This is verification so there would be no overloading problems. Cheryl informed Rick that any legal or engineering fees associated by the project are their responsibility. She told them the Authority meets the 2nd Wed. of the month. They received a copy of the Developer's handbook.

The Meeting Minutes of 6/8/16 were approved as written and were distributed as moved by Mike Kamandulis, seconded by Jerry Zimmerman, Jr., motion carried.

There was no Engineer's Report for this evening there were no changes within any of our projects within the past month.

An update was given on the Bud Bennett Garage. Solicitor Devittorio did research into the estate. What he found per Cheryl was that the property had been transferred into his three (3) daughter's names several years ago. There is no actual estate open because of this. An invoice

BENNETT CONTINUED:

had been sent originally to the estate. After learning this informational an updated invoice for the connection of the garage was sent to all three (3) of his girls in their names since they're the actual owners to their individual addresses. Cheryl would like to discuss with Jim how long we have to pursue this in timing etc. She would like to discuss how we should pursue this if left unpaid. Regardless of the use of the garage the owners owe the connection fee. Juli said she did have conversations with two of the three sisters that inquired about the invoice. Jerry wants to know how far we can back bill for use since the garage was connected illegally. It was discussed that piping from the installation sometimes is dated by the manufacturer. This might give us a time frame of when connected. The water had served the building since its existence prior to the public sewer.

The Jamie Kronenwetter and Bobbi Jo Wildnauer lien interest to date figure was requested from the solicitor and was provided to the Elk County Sheriff's office for the sale on 6/23/16. The amount due to us including interest \$1,206.88.

The Act #13 submittal deadline is noted as being 9/1/16. The GIS Project costs are to be submitted for this grant money this year. Cheryl asked Jason if he could give us cost ranges if we do the project in increments. Jason suggested half. The cost proposal we had received from HRG in March of this year was \$8,000.

The May 16 Discharge Monitoring Report was presented along with monthly testing results from Analytical Testing Services. They're experiencing some algae issues related to weather. The new chlorinator still is in use and operating fine.

A response letter dated 6/10/16 was sent to Advanced Disposal regarding their annual sludge re-sampling requirement.

We received a letter from Direct Energy dated 6/1/16. This was in regard to additional charges for a capacity performance adjustment fee. This will cover the time period of 6/1/16 to 5/31/17. This will be looked into further.

There was discussion that a call was received from a surveyor a Mr. Greg Caldwell from DuBois. Mr. Caldwell is doing work for Doug Cheatle of Arbutus Lane on a 3 lot subdivision. He provided a preliminary plan forwarded to HRG via email. Our manhole is shown on his plan to be on the corner of the lot labeled as #12. He is requesting a letter from FTSA that public service would be available to serve these lots. Although we know we have capacity for three additional residential lots a state waiver will be needed per Jason. The Authority will provide a capacity letter to the Township indicating they can be served. The question was raised are they planning on having the Authority take over the sewer line extension after installation? Cheryl asked if the Twp. will extend the road in front of this property? It was mentioned if the road is put into spec it would be considered by the Township to do so.

Ken asked Jason if he calculates if the lift stations have ample capacity for each project? Jason explained that annually as part of our Chapter 94 Report to the state they look at all the information from the lift stations provided by the operators to determine how much capacity is left at each location. It isn't as great a concern residentially as it is in comparison to the carwash project. You could have large amounts of flow with that. The report is a planning guide. This way you can look at what areas may be reaching capacity. Juli provides a list of any new users or new EDU's each year. They gather information from the operators as to where they are connected. HRG looks at the capacity of the pumps. The size of the pipes and at what locations. The information is all charted. This gives us a better idea of what capacity we have.

Jason mentioned the Commonwealth Financing Authority (CFA) just announced they're funding small projects. The rules and guidelines will be out as of 8/1/16. The state hasn't funded this for several years but will be again this year. Jason is unsure of what the funds can be utilized for but will have the information for our August meeting. It may be that it would be a consideration for a lift station rebuild project. Cheryl asked if the Pontzer lift station is rebuilt would the piping also need to be redone? Jason said not necessarily. It would be analyzed. It may just be updating pumps.

Cheryl told members they will be starting the new firehall project building. The tap is there already in existence. Cheryl is asking if the inspection fees can be waived because of it being a community oriented project? Mike Kamandulis moved to exempt the Fox Twp. Volunteer Fire Department from paying for the inspection, Ken Huey seconded the motion, which carried. Jerry Zimmerman, Jr. abstained as he is a fireman. Cheryl Ruffner also abstained from the vote as she is also part of that project. Motion carried.

BILLS were approved for payment and paid with Check #1416 through Check #1449 in the amount of forty one thousand one hundred seventy two dollars and twenty three cents (\$41,172.23) as was moved by Carole Harshbarger, seconded by Mike Kamandulis, motion carried. Shawn's wife will be covered by her own hospitalization insurance as of 7/1/16 so a credit will be received for this in the near future. Repair parts were also gotten from Kappe for the press.

Employee overtime hours were presented.

The solicitor's June fee statement was received on 7/1/16. Seven hundred eighty dollars (\$780) was reimbursable from the Rebco project.

Solicitor Devittorio provided to us examples of notices that were used by the Ridgway Borough for dye and smoke testing of structures, drains and sewers.

The Bills & Arrears Report was presented. Arrears for the last billing cycle due on 6/8/16 were all paid in full from sixteen (16) delinquent accounts in the amount of two thousand six hundred twenty four dollars and seventy five cents (\$2,624.75). The current billing cycle that fell due on 7/9/16. There were twenty five (25) delinquent accounts with letters sent out. Five accounts (5) remain unpaid past the due date and will be posted for water shut off action. One (1) was partially paid and will be posted for the balance owed. Three thousand seven hundred forty four dollars and ninety six cents (\$3,744.96) was paid.

Numerous seminar notices were received this month with the information copied to the operators.

Jerry mentioned he thought the Authority should look into upgrading billing software. Cheryl said that she and Juli have done some webinars and are investigating different possibilities. Cheryl said the problem is the monthly fee you pay. Cheryl would like to have options to email and scan. This will be researched further possibly for next year.

THE NEXT MEETING DATE is scheduled for **Wednesday, August 10, 2016 @ 6:00 p.m.**

As there was no other business to be conducted, the meeting adjourned @ 6:30 p.m. as moved by Mike Kamandulis, seconded by Ken Huey, motion carried.