

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – MARCH 8, 2023

MEMBERS PRESENT: Russ Braun, Perry Casper, Mike Kamandulis, John (Pat) Minard, Rudy Pollino and Jerry Zimmerman.

OTHERS PRESENT: Garrett Stoy, HRG Engineering. Shawn Zimmerman and Shane Buzard, Operators. Juli A. H. Schlimm, Authority Clerk was excused.

VISITORS: Ryan Vollmer, R.C. Realty RE: Autumn Court.

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

RYAN VOLLMER was recognized as the first order of business. The most recent plan review was discussed. Elimination of the nineties (90's) were discussed. Russ Braun made a motion to accept the changes upon the recommendation of HRG Engineering, seconded by Rudy Pollino, motion carried.

THE MEETING MINUTES OF 02/08/23 – were approved as written and previously distributed, as moved by John (Pat) Minard and seconded by Perry Casper, motion carried.

HRG'S ENGINEERING REPORT was presented by Garrett Stoy. Garrett spoke of the **Autumn Court Subdivision** submittal. The last submittal was dated 1/13/23 has been reviewed by HRG. Their review will be shared with the developer and his engineer.

THE CFA SMALL WATER AND SEWER GRANT APPLICATION – HRG has been informed that the CFA reviewers will be reallocating the grant match component of the application. The reallocations will not change the total grant match. The CFA reviewer will reach out to Juli, HRG will be assisting with this matter.

PONTZER PUMP STATION PLANNING AND PERMITTING AND ADDITIONAL SERVICES – HRG developed a proposal for the planning and permitting of the upgrade to the Pontzer pump station, which has been shared prior to the meeting with the board. The pump meter run times will be used in our design efforts for the Pontzer pump station upgrades. A motion was made to approval the proposal and move forward with the work as moved by, Rudy Pollino, seconded by Mike Kamandulis, motion approved. This was previously sent to members by email. The proposal was signed tonight.

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CHAPTER 94 HRG prepared the annual Chapter 94 Wasteload Management report. A draft of the report was provided to members via email. A motion was made by Perry Casper, seconded by Russ Braun to approve the submittal, and forward it to DEP. Jerry executed the signature page.

DEP'S JANUARY 23 DISCHARGE MONITORING REPORT was presented for review. No sludge was hauled for February. White Oak testing results were also provided.

SELECTIVE INSURANCE CLAIM STATUS – All the information has been received and submitted.

BILLS TO BE APPROVED FOR PAYMENT WITH CHECK #4914 to #4225 for the month of March 2023, including payrolls, quarterly taxes, insurance, monthly PennVEST loan payments, repairs and maintenance costs, equipment, supplies, testing, utilities and chemicals in the amount of \$69,208.81, as moved by John (Pat) Minard, seconded by Russ Braun, motion carried.

GREASE TRAP OUTSTANDING RESPONSES – There are three (3) outstanding businesses that we are awaiting a response from. Jireh Lanes, Last Chance Inn and M.J.'s Market. Follow ups will be made.

ACT 13 COUNTY GRANT 2/23/23 submission was hand delivered to the Elk County Commissioners for consideration, this money would be used toward the costs of the Pontzer Pump Station Planning and Permitting Study.

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

BILLS-IN-ARREARS REPORT – Incomplete as the February bills fall due on 3/11/23 this month. Twenty five (25) routine delinquent letters were sent to customers. Three (3) properties were posted for water shut off on 2/8/23. One (1) paid to date.

LIEN FILED - A lien was filed against the property @ 181 Dagus Mines Road for non-payment. The delinquency in the amount of four hundred ninety-five dollars and eighty-eight cents (\$495.88) including costs were filed. A partial payment was received toward the lien.

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LIEN ACTION – Two (2) letters were written threatening lien action against accounts #4150 and 6030. Water shut off letters were previously written to them.

CHINAMERICA (Joe Jin) is opening for take out on starting March 12, 2023.

PA RURAL WATER CONFERENCE will be held March 27-30, 2023. Information is in the meeting packets. Shawn will be attending.

FOX TOWNSHIP MANOR sewer account #2465 @ 108 Irishtown Road sent their January payment. It got lost in transit. They are asking for consideration in crediting their penalty of eighty four dollars and thirty-two cents (\$84.32) because of this situation. The board approved doing so.

NEXT MEETING DATE: APRIL 12, 2023 @ 6:00 P.M.

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