

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
MARCH 8, 2017 @ 6:00 P.M.

Members Present: Cheryl Ruffner, Carole Harshbarger, Russ Braun, Ken Huey, Mike Kamandulis and Jerry Zimmerman, Jr.

Others Present: Jason Fralick, HRG Engineering, Chad Shields, Treatment Plant Operator and Juli A. H. Schlimm, Authority Clerk.

Visitors Attending: Harry Carr of CDMS Engineering, consultant for Rick Delullo's Carwash Project. Dave Mattiuz, Twp. Supervisor.

Harry was recognized first. Harry said he was here to share a few modifications he made to their plan. He had met with Chad and Shawn recently on the site. Harry distributed plans for everyone to view. He stated they are going to remove and relocate the existing manhole on the plan. He further explained the existing six (6") cleanouts will be abandoned. This way if the line is ever extended it will already be to the end of the property. Cheryl said FTSA needs the grit and oil disposal information. Harry pointed out the sedimentation tank and gas and oil pit on the print. There will be two (2) bays. Mike asked if they were planning to recycle their water. Harry said they are not planning to. Harry said he had given Rob Singer three (3) sets of all the detailed prints. Cheryl said the Authority and Jason need the information for our review. Jason said our standard practice is for Harry to submit the entire package to the Authority and HRG. Jason said he will review it against our developer standards. Jason said we don't just approve things in a meeting until this process is completed. After the review of the plan Jason will respond with any questions or issues that have to be worked out. Harry will email the plans directly to HRG. Jason will respond in writing to the Authority after his review. He will copy Harry too. Russ asked when they will be starting construction. Harry said they would like to get started as soon as possible. Russ Braun moved the Authority approve the Delullo Carwash plan contingent upon HRG's approval, the motion was seconded by Jerry Zimmerman, Jr., motion carried.

The 2/8/17 Meeting Minutes were approved as written and were previously distributed, as moved by Mike Kamandulis, seconded by Russ Braun, motion carried.

Jason presented his Engineer's Report of today. Jason said the status of the REBCO Project hasn't changed. Ken stated they have been in touch with Jason Auman of Auman Contractors. They have just received the valve and it will be installed as soon as the weather is a little dryer. Probably within a month or two.

Jason told members they have received all the additional sewer mapping from Juli that they needed to complete the GIS System Map Project. This is expected to be completed by the end of March. The Authority will be copied at that time for our review.

There is nothing new on the Black Earth Project.

Engineer's Report Continued:

Jason said he has been working with Chad and Juli on the annual Chapter 94 Report submittal. A draft will be sent up for the operators to review.

Mike Kamandulis asked if we can gather additional information for our GIS mapping other than the sewer lines and manholes? For instance: the sewer line is eight inch (8") PVC installed in 1992. Jason said the current mapping has already been taken from existing sewer plans. It is scanned drawings that have been overlaid on existing geospatial mapping for Elk County. There has not been any field verification to check coordinates. It is positioned off of measurements off the road or scaled off the plans. It is based on the existing sewer plans. Jason said you can always add more information and detail as you go. The framework is in GIS and additional information may be added. Photos, videos and additional data can be added. Russ said a data base can be created for this purpose. Russ said Jones Twp. obtained a grant to do this. Jason said it all depends on what you're using it for.

Micale's Centerville was discussed again. Cheryl told members Tony sold a person by the last name of Tamburlin one of the lots that was within our "Freeze on taps" area. Joe Weinkauff was working on an "as built" plan for Phase II the Upper Oak Street area for Micale's. Cheryl told members this plan has now been submitted to the Authority on 2/18/17. She continued, within the meeting packets there is a letter from Pollino Excavating signed off on by Ray Pollino, owner and Randy Gradizzi, who worked for Pollino verifying the information on the "as built" plan as being true and correct. Cheryl read this letter aloud to members. Pollino and Gradizzi were speaking to the accuracy of the information on the plan as installers of the line and manholes. Cheryl said the Authority must decide if they will accept these "as built" as presented based upon the integrity of the individuals. If the Authority chooses to accept this we will then contact Tony asking if he wants to go forward with our professional services in preparing for FTSA to accept and take over ownership of the line. Russ asked for Jason's thoughts. Jason said he reviewed the submittal. He was surprised that all of the information remained that same as far as the design drawings. This is unusual. He questioned if elevations and inverts were checked. The data points and the design drawings matched exactly. Lee Simpson Associates had done the original plans. Jason said he questions if this submittal is an "as built" or just a simple reproduction of the plan plotted on one sheet. Jason said it is about consistency of what FTSA requires in holding the developer to the same standards as others. Within the Authority's handbook and requirements you may request additional information. Jason said the information on the print can be verified. If the Authority has reason to believe everything has been tested and is in good condition it now becomes how do we want to handle it administratively. It has been operating for twelve (12) years. There is the acceptance of the "as built" plan. Preparing the Deed of Dedication and filing the "as built" plan with it in the Courthouse. This is the formal acceptance of the back part of Oak Street including manholes #8-#17. Russ commented that usually the construction prints are marked up with any changes that happen during the installation. This is the information that is added to the "as built".

Micale's Centerville Continued:

The scale is a little different from the original plan but the information is all the same. Cheryl also commented on the integrity of Pollino's work. Members agreed. Carole asked if the contractor would have had notes on the plans. Others said typically so. Members thought there had been an earlier conversation that Tony was given this information years ago. Jerry commented that Daryl Allison handled everything in the beginning for Tony. Cheryl said FTSA has the option to do nothing and the line remains private or we can accept this. Jerry Zimmerman, Jr. moved to accept the "as built" plan as submitted on 2/18/17 with Pollino's verification letter and move forward. Russ Braun, seconded the motion, which carried. Juli is to send Micale's a letter asking if they are still interested in having the Authority take over Phase II of Oak Street. Cheryl said Micale's will be responsible as before for all the professional fees to do so. There was additional conversation that Micale's may decide not to turn the line over. Wehler's the adjoining property owners are waiting for this to happen so they can also develop their land. Micale's sold Wehler's two (2) lots with a right-of-way to access their property. Tony was unhappy that Wehler's would be able to benefit from the infrastructure he paid for in building the sewer line and road.

Wehler will have to do the entire procedure of submitting a Sewage Planning module, possibly Stormwater and Erosion and Sedimentation Plans too.

Analytical test results and the January 2017 Discharge Monitoring Report were presented for review. Chad told members he and Shawn met with ASI. In addition to mailing the test results they are also planning to email them directly to Chad. Comments on some of the past results were chain of command items as the state has become stricter on this. If there is a signature missed the operators told ASI to call them and they will correct it. The Mahaffey Lab reps have been here several times and were informed that we are staying with ASI.

Jason shared that Chad had pointed out our NPDES Permit is due next May 5/31/18. The renewal is to actually be submitted by 12/31/17. By mid-year in July we will be starting lab work and completion of the application itself.

There is a bill on the list to be approved tonight for Pro-Am Safety. It is \$1,900 to refill expired air pacs that are now good for another fifteen (15) years.

Chad said they may start shopping around for purchasing chlorine. Univar is now requiring a five hundred dollar (\$500) minimum. They also just added there is an additional one thousand dollar (\$1,000) minimum for delivery. St. Marys Water now uses a firm from W. Virginia. This branch of Univar is from Altoona, PA.

Chad shared they may also be ordering soda ash for the ph.

Meyer Inspection:

The Debbie Meyer installation has been problematic. Chad inspected it for the piping. It still needs to be covered. Chad said if it freezes it's their lateral and their problem. Cheryl told Chad to check on this.

The Bennett Garage delinquency has been paid in full on 2/17/17 in the amount of two hundred fifty nine dollars and thirty eight cents (\$259.38). Pete Bauer was here in person informing us that the garage has been disconnected from the sewer system. This was checked by our operators. According to Pete Bauer they are planning to have the garage torn down completely. Minutes from 6/14 were copied to the board within their packets on the Dick Cooney Garage situation as he has a hose bib for pressure washing. He has no sink inside the garage. These minutes were pulled for comparison stemming from discussion at our last meeting. If it is torn down it will be a non-issue.

The Jerome Anders lateral was discussed again. Jerome intended to run the line through a crate packed with insulation. Chad said he's been told to get a contractor. Bob Vollmer was on site the next day so hopefully he will be doing the installation.

The BILLS were approved for payment and paid with Check #1681 to Check #1716 in the amount of forty seven thousand fourteen dollars and seventy one cents (\$47,014.71) as moved by Russ Braun, seconded by Jerry Zimmerman, Jr., motion carried. There were additional costs this month for equipment and maintenance.

Employee overtime for the month was presented.

The February fee statement from the solicitor shows a credit balance of one thousand five hundred forty five dollars and ninety one cents (-\$1,545.91).

There was a letter dated 2/28/17 sent from Solicitor Devittorio to Calliari & Meholick Co. Re: our 2016 Audit.

Fifteen (15) delinquency letters were sent to customers for the 2/24/17 billing cycle. There was two thousand seven hundred eighty dollars and seventy cents (\$2,780.70) owed. Two thousand two hundred and eighty dollars and eighty cents (\$2,280.80) has been collected to date. The due date for this cycle falls on 3/11/17.

Lien action has been taken per policy on customer John Reed account #2970 at 165 Dagus Mines Road. The amount of the lien filed was for five hundred seven dollars and seventy one cents (\$507.71) on 2/20/17. St. Mary's Water shut off the water service on 2/22/17 because of a water leak. The account is now inactive at this time.

We received a notice on the County Judicial Sale from the Tax Claim Bureau. There is only one property in our service area on the list. There are no sewer arrears for this property.

A letter was received from St. Mary's Insurance Agency Re: The Worker's Comp. Audit resulted in an additional premium of two hundred fifty eight dollars (\$258).

An email of 2/16/17 was received from Integrity Energy about renewing our contract. Our current agreement expires in December of 2017. Cheryl said we have nine (9) months to work on this.

Sewer account #9200 has had six (6) checks returned in the past two (2) years for non-sufficient funds. This is extreme and the most ever in our history. Cheryl elaborated on the extra work this creates in our accounting. Members decided to notify this customer and request that future payments be made by cash or money order only. The Authority will not accept a check from them because of the situation. Members discussed that if a customer has over three (3) bad checks this will be the new policy. Members said they should be sent a letter informing them they may no longer pay by check. Jerry suggested this also be posted on the Authority office window to generally inform customers.

As a reminder annual Ethics Forms are to be completed by members and returned to Juli.

We also received a fax from Integrity Energy yesterday with the same information and prices as last month. Cheryl stated this is still their winter pricing. No action was taken.

NEXT MEETING DATE: WEDNESDAY, APRIL 12, 2017 @ 6:00 P.M.

As there was no other business to be conducted the meeting adjourned @ 6:45 p.m., as moved by Russ Braun, seconded by Jerry Zimmerman, Jr., motion carried.

