

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/08/23

MEMBERS PRESENT: Russ Braun, Perry Casper, Jim Chorney, Ken Huey, John (Pat) Minard and Jerry Zimmerman. OTHERS PRESENT: Dylan Cowell of HRG Engineering, Shane Buzard and Shawn Zimmerman, Plant Operators and Juli A. H. Schlimm, Authority Clerk. There were no visitors.

THE 2024 2ND BUDGET SESSION began @ 5:00 p.m. Updated figures were reviewed for expenditures through October 31, 2023. Updated 2024 Budget figures were presented with a different income projection for the upcoming fiscal year. After reviewing business use it was more evident that the water usage was down considerably by some of the system's largest users. GKN now recycles their water which attributes. All water use for business was reviewed. Different scenarios and income options were discussed at length.

A higher increase was suggested for the business accounts than the residential. Rate increases were discussed. The members decided a two-dollar (\$2.00) increase for residential accounts and a five-dollar (\$5.00) increase per EDU for non-residential/business accounts are to be worked into the figures for 2024. Each budget line item was reviewed and discussed. Significant budget cuts were made to numerous line items. A revision will be provided to the Authority members for their review prior to the December meeting.

The regular monthly meeting was **CALLED TO ORDER** at 6:00 p.m., by Chairman Jerry Zimmerman, followed by the Pledge to the Flag.

The **MINUTES** of 10/11/23 were approved by Ken Huey, seconded by Russ Braun, motion carried.

HRG'S ENGINEERING REPORT was provided by Dylan Cowell, Wastewater Staff Professional II of HRG Engineering. **CFA SMALL WATER AND SEWER GRANT APPLICATION** – No additional news on this. Their next meeting is scheduled for November 21, 2023.

THE PONTZER PUMP STATION PLANNING & PERMITTING/ADDITIONAL SERVICES – The Planning module was approved by DEP on 10/30/23.

THE 2024 NPDES PERMIT RENEWAL is being prepared. The permit application must be submitted to DEP by 1/2/24.

LSA GRANT OPPORTUNITIES – HRG met with the operators regarding an LSA Grant application for the replacement of the **TOWNSHIP PUMP STATION**. **FTSA RESOLUTION 2023-11-1** was created and acted upon approving HRG Engineering to prepare and submit the **LSA GRANT APPLICATION**. The Township Pump Station Project has a total estimated project cost of: \$665,700.00. HRG'S work under the Retainer and Additional Services will be \$3,300.00. Motioned by Ken Huey, seconded by John (Pat) Minard, to be taken out of our Capital Fund, motion carried.

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/8/23 – PG. 2

DEP'S SEPTEMBER 23 DISCHARGE MONITORING REPORT was presented for review.

BILLS TO BE PAID WERE APPROVED FOR PAYMENT WITH CHECK NUMBER 4479 TO 4513 for the month of November 2023 in the amount of \$49,259.97 with \$59 reimbursable, as moved by Russ Braun, seconded by Perry Casper, motion carried.

GREASE TRAP INSTALLATION UPDATES: Fox Township Elementary Schools has been done, Jireh and the Last Chance have not to date.

ACCOUNT # 2120 – @ 337A Main Street – A letter dated 10/17/23 was written to the owner regarding their delinquency. The balance of \$457.48 was paid in full.

ACCOUNT # 2537 @ 491 Main Street – A letter dated 10/17/23 was written to the owner regarding their delinquency. They were back billed for the water being used during the 2nd quarter of this year when we thought that it was off. This information was obtained by the St. Mary's Water Authority.

PENFED Investment matures on 12/3/23. \$172,268.29 is in the account currently. The cost of the new truck purchase approved last month will be taken from this amount. PENFED is offering a short-term fifteen (15) month investment @ 5.35%. After discussion the board decided to transfer the balance to **PLGIT** as we are currently earning a higher percentage of interest with them, as moved by Russ Braun, seconded by Perry Casper, motion carried. This will be for a six (6) month term.

NEW TRUCK PURCHASE – Letters were written on 10/13/23 to Shorkey Chrysler and Utilitac concerning the truck purchase. Paperwork will be signed by Jerry as Chairman upon receipt.

LAST CHANCE – A letter was written to owner Ray Krise regarding the proposed new sewer tap as discussed last month. Nothing has changed since then.

THE 2022 AUDIT was done the first week of November on site. The preparation continues and will be provided to the Authority when available. Juli asked specific questions concerning having a Capital Improvement and Truck Fund separated on paper only each year. Years ago, we had actual accounts for this purpose. The auditors agreed it would be easier to keep track of if put into separate accounts designated for these reasons. Authority members agreed this could be done after 1/1/24.

OVERTIME HOURS were presented for the past month. Employee time sheets were also provided to Authority members for their review.

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 11/08/23 – PAGE 3

ARREARS:

THE BILLS-IN-ARREARS REPORT was incomplete as the due date for the billing cycle fell due today. Last month's report printed on 10/13/23 \$11,768.02 was delinquent. Thirty-six shut off letters were written to customers on 10/18/23. Seven (7) properties were posted for non-payment from the prior cycle. Thirteen (13) delinquent water shut off letters were written on 10/19/23. Currently three (3) accounts remain unpaid and will be posted.

SELECTIVE INSURANCE dividend check was received for the amount of \$6.16 on 10/19/23.

PA MUNICIPAL AUTHORITIES ASSOCIATION (PMAA) correspondence was received on 10/16/23 concerning their free membership offer. Operators use the PA Rural Water only.

NEXT MEETING DATE IS SCHEDULED FOR WEDNESDAY, DECEMBER 13, 2023. FTSA will meet at 5:30 p.m. immediately followed by their regular meeting.

ADJOURNMENT – The meeting adjourned at 6:54 p.m., as there was no other business to be discussed.