

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
MAY 12, 2021 – PAGE 1**

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

OTHERS PRESENT: Tom Holleran, HRG Engineering, Shawn Zimmerman, Lead Treatment Plant Operator, Shane Buzard, Secondary Operator and Juli A. H. Schlimm, Authority Clerk.

VISITORS: There were no visitors attending.

THE MONTHLY MEETING was called to order by Chairman Jerry Zimmerman, followed by the Pledge to the Flag.

THE MEETING MINUTES OF April 14, 2021 were approved as written and previously distributed, as moved by John (Pat) Minard, seconded by Russ Braun, motion carried.

Tom Holleran of HRG Engineering shared with members that **HRG ENGINEERING** was named the 2021 ENR MidAtlantic Design Firm of the year. This is quite an accomplishment. Members were happy to hear of this news and their success.

Tom presented their Engineering Report for this evening. **THE RAS PUMP STATION MIXER** project cost for the large-bubble mixer system will be developed for the Authority to consider in their 2022 Budget.

AUTUMN COURT SUBDIVISION – HRG reviewed the technical deficiencies letter from DEP to the Developer dated 4/30/21. Submissions on the design of the low-pressure system have not been received to date.

WHITE OAK TESTING RESULTS were received and reviewed. The **March Discharge Monitoring Report** was also presented. Thirteen point seventy-three (13.73) tons of **sludge** were hauled in April 2021.

Shawn Zimmerman gave a **DETAILED MONTHLY REPORT** to members on what they had worked on during the month. These things included: clarifier repairs, cleaning and draining of the digester, mowing and yard work, preparing the pad for the new shed. They ran the press and did testing. They cleaned the press room and pumped rainwater out of the pits. Samples were taken for the State Form #43 required this year, for sludge disposal. The return waste meter was repaired. Oil and filter changes were done on Homestead, Laurel Run and Fairview lift stations. A new sludge meter was ordered as was previously discussed. The cost is to be three thousand two hundred seventy-five dollars (\$3,275). A second one will be budgeted for in 2022.

A capacity letter was provided to **RYAN VOLLMER'S** engineer, for Autumn Court proposed development. We also forwarded a letter from St. Marys Water regarding providing service to them. Solicitor Devittorio in reading our minutes commented that the Authority may want to consider a Developer's Agreement as has been required before. This has been standard practice. DEP's letter of 4/30/21 was received concerning technical deficiencies in the Developer's submission on their E & S and stormwater plans. The deficiencies were for their NPDES. We have not heard anything back on their state sewage approval. Tom added, they have not seen the design for the low-pressure system yet.

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VOLLMER CONTINUED:

THE FIRST CHANCE GREASE TRAP status was discussed. Shawn told members he was trying to reach Ray but was unsuccessful. Kathy and Juli recently talked about the timing of the installation. Jamie Dowie as the installer may not be able to do it until late summer into fall. Members discussed time constraints as the Authority will be paying to get it cleaned out again. Members felt it is causing problems for our lift station and it is expensive to keep cleaning it. Shawn guessed it will cost the Authority an additional two thousand dollars (\$2,000) when it is done. Shawn said they will also be using the steam jenny as the grease is six to eight inches (6-8") thick. Members talked about this being fixed or he may be charged in the future for the maintenance costs involved. Members discussed trying to get this done as soon as possible. Jerry asked if Tom Holleran could write the letter. Tom said he will do so. A draft will be furnished prior to being sent. Members agreed he will just keep getting busier with the summer season. Tom, the operators, and any interested members will view this after the meeting. The members felt the current installation is the problem as the grease does not solidify.

Analyzing the **2021 BUDGET TO DATE** was mentioned at the end of June to see where we are to date.

TRACEY SMITH – paid five hundred dollars (\$500) toward the lien we had filed recently. This was on 3/17/21 as was previously discussed. There will be additional fees added to the remaining balance of three hundred fifty-five dollars and fifty-three cents (\$355.53). This has been separated from their regular sewer account known as ##2547. Their regular account is now delinquent again. A shut off letter will be written to them again.

THE SHED GUY delivery will be scheduled in a week or two from now. They wanted the check for ten thousand six hundred twenty-one dollars and ninety-five cents (\$10,621.95) at the time the order was placed. They will not cash the check until it is delivered and considered satisfactory.

RESOLUTION 4-1-21 adopted last month regarding lien costs was *rescinded* after further discussion, as moved by Carole Harshbarger, seconded by John (Pat) Minard, motion carried. The current minimum fee for legal costs is presently two hundred dollars (\$200) this was changed and increased to three hundred dollars (\$300) and up to one thousand nine hundred ninety-nine dollars (\$1,999) to cover all costs associated with filing of liens. The costs are passed onto the customer. This will be replaced by **RESOLUTION 5-1-21**, as moved by Carole Harshbarger, seconded by Michael Kamandulis, motion carried.

Information about **SLUDGE HAULING** was discussed. In 2020 FTSA spent one thousand one hundred fifty-three dollars and eighty-seven cents (\$1,153.87). In 2019 seven hundred forty-five dollars and sixty-two cents (\$745.62) was spent. One hundred fifty-four (154) tons of sludge was disposed of in 2020. The Authority already has an extremely great rate. It is about half of what the Township had paid prior to checking rates. No further action will be taken.

THE OUTSIDE EFFLUENT METER was repaired.

THE BILLS WERE APPROVED FOR PAYMENT AND PAID WITH CHECK #3394 TO #3427 in the amount of Fifty-seven thousand three hundred eighty-three dollars and forty-seven cents (\$57,383.47), of this fifty-

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BILLS APPROVED CONTINUED:

three dollars (\$53) is reimbursable, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

GFL GREENTREE LANDFILL letter regarding Resampling, re-test and recertifying our sludge was received. This is a requirement every other year. It was budgeted for. It usually costs just over a thousand dollars (\$1,000) for the testing.

MASONRY WORK will be required on the oxidation ditch. A photo was taken, shared with members so they were able to see the problem. St. Marys Masonry has been contacted about quoting. Eric Leslie, owner, is backed up with the recent weather but will be looking at it soon. Tom Holleran, of HRG agreed it needs attention or it will leach out. Products were discussed to correct it. Jerry also mentioned using water sealer on it.

OVERTIME HOURS were reviewed for the month.

SOLICITOR DEVITTORIO'S APRIL FEE STATEMENT was received on 5/3/21. A credit balance of four thousand three hundred ninety-three dollars and thirty cents (-\$4,393.30) remains.

W.C. AUDIT – We received a letter dated 4/29/21 from St. Marys Insurance Agency regarding the annual Workman's Compensation Audit. Our premium will increase by one hundred dollars (\$100) for the year.

JOHN UPDYKE provided us with his liability insurance coverage. He will be doing additional repairs for us.

We received a notice from Highmark that our **VISION** coverage will be increasing by fifty-four cents (.54) monthly starting July.

PMAA - PA Municipal Authorities will be holding their Spring Meeting virtually. The notice is in the meeting packets.

ACCOUNTS IN ARREARS were discussed. Twenty-four (24) delinquency letters will be sent out for the April billing cycle. Seven (7) accounts remain unpaid from last month and the properties will be posted for water shut off.

EDUCATIONAL CLASSES were discussed. Routinely the operators are copied with any class notices from PA Rural Water for training opportunities. They typically schedule for any that are held nearby.

THE JOHN MEISER/MARTY AND LIBBY HERBSTTRIT ACCOUNTS known as 2190, 2191 and 2192 have been turned over to St. Marys Water and have been updated with them for the past several months. We were recently informed that they will resume shut off action. Both parties are continually notified.

THE BILLS IN ARREARS REPORT as of 5/10/21 was also presented.

THE NEXT MEETING DATE IS: WEDNESDAY, JUNE 9, 2021 @ 6:00 P.M. TOM HOLLERAN will be available by phone for our June meeting. Tom will be out of town.

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JULY MEETING – The chairman commented if there isn't any pressing business for the month of July he would like to cancel the meeting and meet again on August 11, 2021.

THE MEETING ADJOURNED at 6:35 p.m.