FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 9/14/16

MEMBERS PRESENT: Cheryl Ruffner, Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis and Rudy Pollino.

OTHERS PRESENT: Jason Fralick, HRG Engineering, Chad Shields, Shawn Zimmerman, Wastewater Treatment Plant Operators and Juli A. H. Schlimm, Authority Clerk.

VISITORS: Supervisor Dave Mattiuz.

The Meeting Minutes of 8/10/16 were approved as written and were previously distributed as moved by Russ Braun, seconded by Mike Kamandulis, motion carried.

Jason commented he had received the 9/2/16 letter regarding the hydrostatic testing report on Rebco's line from the sewer line inspector, Joe Onoratti, Sr. This has been completed. Rebco was connected on 9/8/16.

Chad commented on two locations on Krise Road where the blow off's are located one is wet, the other dry. He thought this should be checked.

Jason said procedurally we will be looking for record drawings to be received. Jason suggested a walk through before final acceptance of the line per the Developer's Agreement. This would occur prior to this happening. It would be good to schedule and have it taken care of. Cheryl asked if Jason would care to be part of this perhaps scheduled for an hour prior to our next meeting?

Jason said as previously discussed, he may plan on a day to come up to evaluate the collection system and pump stations condition. It timing perhaps the Rebco final line inspection could be scheduled and coordinated with that date. Also the daylight hours are getting shorter.

Jason had provided an email to us on 8/19/16 regarding the figures documenting the reimbursement due to Rebco for each additional connection. This is for Developer Reimbursement according to Act 57. Jason had consulted with Solicitor Devittorio on this. Basically it is the collection part of the tapping fee not the entire tapping fee, but a portion that is eligible for reimbursement back to the developer. The Authority may deduct a five percent (5%) administrative fee for tracking within the program. This would make the reimbursement figure equal to one thousand six dollars and five cents ($1,006.05) per EDU. This is for all additional connections made to the developer's system. For every tap fee collected for each additional connection to the line the Authority would reimburse Rebco this amount for a time period of ten (10) years. Cheryl asked Jason if this should be enacted by the form of a resolution? Jason said in the form of a motion. Members mentioned contacting the solicitor regarding creating the written resolution. Jason explained these figures go back prior to the implementation of the 2002 sewer projects.

There has been no other activity on the other current projects within the past month.

Jason commented he had seen the news article this week regarding the KOZ Project developing which is partly in both Fox and Horton Township. A developer had attended the Township meeting last week. Jason wasn't sure if where it is intended to be located if they would need public sewer. Cheryl said tentatively it is to be near to the landfill area. Cheryl said she received approval for this project from the Township and the School Board. The developer still has to go to Horton Township and to the County Commissioners. This is for a proposed Data Center. They're looking at our area for the cooler temperatures, the lower utility costs. A location with no or little seismic activity as this affects the data. Long term they were looking at the creation of one hundred twenty to one hundred and thirty (120-130) jobs. The developer's company is Cirrus. If this happened Toby Valley and the lower end of the Township could possibly be served.

Jason said of recent there have been inquiries on developing and projects. There have been discussions on capacity and the condition of pumps stations. Jason thought this is why lift station evaluations are important. It has been a while since this was looked at. Jason suggested an assessment of the force main lines and lift stations for this reason. This would also give us information for the upcoming annual state report due in February. This will be an overall summary on condition and age of the equipment and number of people served by each lift station. Russ asked if part of it would be to check flows at each lift station? Cheryl said at least evaluate the older part of our system. This would be some type of management plan. This would work well with incorporating this into a GIS system. This can be budgeted and done in steps. The flow equipment would probably be rented by HRG. Carole suggested a price quote that could be done in stages or phased if need be. Maybe concentrate on older areas first. Cheryl compared this to the manhole rehab that the Authority had done.

Cheryl said after the KOZ Project inquiry she checked on the status of our PennVEST loan. FTSA owes approximately 3.5 million. Cheryl said if we borrowed an additional million dollars ($1,000,000) and invested it into a system upgrade it wouldn't change our monthly payment if we lengthened our note by four or five (4-5) years. It may be more reasonable to plan for it instead of having something happen requiring a quick repair.

Jason said he will have a quote for next month with it broken down into phases that it can be budgeted for. The Authority wants to take a proactive approach on this per Cheryl.

Cheryl said addressing the Rebco reimbursement the Authority is approving a one thousand six dollar and five cents ($1,006.05) per EDU amount. This is within a ten (10) year time frame from the line installation. Carole said she felt it is only fair since Rebco privately funded the cost of the line installation that they be reimbursed for this cost. The Authority gets the balance of the connection fee and also the revenue the new customers generate. Others agreed.

Rebco Reimbursement Continued:

Jason commented the line is only sized for so many people to be able to connect. (The calculations speak to the grinder not a gravity system). Jason didn't recall the exact figure. He has the information as do we. There are also provisions within the act that Rebco couldn't be reimbursed for more than the initial cost of what they spent to construct it. There are limitations as well.

Cheryl Ruffner moved to accept this reimbursement figure, seconded by Russ Braun, Ken Huey abstained from the vote. Motion carried. Cheryl said we will contact Jim to prepare the resolution.

McDermott's Welding has paid for their connection so Rebco will be entitled to their first reimbursement of the one thousand six dollars and five cents ($1,006.05) as they are a single EDU.

There has been nothing else received on Delullo's Carwash Project. They received the exemption from DEP on 8/15/16. We haven't gotten any additional plans to this point. The property was purchased on 9/1/16 by Delullo from McPherson's. Russ asked what is being planned for? Cheryl said we were told two (2) individual car wash bays. One is a touchless the other a touch. It is all one business. There has been no land development plan submitted to the Twp. per Cheryl. Russ said he saw the Twp. scheduled and advertised a Zoning variance meeting fox next week.

The Doug Cheatle Subdivision on Arbutus Lane was discussed again. Mr. Cheatle's surveyor was here a month ago with a preliminary plan. Jason was copied and did review it. Mr. Caldwell was sent a letter on 7/15/16 with the State Planning Module waiver, a line extension example and a copy of the Arbutus Lane sewer map. Juli spoke with Greg Caldwell the surveyor on 8/24/16. Caldwell said he had completed the module and is working on the PNDI form for the state. Mr. Cheatle was here recently and didn't seem informed as to the status of things. Juli copied him with all the past correspondence she had sent to Mr. Caldwell in efforts to have everyone updated on the requirements. Shawn mentioned this is where the line ends with a dead manhole. Jason agreed, this manhole on Arbutus. Jason said it would have to be cored.

Mary Bennett Jin had received a shut off notice for the Bennett Garage. The water service remains on. She made a partial payment of one hundred thirty two dollars ($132.00). The unpaid balance of seventy three dollars ($73) carried over with the new bill. The property will be posted per policy for the balance.

Kathy Dowie has done the submittal for the Authority's Act #13 money to the County. This is for the GIS System.

Charles Poirier of 224 Dagus Mines Road was contact by letter of 7/19/16 from us regarding his public sewer account. The quarterly water records showed he had usage for the past three (3) months. This was noticed when doing the semi-annual business evaluation on use. FTSA was not informed by St. Mary's Water of this account being re-activated. Mr. Poirier was back billed for this time period without penalty per action taken at our August meeting. To date he has paid four hundred ($400.00). The balance is now two hundred ninety eight dollars and fifty cents ($298.50). Mr. Poirier is asking for an extension to the original due date. He is asking to pay two hundred dollars ($200) more this coming Friday with the balance in two (2) weeks per Cheryl. Members will grant his request. The only reason for the exception is that St. Mary's Water didn't inform us when the account became active again. Mr. Poirier says he was unaware that he was on the public system. This residence was his homestead.

Chad gave members an update on our sludge hauling activity. We were copied with a landfill summary on the tonnage hauled. Chad commented that we still have approximately two hundred thousand (200,000) gallons @ 2.6% solid remaining to do prior to the onset of cold weather. They had to wait until they were able to get parts to fix the press to do so. This is the most they have done at one time. Chad said they have averaged thirty to forty (30-40) ton yearly. The tank itself is sized for 400,000 gallons of flow. We currently are at 150,000 gallons. Jason agreed, this is why FTSA needs customers. Chad said when it freezes it becomes a big septic tank and you have to re-establish the digester every summer to get the sludge healthy again. Chad offered that next year they may use a tote instead of barrels for a better price on the polymer.

BILLS were approved for payment and paid with Check #1480 to Check #1516 in the amount of fifty one thousand four hundred eighty seven dollars and eight cents ($51,487.08) as moved by Mike Kamandulis, seconded by Carole Harshbarger, motion carried. This figure is slightly higher than usual but there were some non-typical repair and maintenance costs and the quarterly insurance installment for our package which was four thousand five hundred ($4,500) alone.

The invoice from the City of St. Mary's was eleven hundred ($1,100) dollars for cleaning the clarifier. It was blocked with stones, a brick and styrofoam from when it was built. The invoice included their large vacuum, the jetter and camera. It was six to seven (6-7) hours of work.

Employee overtime hours were presented.

The solicitor's August fee statement was received on 9/1/16. A four hundred ninety dollar credit (-$490) exists. An invoice for updating the retainer was received for two thousand five hundred dollars ($2,500). Cheryl pointed out that the retainer was mostly utilized for projects and that those costs are then billed to the developer's and reimbursed to us. One hundred sixty five dollars ($165.00) was reimbursed by Rebco this month.

A memo was received dated 8/24/16 from the solicitor regarding the lien satisfactions for the former Alex Cherry property now owned by Ray Krise, Jr. and the Jamie Kronenwetter/B. J. Wildnauer property.

There also was a lien filed against Barbara and Richard Dill per policy in the amount of five hundred eighty five dollars and seventy nine cents ($585.79).

A memo dated 9/6/16 was also received from Solicitor Devittorio regarding information on taking minutes and what content is required per the Sunshine Law.

We were copied with a letter dated 9/12/16 to the auditors from the solicitor. This is required annually addressing any pending litigation.

An update was given on our Bills-In-Arrears report for our customer billing. For the 8/24/16 cycle twenty two (22) letters were written to delinquent accounts with a due date of 9/8/16. Three thousand four hundred fifty one dollars and forty seven cents ($3,451.47) was collected. One remains outstanding and has been posted for shut off action.

A company named Smart Procure of Deerfield, FLA has contacted us twice via email on 7/19/16 and again on 8/16/16 requesting financial records back as far as 2010. The board wanted our solicitor to comment with his opinion on if we must do so per their request. They don't want copies only data. Members felt they may want this information to sell us or our customers something. We are unfamiliar with them.

A second notice has been received from the PA Department of Community and Economic Development requesting our 2015 Audit. Both notices were forwarded to the auditor. The audit is expected to be completed very soon.

Numerous seminar notices were received this month. Our operators were copied.

Our next meeting date is scheduled for: Wednesday, October 12, 2016 @ 6:00 p.m.

The Township will be holding their 2017 Budget meeting starting in October. The Authority will schedule ours beginning November 9, 2017.

Chad mentioned they would like to discuss concrete for the pad at the plant at budget time. This would be located just outside of the sludge building.

As there was no further business to be discussed the meeting adjourned at 6:50 p.m., as moved by Russ Braun, seconded by Rudy Pollino, motion carried.