

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES

MARCH 10, 2021 – PAGE 1

MEMBERS PRESENT:

Russ Braun, Carole Harshbarger, Ken Huey, Michael Kamandulis, John (Pat) Minard, Rudy Pollino 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 2/10/21 were approved as written and previously distributed, as moved by Russ Braun, seconded by Rudy Pollino, motion carried.

THE “DRAFT” CHAPTER 94 REPORT was discussed. Tom Holleran indicated Shawn and Juli have reviewed the draft with only a few minor revisions. Members suggested changing the contact person from Chad Shields to Shawn Zimmerman, our present operator. The information in the report is for 2020. Chad was the Operator for the entire year of 2020 until December. Chad was responsible for any state reports during the year. Members thought if the State has any questions they should contact Shawn as the Lead Operator now. Tom told members the report will be an electronic submission.

THE RAS PUMP representative will be on site on March 25, 2021 @ 10:30 a.m.

FIRST CHANCE GREASE TRAP was discussed. Tom Holleran had provided information regarding a stainless tank. Russ Braun submitted information to Tom on a precast tank. The concrete tank was more affordable. A thousand (1000) gallon tank was discussed in size. HRG will write a recommendation letter to the Authority. Tom suggested Shawn be involved with the installation and inspection.

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

CRAIG GREENE was invoiced for the rebuilt grinder pump at the cost of seven hundred eighty-nine dollars and seventy-two cents (\$789.72). The invoice was #122 sent on 2/17/21. This is routine practice for replacement. This repair was much less expensive than anticipated.

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SOLICITOR DEVITTORIO'S correspondence on 3/1/21 regarding **LIEN FILING** was discussed. He suggested updating a resolution to recoup any Attorney and filing fees in this process. The members discussed including all fees associated with the lien. It was moved by Carole Harshbarger, seconded by Rudy Pollino, to have the Solicitor create a resolution to do so, motion carried.

ROOF QUOTES were obtained from several contractors. Juli told members there are three (3) individual quotes in their meeting packets. She did a summary sheet showing the quote each submitted. Yoder Construction was the lowest at ten thousand seven hundred dollars (\$10,700.00). This was for both the roof on the main office and the headworks building. McClain and Dagher Construction were both significantly higher. Juli said Yoder did the Fox Ambulance garage and the park dugouts and her house. Ken Huey moved to award to the Yoder Construction as the lowest bid, seconded by John (Pat) Minard, motion carried.

SHED PRICES Shawn is still obtaining shed prices. He only received one to date from Yoder Construction. We will have three (3) quotes for the April meeting. Shawn is getting prices from Biondi's and the Shed Guy in Kane.

THE BILLS APPROVED FOR PAYMENT AND PAID with Check #3331 to #3360 in the amount of fifty-one thousand one hundred thirty-three dollars and eighty-three cents (\$51, 133.83) with one hundred and one dollars and fifty-cents (\$101.50) of that being reimbursable, as moved by Rudy Pollino, seconded by Russ Braun, motion carried. The Tepco Trombold Equipment and PM Supply invoices were discussed at length.

EXCAVATOR JESSE NUSSBAUM called on 3/4/21 regarding **LIBERTY PRESSED METALS** in interested in running a sewer line extension. Rob Singer had informed us that they are planning an expansion. The line currently runs to Richard Uhl's property. Juli had told Jesse she would provide them with a Developer's handbook. Liberty presently has a holding tank.

Customer **MARYANN BOLEE** inquired on if she pays for a quarter verses monthly would there be a consideration for a reduced sewer rate or some type of discount? The Authority receives many advanced payments for two (2) months, quarterly, some six (6) months and a few pay for the entire year. Members said they are unable to do so. There was no rate increase this year. They try to do an increase every other year.

OVERTIME HOURS were reviewed for the month.

SOLICITOR DEVITTORIO'S FEBRUARY FEE STATEMENT was received on March 1, 2021. A credit balance of four thousand seven hundred eighty-one dollars (-\$4,781.00) exists.

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LIENS WERE FILED AGAINST: CHRISTOPHER AND NIKKI LION property (Sewer account #3405) on 3/4/21 at 181 Dagus Mines Road, Dagus Mines, PA for one thousand forty-four dollars and sixty-eight cents (\$1,044.68) plus additional interest and recording and filing costs.

A lien was also filed against the **DUSTIN AND TRACEY SMITH** property (Sewer account # 2547) on 3/4/21, located at 121 Dagus Mines Road, Kersey, PA for eight hundred fifty-five dollars and fifty-three cents (\$855.53) plus additional interest and recording and filing costs.

DELINQUENT ACCOUNTS: JOHN MEISER/MARTIN AND LIBBY HERBSTTRIT (Sewer accounts #2190, 2191 and 2192) paid the past due amount of two thousand one hundred dollars (\$2,100) on 2/11/21. Their remaining balance for all three (3) accounts is six hundred ninety - seven dollars and forty-six cents (\$697.46). This balance is still considered to be delinquent. The outstanding amount will be updated with other delinquent accounts provided to St. Mary's Water.

ST. MARYS WATER has not resumed water shut off action for delinquencies due to Covid-19.

Fifteen (15) arrear letters were sent to accounts on January 19, 2021. All were paid, one was a partial payment. Eighteen (18) arrear letters were sent to accounts on February 19, 2021. The due date falls 3/11/21. The current Bills-In-Arrears Report was incomplete since the due date falls tomorrow.

EMPLOYEE INTERVIEWS were held on 3/9/21 and will be held again tomorrow 3/11/21. A clarification on the starting rate was asked for by Juli as it was hard to make out the information on her recorder. The new employee's starting rate is to be eighteen dollars an hour (\$18/hr.). After a six (6) month probationary period it is to be increased to nineteen dollars an hour (\$19/hr.). After the employee receives their State certification they will be raised to twenty dollars and thirty three cents per hour (\$20.33). It could take two (2) years to receive the certification.

One (1) person that was scheduled for an interview has declined, as they accepted another job opportunity. Juli asked is another applicant is to be picked?

HIRING - There was discussion on having the chosen applicant start as soon as possible before the April meeting. Rudy Pollino asked how the committee picked four (4) applicants out of the forty- nine (49) names? Juli said it had been agreed upon that the applicant should be a Fox Twp. resident.

The Hiring Committee (4 of the 7 Authority members) indicated they will continue with three (3) applicants. If needed they will review additional ones. Two (2) additional interviews are scheduled for tomorrow evening. The committee will recommend a person who will be offered the position.

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ADJOURNMENT – The meeting adjourned @ 6:28 p.m., as moved by Russ Braun, seconded by Carole Harshbarger, motion carried.