

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES 2/10/16 – 6:00 P.M.

Members Present: Cheryl Ruffner, Carole Harshbarger, Mike Kamandulis and Jerry Zimmerman, Jr.

Others Attending: Jason Fralick, HRG Engineering and Juli A. H. Schlimm, Authority Clerk.

Visitors: Cory Nesbitt, Plant Manager, REBCO.

The Meeting Minutes of January 13, 2016 were approved as had been previously sent as moved by Mike Kamandulis, seconded by Carole Harshbarger, motion carried.

A list of BILLS TO BE APPROVED for payment were presented for review and approved to be paid with Check #1264 to Check #1298 in the amount of forty five thousand five hundred fifty seven dollars and twenty one cents (\$45,557.21). This amount included HRG's first quarter retainer. Also included were our annual pension contribution for employees @ \$2,000 each and PA Rural Water's annual membership, our monthly loan, two (2) payrolls and payroll taxes, plant supplies, repairs and maintenance expenditures as moved by Cheryl Ruffner, seconded by Jerry Zimmerman, Jr. Jerry left the meeting early due to weather conditions for work reasons.

Cory Nesbitt, REBCO's Plant Manager was recognized next regarding their project. We had received an email from Cory last week on 2/4/16. This was concerning a problematic right-of-way needed from Black Earth/Blue Sky/Mowrey's. All other issues had been resolved with all other landowners. This is in this evenings meeting packet along with an email from Kim Mowrey that was sent to Cory on 1/22/16. These emails were also copied to Solicitor Devittorio and Jason. Solicitor Devittorio had prepared a Construction and Maintenance Easement Agreement for REBCO that Mowrey's included in their email making suggested changes to it. Cory explained that REBCO isn't interested in changing it to any of Mowrey's suggested changes or clauses that they're requesting.

Mowrey's were asking if other utilities could be run within the same area as the sewer line. This is addressed within our connection regulations. The one stipulation of Mowrey's was that a minimum of twelve feet (12') from ground level to the top of the line of their property be done. REBCO isn't going to pay additionally to install a line at this depth. There were also other reasons including maintenance where this would not be considered reasonable. This should have been concluded nine (9) month ago but hasn't been because of them.

A new proposed route was discussed with those present viewing the intended route changes. It may be shorter in distance with less footage.

Carole asked what about the other property owners that were interested in connecting? Cory said McDermott Welding would still be planning on connecting. The Authority had exempted those property owners along Krise Road unless they choose to. It was optional. The reasoning for this is that the line was to be installed and built privately.

Jason commented that with the changed route a more significant Highway Occupancy Permit would be needed and some of the permits will require amending. The crossing on Rt. #948 may be able to be directionally drilled and the restoration may be easier. Traffic control would be more significant on a state highway. If the line is run in the public right-of-way then it alleviates the private easements. A construction cost estimate will be gotten by REBCO and cost comparisons made. It may be necessary to have a revised Part II Permit from DEP which may take an approximate sixty (60) days. Probably the same length of time for the H.O.P. Jason doesn't know if DEP will require amending the existing permit or if there will be more planning involved with the route change. Jason said with this potential route change the Authority needs to address if they are interested in picking up any additional customers.

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Cheryl mentioned there may be possibly eight (8) additional houses included on both sides of the road. The new route would come down from Brandy Camp Road/Rt. #948 area to the existing sewer line located on the corner of Rt. #948/Main Street and Hayes Road.

Cheryl shared with members that she and Kathy Dowie had attended a seminar Monday @ North Central Regional Planning and Development Commission. They were investigating federal grant monies that are available for projects. Cheryl had shared this information with Cory thinking there may be some funding available. She thought job preservation would be of importance and it is an election year. Cory had inquired with North Central about grant money. Cory said because REBCO is a for profit business this would disqualify them. Cory said the grant money may be awarded more for a municipality or non-profit business. Cory said if the Sewer Authority were running the line there is about ninety thousand dollars (\$90,000) in grant money available for this. Carole said at the time of the Fairview Road Project all of the construction costs were paid by grants because of the job preservation at Fairview Sintered Metals now GKN. The difference as well was that the Fox Twp. Sewer Authority was the municipal applicant.

Cory added they're looking at a long term solution to their needs. This is why they were planning to connect to the public system.

REBCO's Engineer will be investigating amending the permits and the state planning module. It may take between three and four (3-4) months to do so and obtain an approval.

Jason said he doesn't know if there have been any malfunctions reported in documenting the need for public service. Cheryl said she is unaware that this was ever done in this area. Jason said he thinks it is a shame to install this amount of line and not add any new customers. Jason added, if there is a way to leverage funds the Authority could pick up additional customers in building part of the line and REBCO could build a portion to get to our line. Maybe a consideration is that a portion of the project could be done as the Authority's and the other portion be REBCO's. Jason said FTSA has capacity at the plant we have the need to add more connections. Cheryl suggested since REBCO has a delay in timing this may be worthwhile investigating. Cheryl said she or Kathy can call Gary Reed or North Central to see what would be available. Cheryl said she felt this would be a win-win situation financially. Per Jason the former one hundred fifty foot (150') distance as a tapping requirement from the line is now stated to be only within a reasonable distance. When Lovers Lane area was being looked at. The need was evaluated but then some property owners came out against it as they said they weren't having issues. This was unfortunate as there were just as many landowners that were. Jason said RUS (the old FmHa) is federal funds and also PennVEST which is state is coming out of the recession and looking for projects to fund. Cory will give us an email update before next month informing us of where they are at with the changes.

Carole asked to be excused from the meeting at this point to attend Ash Wednesday services.

Jason told members HRG is working on the annual Chapter 94 Report due to the state by 3-31-16. Jason added they will be including details on some of the rehab work that was done on the manholes this year. Jason will touch base with Chad to see if they have anything planned for repairs within 2016 as well. Cheryl mentioned some concrete in the oxidation ditch is flaking off. It was described as being on the inside circle of the outer ring. Cheryl didn't know if this is something that should be patched now verses later. Jason suggested now instead of later would be better.

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Jason suggested looking at pump stations within the collection system. Some I & I (infiltration) work will be done to target the one known as the Pontzer lift station on Rt. #948. There is a highway culvert in that area that may need to be checked also. If blocked or collapsed it may attribute to the problems.

Jason told the board it has been since 2003 when we did the Rt. #255/Million Dollar Hwy. Project other than the plant upgrade. The Authority should be looking for opportunities to extend sewer lines or do rehabilitation work within a five (5) year window. Jason commented if funding it to be sought for projects it's better that be done sooner than later. Pittsburgh will be getting into some major sewer projects and a large portion of the state funds will be allocated for that. This is beginning this year and forward into 2018.

Cheryl said the Act #13 money we have acquired for smaller projects has been extremely helpful and beneficial.

Jason thought maybe the Authority could address a problem in particular with a pump station needing renovated and get funding for that. This might be a legit project to be looked into and investigated. Jason said some flow monitoring and manhole inspections are a few ways to approach it.

Cheryl mentioned the GIS system again. Cheryl asked if the initial information is gotten from the County? Jason agreed. Cheryl questioned if they take our sewer prints and do over-lays or what is it that is done? Jason said yes this is done. Cheryl said our prints are in very poor condition. Some are aged. Cheryl said at least she thinks we should have the prints scanned and make them digital. HRG has a large scanner that they have the capability to do this. Jason said they are doing this for another client at this time. They may get an intern for the summer to help organize this. An inventory will be done by HRG. It is putting all the prints in order organize it and scan it. A data base will then be done with the information in it. This particular client doesn't have interest in doing anything with the GIS system. If we are interested in progressively working toward GIS this would be a good starting point to build on. It can be very detailed on basic. It is whatever you want it to be. Cheryl asked if HRG can provide the Authority with a price quote just to scan and inventory our prints.

West Penn Power correspondence was received. Cheryl explained we are still getting a bill from them for the generation and we are also getting one from the generator.

Shawn's wife Amy Zimmerman had questions on the insurance coverage changes. The Authority offered the employees one hundred fifteen dollars (\$115) additional per pay in lieu of coverage for their spouses. Amy asked is her daughters could stay on the coverage even if she gets her own? She asked if the dental and vision coverage remains the same? Amy can't be added to her employer's coverage until July of this year will this be okay? The answer to all three of her questions is yes. Cheryl added, if FTSA were forcing off the spouses of employees Amy's employer would have to add her now. Since FTSA isn't doing this forcefully the open enrollment period is July.

Five thousand dollars (\$5,000) was received from the Act #13 grant to compensate for some of our clarifier project costs.

Analytical Services, Inc. (ASI) test results were received. Jason looked at these since the operators weren't present to comment.

The 2015 Audit is beginning. A 1/13/16 letter was received from the Auditors to members asking for them to complete an attached survey and return it directly to them. This was also required last year.

Chad would like to attend two (2) upcoming PA Rural Water seminars for credits. One is to be held in DuBois the other in Clarion during the month of March. The cost is eighty five dollars (\$85) each.

The PenFed update was given on our investment. The Authority has earned \$12,591.46 in interest income since December 2013.

Overtime hours for the month were noted for the employees.

Solicitor Devittorio's January 2016 monthly fee statement was received on January 4, 2016.

Twenty seven (27) delinquent letters were sent out this month. Three thousand three hundred fifty one dollars and forty three cents (\$3,351.43) was collected from these. Cheryl commented that she read in the Bradford Era that the city had sixty seven thousand dollars (\$67,000) in delinquencies.

Mike Kamandulis asked how much our electric bill runs at the plant monthly. Cheryl said \$4,000-\$5,000. Mike asked if FTSA had the money would it be feasible to build solar panels at the plant. Mike said we can make our own electricity. Cheryl said we use a significant amount of electric in our operation. Mike said the cost of solar panels has come down dramatically and this might be worthwhile looking at. Mike said a friend of his has solar panels on his garage and it actually pays for his household use. Mike thought maybe we could do this alleviating our electric cost. Cheryl said the Authority could not afford to do so unless we acquired a grant for it. Mike said in earning twelve thousand some dollars in interest is significant maybe it could be used toward the project. Cheryl said our electric costs were down about fifteen percent (15%) from where it had been a year ago. Jason commented it is one of our larger operating costs. Cheryl said our bioxide was taken from three (3) dumps down to only one (1) per year so chemical costs were cut down significantly. Our plant monthly bill was viewed for usage information. 443,000 kilowatts were used in 2015. Mike said he remembered the large open area of additional land around the plant and thought this may be a consideration. Jason and Cheryl discussed that you would still have to be have the electric. Cheryl also mentioned as in comparison to Geo thermos. At what point does it make sense? A feasibility study would have to be done to see if it is worthwhile. Cheryl said research some grants for green energy. Mike said it isn't just based on sun but light.

A letter dated 1/20/16 was received sent to all PA Rural Water Association system members. Their nominating committee is looking for applicants for two (2) positions on their Board of Directors (including Elk Co.) We also received a PRWA conference schedule for 3/29/16 to 4/1/16.

Lien information was provided to the solicitor on three (3) properties that have reached the point for this action to be taken per policy.

Customer Ron Wildfire from Cherry Road inquired again while paying his bill about if we had ever gotten further information from Burke Brothers. Cheryl had inquired with them on if they possibly had any details on the storm sewer installation done by Joe Burke when the development was put in. We never received anything further from them on this.

Our annual Worker's Comp audit was performed on 2/4/16. This is done routinely.

State Ethics forms are here for members to complete. This is an annual requirement also.

We have been continually gathering information on software for billing purposes.

Our NEXT MEETING DATE: **Wednesday, March 9, 2016 @ 6:00 p.m.** As there was no other business to be conducted the meeting adjourned @ 6:50 p.m.

