

## **FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 10/11/23**

MEMBERS PRESENT: Russ Braun, Perry Casper, Jim Chorney, Ken Huey, John (Pat) Minard, Rudy Pollino 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 BUDGET MEETING** began at 5:00 p.m. reviewing Budgeted figures for 2023, Spent-to-date as of 9/30/23 and a Year Ending projection as of 12/31/23. Some figures were based on actual set amounts while others were done based on averages. Also, as estimated figure for each category for the upcoming 2024 Budget was presented. The overspent categories, in the current budget are primarily due to money spent on the Pontzer Lift Station Project, the Green Road line extension and for the alarms added to the lift stations. An update on spent-to-date figures will be done as of 10/31/23.

An Executive Session was held on **“WAGES for 2024.”** It was announced that employees Shane Buzard and Juli Schlimm would be given a sixty-cent (.60) per hour or 2.7% raise and Shawn Zimmerman is to be given a dollar and a quarter (\$1.25) hourly more as the Lead than Shane in the secondary operator position. This would be an eighty-five cents (.85) per hour raise or a 3.6% raise. These amounts will be used for the updated information in November.

Shane Buzard presented information on a possible **NEW TRUCK PURCHASE for 2024.** Our current truck is a 2013 Ford pickup truck. The operators would like to upgrade and add a plow and crane, so they don't have to rely on the Township. The new truck being investigated is a 2023 Dodge #2500 Tradesman regular cab 4 x 4. The quoted price is \$48,357 from **Jim Shorkey Dodge** in N. Huntingdon, PA. Shane has researched upfitting the truck with a proposal from **Utilitac** on the Ridgway Saint Marys Rd. in Ridgway, PA for the cost of \$26,022.74. There was a list of items plus labor for \$2,557.70 within the quote. As of this year \$23,008.95 has been allocated for FTSA's Truck Fund. This can be put toward the upfitting costs. Informational packets of the truck information were shared with each board member for their review. Juli gave the board loan information she had sought from the local banks. The best offer was with First Commonwealth Bank @ 5.3% for a 60-month term. This rate was due to being a municipality and tax exempt. It was discussed, this purchase would take place after 1-1-24 and the Authority discussed taking the cost out of our savings, as moved by Ken Huey, seconded by John (Pat) Minard, motion carried. There was additional discussion on selling our 2013 Pick-up ourselves. With Co-Star pricing dealers don't take trades because we are already experiencing a reduced price. Kelly Blue Book is to be referenced when pricing the 2013 pick-up. Juli was instructed to write a "letter of intent" to both Shorkey Dodge and Utilitac.

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 09/13/23** 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 – DCED's** next meeting is November 21, 2023. There have been no decisions to date.

**THE PONTZER PUMP STATION PLANNING AND PERMITTING/ADDITIONAL SERVICES** – The **WQM Permit** application was approved on 9/12/23. The Planning module was submitted to DEP on 6/16/23. DEP has until 10/14/23 to make a decision, acting on the Planning module.

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**2024 NPDES PERMIT RENEWAL** – Has begun compiling data for the renewal, for the permit that expires in 2024. A new permit application must be submitted to DEP by 1/2/24.

**FUTURE LSA GRANT OPPORTUNITIES** – LSA Grant applications are being accepted now through 11/30/23. The eligibility requirements are as follows: Municipal Authorities are eligible applicants, Eligible projects must have a total cost of \$25,000 or more, Grant requests cannot exceed \$1,000,000, a match component is not required. HRG will schedule a visit to tour additional components of the wastewater system, and HRG/FTSA will decide on a project to submit for these funds.

**DEP'S AUGUST 23 DISCHARGE MONITORING REPORT** was presented for review. There will be no sludge hauled now as this is seasonal. Per Shawn an aerator has been taken out of service with DEP informed. A new cement pad was poured for the digester to set on. FTSA will be assigned a new DEP officer in the future. Our current one will be retiring.

**BILLS TO BE PAID WERE APPROVED FOR PAYMENT WITH CHECK NUMBER 4449 TO 4478** for the month of October 2023 in the amount of Fifty-three thousand eight hundred eight dollars and eighty-four cents. (\$53,808.84), of which fifty-nine (\$59) was reimbursable, as moved by Russ Braun, seconded by Rudy Pollino, motion carried. The operators told members the Pumpman previously W.C. Weil is planning on doing an evaluation at the Fairview Lift Station as the relays keep going bad. This will be done in the near future. It was questioned on how the mileage costs compare last year to this year. This will be checked on.

**GREASE TRAP INSTALLATION UPDATES:** The American Legion and M.J.'s Market installations have been completed. The Fox Township Elementary School is planned for. The Last Chance Inn there has been nothing done.

**THE LAST CHANCE INN** – Raymond Krise, the owner has contacted our operators about installing a new sewer line at their location. They are planning to put in a new handicap bathroom. Due to the layout of the bathroom within the building a new tap will need to be done on our main line for the new bathroom. The original tap will continue to be utilized for the original bathroom and kitchen grease trap. This is on the opposite side of the building. Shawn provided a schematic of the proposed new line and tap for the board to view. According to the operators Ray is planning to use the old forty-gallon grease trap from the First Chance Inn in the Last Chance. Members questioned the sizing. The only comparison we have is that Last Chance's water usage is only a quarter of the First Chance's latest use. Shawn said Last Chance does not have a dishwasher so this may help their situation. After further discussion Russ Braun moved to charge Last Chance Inn a separate tap-fee for the new tap, but no separate additional monthly bill, seconded by John (Pat) Minard, motion carried.

**FOX TOWNSHIP ELEMENTARY SCHOOL** – The St. Mary's School District representatives have discussed with the operators the plan for the installation of a one hundred (100) gallon tank for their grease trap installation at the Fox Elementary School. There is a plan to address the layout of the installation. It will be on the back wall of the kitchen with several stages for cooling down, prior to reaching the dishwasher, per Shawn. If this doesn't improve their situation something else will need to be addressed.

A letter was written on 9/13/23 to the owner and renter of **Account #2120 @ 337A Main Street**. The current balance on the account is four hundred fifty-seven dollars and forty-eight cents (\$457.48). No

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**ACCOUNT #2120 CONTINUED:**

response has been received. The owners haven't paid the past due on the account. The tenant has paid partial payments.

**ACCOUNT #2537** @ 491 Main Street was previously shut off by St. Mary's Water when we requested it. Service had already been discontinued on 7/6/23. St. Mary's Water checked on 9/29/23 and the water was turned back on by the owner not by them. The owner turned it on at the curb but there is no way to know when. Per St. Mary's Water they used eight thousand (8000) gallons of water during the second quarter. It was to be inactive from 7/6 – 10/3/23. The account will be back billed by FTSA for the just less than three (3) month period as it was obviously still being used. The amount to be back billed is one hundred fifty-seven dollars and ninety-five cents. (\$157.95). Members agreed with this. Jerry thought theft of service charges would apply by St. Mary's Water. In situations like this the Authority can back bill.

**INACTIVE ACCOUNTS** – An account can be temporarily not billed for if the households choose to shut the water off by St. Mary's Water. Customers do so when away or traveling, for an extended time-period. This is a standing policy.

**ACT #13 MONEY** – A letter was received from the Elk County Commissioners regarding our submittal for the Fall Act #13 money distribution. Our request was denied. We have been awarded this funding in the past.

**ACCOUNTS 2190, 2191 AND 2192** – at 360 Main Street paid and had their water restored. Their water was off for ten (10) days. (9/19/23-9/29/23). They were seen attempting to dig it up and reconnect it themselves. They will not receive credit for the period when it was off.

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

**THE BILLS IN ARREARS/DELINQUENT ACCOUNTS REPORT** is incomplete for the September billing cycle which fell due on 10/9/23. We are still waiting for postmarked payments on the due date. Thirty-six (36) delinquent water shut-off letters were sent out on 9/15/23. Thirteen (13) remain unpaid and will be posted. Action will be taken weather permitting.

**REBCO'S** line was cleaned as a matter of routine maintenance on 10/6/23.

**2022 AUDIT** – is scheduled for 10/30 and 10/31/23 by Calliari and Meholick, CPA's.

**NEXT MEETING DATE IS SCHEDULED FOR WEDNESDAY, NOVEMBER 8, 2023.** FTSA will meet at 5:00 p.m. for their second Budget 2024 meeting immediately followed by the regular monthly meeting to be advertised as such.

**ADJOURNMENT** – The meeting adjourned at 6.57 p.m., as there was no other business to be discussed.

