

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 09/13/23

MEMBERS PRESENT: Russ Braun, Perry Casper, Ken Huey, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman. **OTHERS PRESENT:** Dylan Cowell of HRG Engineering, Shawn Zimmerman and Shane Buzard Plant Operators and Juli A. H. Schlimm, Authority Clerk.

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

VISITORS – There were no visitors in attendance.

MINUTES of 8/9/23 were approved as written and previously distributed, as moved by John (Pat) Minard and 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 & SEWER GRANT APPLICATION** – DCED has not made any decisions on grant applications.

THE PONTZER PUMP STATION PLANNING AND PERMITTING/ADDITIONAL SERVICES - The Planning module and WQM permit application were approved on 9/12/23. The Planning Module was submitted to DEP on 6/16/23. DEP has until October 14, 2023, to act on the Planning Module.

NPDES PERMIT RENEWAL – must be submitted to DEP by January 2, 2024. HRG has prepared a proposal to be approved. The quotation range was estimated at six thousand to seventy-five hundred dollars (\$6000-\$7,500). The proposal was accepted as moved by Rudy Pollino, seconded by John (Pat) Minard.

DEP'S JULY 23 DISCHARGE MONITORING REPORT was presented for review. There was no sludge hauled for July.

BILLS TO BE PAID WERE APPROVED FOR PAYMENT WITH CHECK NUMBER 4417 to 4448 for the month of September in the amount of Sixty-five thousand seven hundred eighty dollars and eighty-three cents, (\$65,780.83), of which fifty-nine dollars (\$59) was reimbursable, as moved by Russ Braun seconded by Ken Huey, motion carried.

GREASE TRAP RESPONSES were discussed. Fox Elementary School installation is currently being investigated by the school district. M.J.'s Market is to be installed this week. The American Legion has one on order. The Last Chance Inn, owner Ray Krise, Jr. met with the operators. Ray plans to have the same installer as the First Chance Inn, although it has not been scheduled with the contractor.

PLGIT INVESTMENTS – information was copied to and shared with the board.

ACCOUNT #2120 at 337A Main Street, Kersey was discussed. The owners informed our office they were selling the property on 5/18/23. We were later informed by St. Mary's Water that it was not a sale. The owner and intended purchaser have some type of agreement during this transition. The owner Beimel's will continue to be billed by law. We can copy Roy Krise as well. Both parties have been copied with the monthly bills since May. A partial payment was received today from Mr. Krise. The past arrears on the account owed by Beimel's are continuing to incur penalty charges. An outstanding balance has existed since April. The board agreed to send the "draft" letter Juli prepared to both parties. If the arrears are not paid by the due date of the September billing cycle a lien will be filed. The balance on the account currently is three hundred sixty-two dollars and twenty-five cents (\$362.25).

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CNB NEW BANK SIGNATURE CARDS were prepared by the bank to omit past member Mike Kamandulis and add new member Jim Chorney. These were executed by members.

ACCOUNT #2537 was discussed. The account had been turned over last month to St. Mary's Water for shut-off action. We were informed that their water had already been shut-off by the Water Authority for non-payment to them. They have been without water since July 6, 2023. The water remains off. Juli asked if FTSA wanted to file a lien against this property since no payment had been received since March. Six (6)-months of non-payment is when lien action is taken. Members were informed that the monthly current charge has been inactivated while they have no water service. The account remains active because of having a past due delinquent amount of four hundred ninety-nine dollars and thirty-one cents (\$499.31) as their current balance. Members further discussed if FTSA should continue to bill the monthly charge since they are still occupying the home? In the past the monthly charge was not charged when water service is shut off. This usually happens when a property owner is temporarily not occupying the home. This is probably not addressed in the Sewer Ordinance. The Authority members want the solicitor's opinion on this. May FTSA continue to bill for the sewer service even if the water is off since the home remains occupied? It was also discussed that originally there were a few accounts that were on our system that were served by wells and not public water. They were charged for sewer services.

ELK COUNTY UPSET TAX SALE – Juli emailed the County Tax Claim Bureau in response to a notice for their upcoming sale to be held on 9/20/23. FTSA had filed two (2) liens against property owners at 181 Dagus Mines Road for the total amount owed of six hundred eighteen dollars and fifty-four cents (\$618.54). This amount is expected to be received.

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

THE BILLS IN ARREARS REPORT/DELINQUENT ACCOUNTS for the August billing fell on 9/8/23. There are forty-five (45) accounts that meet the delinquent criteria that will receive a shut-off letter for the due date of 10/9/23. This is the most delinquent accounts we've possibly ever had.

NEXT MEETING DATE IS SCHEDULED FOR: WEDNESDAY, OCTOBER 11, 2023. FTSA will meet for their first Budget 2024 meeting at 5:00 p.m., with the monthly meeting to follow.

ADJOURNMENT – The meeting adjourned, @ 6:25 p.m., as there was no other business to be discussed.

