

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 05/10/23

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

OTHERS PRESENT: Victoria Scalamogna, Garrett Stoy of HRG Engineering, Shawn Zimmerman, Plant Operator and Juli A. H. Schlimm, Authority Clerk. There were no visitors.

The meeting was **Called to Order** at 6:00 p.m., by Chairman Jerry Zimmerman, followed by the Pledge to the Flag.

MINUTES of 4/12/23 were approved as written and previously distributed, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

NEW MEMBER Jim Chorney was introduced. Jim is filling the vacancy of Mike Kamandulis's term. Welcome to Jim!

HRG'S ENGINEERING REPORT was presented by Victoria and Garrett. Victoria informed members she will be working from home due to relocating. Garrett and Dillion Coldwell will be attending our meetings. Victoria will remain involved by phone. HRG reviewed and approved the most recent set of prints submitted to us by Ryan Vollmer's engineer for **AUTUMN COURT**. There were only minor revisions needed. HRG issued those revisions on March 21, 2023. The submittal was approved contingent upon those minor changes. No comments or drawings were received from the developer.

CFA SMALL WATER & SEWER GRANT APPLICATION – HRG contacted DCED as to the status of the grant application's initial review completed with no updates. HRG requested an update to the budget to reflect all engineering costs to be incurred, by the Authority. This redistributed the budget, keeping the grant and match amounts the same. Confirmation of the updated budget was received on April 4, 2023. It is anticipated that DCED will make decisions on grant awards at their July 23 meeting.

THE PONTZER PUMP STATION PLANNING AND PERMITTING & ADDITIONAL SERVICES has begun. This is for the upgrades to the Pontzer pump station. The Operators attempted to obtain data from the pump station to help identify existing flow rates. There was a delay with this due to maintenance. Using pump run times and original design information, initial design characteristics, which were partially based on assumptions were done. The permit application is eighty percent (80%) complete. This will be submitted after utilizing data from the draw down testing to finalize the pump design. This will go onto the Township Planning Commission next week (May 17th). Motions will be made next month to approve the WQM and Component 3 permits for submission to DEP. The impellers were changed in size over time. Calculations are being done regarding pump size. Infiltration also is considered in these calculations.

CHAPTER 94 ANNUAL WASTELOAD MANAGEMENT REPORT was submitted to PA DEP through their OnBase Submission system. There is nothing further required with this.

DEP'S MARCH 23 DISCHARGE MONITORING REPORT was presented for review. There was no sludge hauled during March. With the lack of rain, the flows are noticeably down. Russ said it speaks to I & I, infiltration issues.

BILLS TO BE PAID WERE APPROVED FOR PAYMENT WITH CHECK NUMBER 4262 TO 4301 for the month of April 23 in the amount of \$53,946.62, of which one hundred nine dollars (\$109) is reimbursable, as

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BILLS TO BE PAID CONTINUED:

moved by John (Pat) Minard, seconded by Perry Casper, motion carried. This included a new office computer purchased at Advanced Computer. This was necessary as Quickbooks could not be upgraded until we had adequate space to do so.

GREASE TRAP LETTERS were written to the American Legion Post #511, St. Mary's School District for the Fox Township Elementary School, Jireh, Last Chance and M.J.'s Market. Shawn has been in touch with everyone except Ray from Last Chance. Grease trap information was provided to all of them, included with a letter dated 4/26/23.

PARIS UNIFORM RENTAL COMPANY was contacted concerning the possibility of providing tee shirts to the operators in lieu of the uniform shirt. Shawn had indicated he was happy with the existing, but this would just be an option for consideration.

X-TREME WEAR – Information was received from them on both tee and polo style shirts. As suggested by Jerry, the information was provided to members so they can be purchased by the Authority for members to wear at our meetings. Members are to review the samples and let Juli know if they are interested and their size. The samples were all shown in the color grey just to simplify the process.

SUB-PUMP - A letter dated 4/26/23 was sent to property owner, David Merritt at 1101 Million Dollar Highway to verify where the connection is made. This was brought to our attention by his tenant when seeking FTSA to reimburse him for his pump electrically burning up. Shawn spoke to Mr. Merritt who verified it does not connect to our system.

Correspondence was received from KML Law Group RE: the **HABERBERGER ACCOUNT** located at 107 Maple Street, Kersey, PA. A Sheriff Sale was scheduled for 5/18/23. Juli sent a letter dated 4/21/23 to the Elk County Sheriff's Department to cover the costs of a lien FTSA had previously filed against Mr. Haberberger. A check was received in the amount of \$882.20 to satisfy all costs prior to the sale. Solicitor Rick Brown was contacted to do a lien satisfaction. A copy was provided to us.

FARMERS BANK INVESTMENT of \$121,043.75 will be maturing on 6/13/23. Interest income earned over sixty-six (66) months was \$19,814.75. Juli asked if the board would like to reinvest the funds with the upcoming Pontzer pump station project? FTSA's obligation to the project with grant funds is \$85,000. Juli will get rates locally on CD's. Russ suggested perhaps shorter terms.

OFFICE COMPUTER – A new office computer was purchased as described in an email sent to the board. Quickbooks desktop 2023 was required in order to operate payroll, file taxes, all financial reports, etc. This occurs every three (3) years. The amount of RAM required to operate the software update was 8 to 16 GB. The office computer only had 4 GB free. The downloads were unsuccessful on the old computer. Advanced Computer's quote was \$1,144.89. The installation was done yesterday. The new computer has Windows 11 on it. Windows 10 will be obsolete soon. Quickbooks was upgraded today! This had to be done by 5/31/23. Further discussion was that in the future the billing software would need to be upgraded. Juli said she has priced billing software. Software is very expensive. Juli said the current R-base billing software has met the Authority's needs for many years. R-base has only cost FTSA \$1,600 in

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OFFICE COMPUTER CONTINUED:

maintenance to operate over the past ten (10) year period. A future consideration would be to outsource the billing. Russ added, if this were done perhaps Juli could work part-time after semi-retiring. Juli said she wasn't looking to retire for another three (3) years. Russ said these are future things to consider on the Horizon.

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

THE BILLS IN ARREARS REPORT was incomplete as the due date for the monthly billing fell yesterday on 5/9/23. Sixteen (16) routine delinquent letters were sent to customers on 4/17/23. Five (5) accounts remain unpaid.

Two (2) accounts had their water service shut off for non-payment of their sewer bills. Accounts #2390 and #3380 both have paid in full and water service restored.

Three (3) properties were posted for water shut off on 4/14/23. Two (2) properties paid, one (1) reported today their check is in the mail.

Account #6030 was shut off for twelve (12) days owing \$577.33. The customer paid \$600 and was restored.

HIGHMARK sent an annual notification of a price increase for the **VISION COVERAGE** starting July 23 of \$6.84 additional annually.

THE NEXT MEETING DATE IS SCHEDULED FOR: WEDNESDAY, JUNE 14, 2023 @ 6:00 P.M.

THERE WILL BE NO MEETING IN JULY. This is a trend that was set annually.

ADJOURNMENT – The meeting adjourned, @ 6:29 p.m., as there was no other business to be discussed.