

## **FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 12/13/23**

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

The board met @ 5:30 p.m. to discuss the **2024 BUDGET**, advertised as such. After the review and discussion of revised figures from last month's meeting, the board approved the budget as presented with one additional revision. That is to include the 2024 truck purchase, as moved by John (Pat) Minard, seconded by Jim Chorney, motion carried.

The **MINUTES** of 11/08/23 were approved by John (Pat) Minard, seconded by Perry Casper, motion carried.

**HRG'S ENGINEERING REPORT** was provided by Dylan Cowell, Wastewater Staff Professional II of HRG Engineering.

**CFA SMALL WATER & SEWER GRANT APPLICATION** – DCED is meeting in January. We do not know if decisions were made on the grant applications.

**PONTZER PUMP STATIONS PLANNING AND ADDITIONAL SERVICES** - The Planning Module was approved by DEP on October 30, 2023. No additional updates this month. Support letters were sent to both Representative Armanini and Senator Dush's offices.

**2024 NPDES PERMIT RENEWAL** – HRG is preparing the NPDES permit application. The final test results for the application are being completed by the testing laboratory. Our permit expires in 2024, the new application deadline to be submitted to DEP is January 2, 2024.

### **LSA GRANT APPLICATION – Township Pump Station**

HRG has submitted the grant application for the Township Pump Station replacement on 11/30/23. A decision is expected to be made by July of 2024 on this submittal.

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

**BILLS TO BE PAID WERE APPROVED FOR PAYMENT WITH CHECK NUMBER 4514 TO 4564** for the month of December 2023 in the amount of \$181,293.46 with one hundred twenty dollars (\$120) being reimbursed, as moved by Russ Braun, seconded by Perry Casper, motion carried. The Authority's new truck purchase and upfitting is included in this figure, along with the annual pension allocations and insurance.

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**GREASE TRAP INSTALLATION UPDATES:** Nothing has changed since the November meeting. Jireh and Last Chance Inn have not complied to date.

**PLGIT** – Paperwork has been done to set up a third investment with PLGIT. As discussed last month this is the money that matured in the Penfed 5-year CD. The money will be reinvested minus the cost of the truck and upfitting. \$171,268.29 was transferred back to CNB from Penfed. After the truck purchase and upfitting the balance of \$98,000 will be reinvested for a 6-month term.

**CAPITAL IMPROVEMENTS AND TRUCK FUND ACCOUNTS** – Juli informed members that after consulting our CPA Auditors they recommended the Authority open separate accounts for these purposes. Many years ago, these individual accounts existed. At some point the accounts were closed with the money allocated annually to each but only on paper. These accounts will be reopened with budgeted amounts transferred as discussed and approved with the 2024 Budget. New bank cards were signed by members to open these accounts.

**MWBK LAW** responded to Calliari and Meholick Auditors regarding the 2022 Audit as required. This addresses that the Authority is not in litigation with anyone during that time-period.

**SELECTIVE INSURANCE** correspondence was received concerning changes to their annual billing schedule.

**MICHAEL BOYD MOCKENHAUPT INSURANCE BENEFITS** correspondence was received concerning changes to their coverage. This did not affect our hospitalization coverage.

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

**THE BILLS-IN-ARREARS REPORT** as of 12/9/23 for the November billing cycle was presented. A payment was received in the amount of \$4,016.77 for the Authority's largest delinquency. This brought six accounts current under the same ownership. This eliminated the need for further legal action. Thirty-six (36) shut off notices were sent out to customers on 10/18/23. Seven (7) properties were posted. Thirteen (13) accounts remained unpaid of those. Three (3) additional will be posted.

**MEMBER TERMS** – Russ Braun and Ken Huey have accepted another term on our board as appointed by the Township Supervisors. Thank you to both for your continued service.

**NEXT MEETING DATE: WEDNESDAY, JANUARY 10, 2024, AT 6:00 P.M.** starting with the annual reorganization of our slate of officers. **ADJOURNMENT** at 6:34 p.m., as there was no other business to be discussed, as moved by Russ Braun, Ken Huey, motion carried.

