

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
JANUARY 11, 2023 – PAGE 1**

MEMBERS PRESENT: Russ Braun, Perry Casper Ken Huey, Pat Minard, Rudy Pollino and Jerry Zimmerman.

OTHERS PRESENT: Shawn Zimmerman, Shane Buzard, Operators, Tom Holleran of HRG Engineering and Juli A. H. Schlimm, Authority Clerk.

VISITORS: None.

The meeting was called to Order at 6:00pm by Chairman Jerry Zimmerman with the Pledge of Allegiance. The January Organizational segment of the meeting was held first.

Russ Braun moved that the same slate of officers were kept for 2023 as were in 2022, Ken Huey, seconded the motion, which carried.

Jerry Zimmerman, remain as Authority Chairman, Russ Braun remain as Vice-Chairman, Rudy Pollino remain as Treasurer, John (Pat) Minard as Secretary.

A motion was made Russ Braun to Re-appoint HRG Engineering for 2023, seconded by Perry Casper, motion carried.

A motion was made by Ken Huey to appoint Rick Brown as our solicitor for 2023, seconded by John (Pat) Minard, motion carried.

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

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

Employee overtime hours is anything over forty (40) hours earned weekly.

Wages: Employee wages increased by one dollar and fifty cents (\$1.50) hourly across the board per the 2023 Budget. Juli thanked members for her increase.

Vacation: Remained the same as the prior years outlined in our Personnel Policy.

Juli Schlimm remains the Open Records person as moved by John (Pat) Minard, seconded by Russ Braun, motion carried.

Mileage was raised per the IRS rate up .07 cents from last year, per mile. CNB remains our bank depository for 2023.

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THE MEETING MINUTES of December 14, 2022 were approved as written and previously distributed, as moved by member Russ Braun , seconded by John (Pat) Minard, motion carried.

TOM HOLLERAN OF HRG PRESENTED HIS ENGINEERING REPORT FOR TONIGHT – HRG provided the Revised Bidding limits for this year.

Tom also mentioned an new engineer has submitted a draft of the Component 3M for the **Autumn Court Subdivision**. Drawings have not been submitted yet.

Tom also spoke of the **CFA Small Water and Sewer Grant Application** that was due by the deadline of 12/21/22. The application was completed and submitted by HRG. Members, please reach out to Representative Mike Armanini. HRG would be glad to discuss the scope of the project with him. HRG will be providing a proposal on planning and permitting for this work. The Planning Director for the Northwest DEP office was contacted. Tom said this will include the operators and any of the board members that are interested.

WHITE OAK TEST RESULTS were received and reviewed. **DEP'S NOVEMBER 2022 DISCHARGE MONITORING REPORT** for November was presented for review. Seven point eight-eight (7.88) tons of sludge were hauled in December.

DEP INSPECTION of 12/14/22 was held. The report was copied to members. The inspection was held on both the fourteen and sixteenth of December by the Department. On the sixteenth a problem was experienced with the Fairview Lift Station. It was recommended that an alarm system be installed to prevent further problems. The newer lift stations in the system are equipped. The seven (7) older stations are not. These additional costs can be taken from the Capital Improvements Fund. Shawn said this really should have been done years ago. Russ Braun inquired on who approved this expenditure? Russ questioned, if the chairman had approved it? Juli responded yes, he did. Russ stated he felt the board should have been notified. Shawn said it was important to do immediately to prevent any further problems.

PLANT MONTHLY REPORT – Shawn Zimmerman explained in detail, what took place during the DEP On-Site Inspection. Now there is an alarm on every lift station. Russ Braun asked why this information wasn't passed onto members in an email? Shawn felt there was urgency in compliance with state recommendations. There was nothing further on the August insurance claim. We are still waiting for documentation from Elco.

BILLS TO BE APPROVED FOR PAYMENT AND PAID WITH CHECK # 4124 TO CHECK #4155 for the months of January 23 include payrolls, quarterly taxes, insurance, monthly PennVest loan, repairs & maintenance, equipment, supplies, testing, utilities and chemicals, in the amount of \$57,379.78. Motion as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

GREASE TRAP LETTERS – Additional grease trap letters were received from three (3) additional businesses, Copper Fox, Get-Go and also Walmart. Four (4) others remain outstanding.

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CALLIARI AND MEHOLICK AUDITORS the 2021 Audit Report was received on 1/6/23 and was copied to members.

OVERTIME HOURS were presented for the past month. Time sheets were provided to members.

ADDITIONAL STATE TESTING REQUIREMENTS were mentioned to the members by the Authority. This will be additional cost as well.

LIFT STATION ALARM NOTIFICATIONS was further discussed. Cost was discussed sending notifications to the operators via cell phone verses landline costs associated with each pump. Per the operators this is something that can be done as it isn't necessary to have both. This can be further discussed going forward.

BILLS-IN-ARREARS: Not available this month. Twenty (20) delinquency letters were written to customers. Several postings of property for those unpaid accounts will occur.

PONTZER FLOW DATA – was mentioned and will be discussed and gathered for the project.

SEWER ACCOUNT #3405 has been delinquent for some time. The last payment received from them was on 7/22/22. Juli asked that the board consider filing a lien per policy, in the amount of four-hundred sixteen dollars and eighteen cents (\$416.18), it was moved by John (Pat) Minard, seconded by Perry Casper to do so, motion carried. This information will be provided to the solicitor. Members questioned if FTSA recoups the costs involved in doing so. Juli said yes, that we do. The property owner will be notified of the pending action prior to filing it.

ANNUAL ETHICS FORMS were passed out to members for completion.

ATTORNEY JIM DEVITTORIO sent a "Thank You" card for his years of service plaque. We wish him the best in his retirement.

THE NEXT MEETING DATE: WEDNESDAY, FEBRUARY 8, 2023 @ 6:00 p.m.

ADJOURNMENT – The meeting adjourned as there was no other business @ 6:44 p.m., as moved by Russ Braun, seconded by Perry Casper, motion carried.