

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 01/10/24 – PAGE 1

MEMBERS PRESENT: Russ Braun, Perry Casper, Jim Chorney, Ken Huey, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman.

OTHERS PRESENT: Shane Buzard, Shawn Zimmerman, Operators, Dylan Dowell, HRG Engineering and Juli A. H. Schlimm, Authority Clerk. **VISITORS:** Ron Quagliani, local barber.

ORGANIZATIONAL: John (Pat) Minard moved that Jerry Zimmerman remain **Chairman**, seconded by Russ Braun, motion carried.

John (Pat) Minard moved that Russ Braun remain as **Vice-Chairman**, seconded by Ken Huey.

Jerry Zimmerman moved Rudy Pollino remain as **Treasurer**, seconded by John (Pat) Minard.

Russ Braun moved John (Pat) Minard remain as **Secretary**, seconded by Jerry Zimmerman.

A motion was made by Russ Braun to retain **HRG ENGINEERING** for 2024, seconded by John (Pat) Minard, motion carried.

A motion was made by Rudy Pollino, seconded by John (Pat) Minard to retain **RICK BROWN of MWBK LAW** as solicitor for 2024.

Authority **MEETINGS** are set for the second Wednesday of each month @ 6:00 p.m., at the Fox Township Building.

Employee **HOLIDAYS** remain the same as prior years documented in our Personnel Policy.

Employee **OVERTIME** hours anything over forty (40) hours earned weekly.

Employee **WAGES:** .85 cents hourly was given to the lead operator and .60 cents hourly to all other employees approved with the 2024 Budget adoption.

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ORGANIZATIONAL CONTINUED:

Employee **VACATION** remains the same as in prior years as outlined in our Personnel Policy.

Juli Schlimm, Authority Clerk, remains the **OPEN RECORDS** officer.

2024 MILEAGE was raised per the IRS rate of .67 cents per mile. This is up .02 cents per mile from 2023.

CNB remains our **BANK DEPOSITORY**.

The regular monthly meeting was **CALLED TO ORDER** at 6:00 p.m., followed by the Pledge of Allegiance.

VISITOR RON QUAGLIANI was recognized first regarding his small barber shop business and discussion on rate increases for the new year. Mr. Quagliani had prepared a written statement he shared with board members. He has worked in this capacity for fifty-seven years. The past five years he has gone to part-time hours working eighteen (18) hours per week. He was asking for special consideration to lower his sewer rate. The Authority said they will discuss this. Juli said she emailed members with this information. According to the most recent water usage evaluation, there were ten (10) other businesses that used less water than Mr. Quagliani did but paid the full non-residential business rate @ a single EDU or seventy-nine dollars (\$79) for the month. If something were to be considered regarding changing his rate, in fairness to the others, it should include those accounts as well. Juli read the names of those businesses off to the members. Jerry said this will be tabled for now.

The **MINUTES** of 12/13/23 were approved as written and emailed to members on 1/5/24, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

HRG'S ENGINEERING REPORT was provided by Dylan Cowell, Wastewater Staff Professional II, of HRG Engineering. Dylan thanked the board for their reappointment of HRG for 2024. The current retainer is from 2016. The scope and fee remain unchanged. Items included in the retainer are as follows: Attendance of monthly meetings, preparation of a monthly Engineering Report,

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HRG ENGINEER’S REPORT CONTINUED:

Consulting with FTSA operator staff, Completion of the annual Chapter 94 Report and submission to DEP. Preparation of the CFA grant for upgrades to the Township Pump Station, Developer or connection reviews.

LSA Grant Application – Township Pump Station – HRG has submitted the application for the pump station replacement on 11/30/23. A decision is expected to be made by July 2024 on this application. Authorities are eligible applicants. Eligible projects must total twenty-five thousand (\$25,000) or more but can’t exceed a million dollars (\$1,000,000). A match component is not required.

BIDDING THRESHOLDS information was included in the report for the new year.

CFA SMALL WATER AND SEWER GRANT APPLICATIONS – Fox Township Sewer Authority was awarded Four hundred eighty-four thousand five hundred dollars (\$484,500.00) on December 19, 2023, for the **Pontzer Pump Station upgrades**.

2024 NPDES PERMIT RENEWAL has submitted the NPDES Permit renewal application to the state on 12/29/23. We received confirmation it was submitted successfully to DEP on 1/2/24.

NOVEMBER AND DECEMBER 2023 DMR – The Discharge Monitoring reports for two months were presented for review. **WHITE OAK TEST RESULTS** were received. No sludge was hauled for the month of December.

NEW TRUCK has been picked up and delivered to Utilitac on 1/4/24.

BILLS TO BE PAID WERE APPROVED FOR PAYMENT WITH CHECK NUMBER 4565 TO 4582 in the amount of Nineteen thousand four hundred forty dollars and twenty-three cents (\$19,440.23). Sixty-one dollars was reimbursed, were approved as moved by Russ Braun, seconded by Perry Casper, motion carried.

CHLOR-A-VAC MOTOR – Shawn told the board that he had to order a motor for the chlor-a-vac. The price he was quoted by P.M. Supply Company is ten thousand fifty-eight dollars (\$10,058.00) including shipping.

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PONTZER PUMP STATION PROJECT – online required paperwork is to be signed electronically by Jerry Zimmerman as Chairman and John (Pat) Minard as Secretary to be executed within the next forty-five (45) days per the instructions. This is for the acceptance of the **CFA SMALL WATER & SEWER GRANT MONEY**.

GREASE TRAPS – Jireh Lanes and Last Chance are still non-compliant with the business grease trap requests.

BUERK'S EXPENDITURES IN 2023 was discussed at our last meeting. Last year five thousand nine hundred forty dollars (\$5,940) was spent for pumping lift stations & maintenance. In 2022 five thousand thirty dollars (5,030) was spent. A large percentage of this cost was for the Township lift station with the grease issues we experienced @ First Chance.

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

THE 2022 AUDIT has been completed by Callari and Meholick. The auditors copied DCED and PennVEST directly as is required. Mr. Meholick has offered to attend a meeting if anyone has any questions. He does so annually.

THE BILLS-IN-ARREARS REPORT as of 1/8/24 for the December billing cycle was presented. Over thirteen thousand dollars (\$13,000) is owed by delinquent accounts. Thirty (30) shut off notices were sent out on 12/21/23. Fourteen (14) were unpaid and two (2) made partial payments. Postings of property will be routinely done.

ANNUAL ETHICS FORMS were distributed for completion.

AUTUMN COURT – Per Shawn Ryan Vollmer's construction is underway for the grinder pump installations.

NEXT MEETING DATE: WEDNESDAY, FEBRUARY 14, 2024 @ 6:00 P.M.

ADJOURNMENT @ 6:28 p.m., as there was no further business to be discussed, as moved by Russ Braun, seconded by Perry Casper, motion carried.

