

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES- 1/08/25 -PAGE 1**

**MEMBERS PRESENT:** Russ Braun, Perry Casper, Jim Chorney, Ken Huey, and Jerry Zimmerman.

**OTHERS PRESENT:** Shane Buzard, Plant Operator, Dylan Cowell, of HRG Engineering and Juli A. H. Schlimm, Authority Clerk.

**CALLED TO ORDER** by Chairman Jerry Zimmerman, followed by the Pledge to the Flag.

**RE-ORGANIZATIONAL FOR 2025:** Russ Braun moved all officers remain the same as the prior year, seconded by Jim Chorney, all were in favor, motion carried. Jerry Zimmerman, Chairman, Russ Braun, Vice-Chairman, Rudy Pollino, Treasurer and John (Pat) Minard, Secretary.

A motion was made by Russ Braun to retain **HRG ENGINEERING for 2025**, seconded by Ken Huey, motion carried.

A motion was made by Russ Braun to retain **RICK BROWN, as solicitor for 2025**, seconded by Perry Casper, motion carried.

The Authority **MEETINGS** will be held on the 2<sup>nd</sup> Wednesday of each month at 6:00 p.m. for 2025.

Employee **HOLIDAYS** remain the same as prior years documented in the Personnel Policy.

Employee **OVERTIME** hours anything over forty (40) hours earned weekly.

Employee **WAGES:** 3.5% percent raise was given to each employee as included in the 2025 Budget.

Employee **VACATION** is outlined in the Personnel Policy.

The Annual **MILEAGE RATE** was increased from .67 cents to .70 per mile.

**OPEN RECORDS** – Juli Schlimm, Authority Clerk was renamed the Open Records Officer for 2025 as moved by Jim Chorney, seconded by Russ Braun.

**CNB** remains our depository.

**MINUTES** – of the 12/1/24 meeting were approved as written and previously emailed to members as moved by Russ Braun, seconded by Perry Casper, motion carried.

**HRG'S ENGINEERING REPORT** as presented by Dylan Cowell of HRG was as follows:

Dylan thanked the board for the reappointment of HRG for services in 2025.

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CHAPTER 94 REPORT was submitted to the state on 3/18/24. No response has been received from the state. This is for the 2023 Chapter 94 Report. HRG has begun collecting information for the 2024 Chapter 94 from Juli and will continue to do so for that submittal due in 3/25.

LSA GRANT APPLICATION FOR 2024 – for the Township Pump Station was submitted on 11/26/2024. No grant decisions are expected for a few months. 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.

LSA GRANT APPLICATIONS FOR 2024 – for the Township Pump Station was submitted at the end of November 2024. This grant application began 9/1/24. The application deadline was 11/30/24. Project eligibility requirements are: 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.

PONTZER PUMP STATION FINAL DESIGN, BIDDING AND CONSTRUCTION ADMINISTRATION – Update – The Pontzer Pump Station Project went out to bid on 12/13/24. Bids are due on Monday, 01/13/2025. FTSA received a CFA Small Water and Sewer Grant in the amount of \$484,500 for the completion of the project.

*The project timeframe is expected to be a year. The construction period will be around two (2) months long. Inspection for the project was discussed. A proposal will be provided for the February meeting. The inspector would be an HRG qualified employee.*

*Russ Braun moved to approve the most qualified bidder on the Pontzer Pump Station Project, and was seconded by Perry Casper, with qualifications to be met. HRG will draft a letter outlining their recommendations, all members were in favor, motion carried. Jim asked if HRG has had a bad experience with a bidder, are they going forward considered to be a non-qualified bidder? Dylan said they would make the Authority aware of it. This would be unusual.*

The 2024 NPDES Renewal was submitted to the state on December 29, 2023. Deadline was 1/2/24. A confirmation for receipt was received. We have not received any questions from DEP to this point in time. It's over a year since it was submitted.

**DISCHARGE MONITORING REPORT** for November 2024 was presented for review. No sludge was hauled for this time-period. Ninety – Nine point twenty-eight (99.28) tons of sludge was hauled in 2024.

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**MAINTENANCE -**

Shawn shared with members concerning maintenance one part of the **DITCH** is down due to a bearing and metal shaft going bad. This will be brought back online. The **DIGESTER MOTOR** will be rebuilt again. It will be between nine and ten thousand dollars (\$9,000-\$10,000) for repairs. **NEW HEATERS** have been ordered for the Press Room. A **LIGHT SWITCH** also went out in the Headworks Building.

**BILLS TO BE APPROVED FOR PAYMENT** WITH CHECK NUMBER 4921 TO CHECK NUMBER 4946 in the amount of Fifty- seven thousand eight hundred eighty-four dollars and twenty-three-cents (\$57,884.23), with sixty-one dollars (\$61) reimbursable for JANUARY 2025 as moved by Russ Braun, seconded by Perry Casper, motion carried.

**UNFINISHED BUSINESS –FTSA’S 2023 AUDIT** has been completed by Callari and Meholick of DuBois. Copies were received on 12/24/24. The report was filed by the auditors with PENNVEST and DCED as required. The Township auditors Sharkey, Piccirillo and Keen were also copied. The two auditing firms worked together as had been requested by an appointed Township auditor. Copies were provided to Authority members. Auditor Mark Meholick also said if the members had any questions, he would gladly attend a meeting to review the report.

**WALMART LIFT STATION** was pumped on Christmas Eve. CITADEL is having it cleaned quarterly and copies us with the documentation now.

**NEW BUSINESS –** The Annual **PRWA CONFERENCE** announced the dates for this year’s conference from 03/24<sup>th</sup> – 03/27/25 @ the Penn Stater in State College. Shane is planning to attend. Jerry said, if any board members are interested let Juli know. The schedule of classes hasn’t come out yet. Juli will email them to members when they are available.

**OVERTIME HOURS** were presented for the past month.

**RUDY POLLINO** agreed to another four-year term as reappointed by the Supervisors.

**THE BILLS-IN-ARREARS REPORT** was incomplete for the December billing cycle. The billing due date was today. Seventeen (17) delinquent letters were sent to customers on 12/20/24. There were nine (9) properties posted for non-payment and shut off from the previous cycle. Three (3) accounts remain unpaid. These will be turned over to St. Mary’s Water for action weather permitting.

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**SWEATSHIRTS** – Jerry suggested ordering sweatshirts for board members and employees. They have been received and distributed tonight. Those not in attendance can pick them up at the office. Xtreme Wear does a really nice job!

**ANNUAL ETHICS FORMS** were distributed and need to be returned by 5/1/25.

**ACCOUNT #2570** – Juli informed members she received a customer bill for this account in the mail. The bill was from June of 2023 and has been lost in the mail for over a year and a half! The property has since been sold.

**TIM WEHLER** has come to the office expressing interest in building a separate garage. He was told our Ordinance states a separate tap per structure. He questioned the special agreement the Authority made with his neighbor, Zach Handwerger. Russ and Jerry commented that the past agreement was created so Mr. Handwerger couldn't have an upstairs apartment in his garage or a business. Members commented it is an official recorded agreement. Juli and Shawn both commented there are both residential and business garages that have bathrooms that are billed separately.

**NEXT MEETING DATE: WEDNESDAY, FEBRUARY 12, 2025 @ 6:00 p.m.**

**ADJOURNMENT** – As there was no other business to be discussed the meeting adjourned at 6:32 p.m., as moved by Russ Braun, seconded by Perry Casper, motion carried.