

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES –DECEMBER 14, 2022 – PAGE 1**

**MEMBERS PRESENT:** Russ Braun, Ken Huey, Mike Kamandulis, and Jerry Zimmerman. **OTHERS PRESENT:** Garrett Stoy of HRG Engineering, Solicitor Jim Devittorio, Shawn Zimmerman, Shane Buzard, Operators and Juli A. H. Schlimm, Authority Clerk.

**PLEDGE** – The meeting was called to order by Chairman Jerry Zimmerman @ 6:00 p.m., followed by the Pledge to the Flag.

**TOM HOLLERAN** of HRG Engineering was available by telephone for the entire meeting. Tom Holleran told members he was in touch with Geo-tech a new consultant retained by **RYAN VOLLMER'S/AUTUMN COURT**. He had general questions on low-pressure system design. They discussed scour velocity. Per Tom, it would be to the FTSA's benefit to have slightly smaller pipes to assure the scour velocities are addressed, as much as possible in the early stages of the development. This is important as if development is slow. If there are only a few houses at first we want to be sure this is addressed. It depends on the configuration of the alignment and pipe sizes. These are all adjustable variables in the software. Geo-tech is working with E-1 on the design in accordance with FTSA requirements. Material preferences were also discussed. Tom did provide Geo-tech with a response on their questions today. They may have their submittal prepared as soon as January. Tom asked that it be sent to our office with PDF to HRG.

The **PONTZER SEWER EXTENSION Plan Recommendation Letter** was provided to the Authority today. HRG has completed their review of the developer design submission made by Curry and Associates on behalf of Pierre J. Pontzer. The plan is dated August 20, 2022. Final drawings were included in Juli's copy of the extension. After board consensus and operator desires were taking into consideration a few additional conditions were noted. A terminal manhole was determined not to be needed but be replaced by a terminal cleanout. Pontzer must provide an easement access to the terminal cleanout such that flushing be possible by a vacuum truck reaching that location.

HRG proceeded as authorized with the **COVID-19 SMALL SEWER GRANT** application. State Representative Mike Armanini and Senator Chris Dush both asked for a template for a support letter for the grant project. HRG will provide this to them with the project description for this type of grant. This support is important. There was conversation with the Jerry as the chairman and the operators with providing work on the **Pontzer Pump Station**. This requires more planning to determine the true capacity. It is more extensive with planning with DEP. Either a Component 3-M or a special study. Both may be options. A Water Quality permit may be necessary if the pump station were to be upsized. Tom was personally concerned with the schedule and timing. There is enough time to do so. Tom wants it to be understood that the operators feel it is probably necessary to do so. The study will confirm this. This will proceed in January by HRG providing prices to do so. A ballpark cost is at twenty thousand dollars (\$20,000) for the study and planning. The estimated cost for the Water Quality Management permit is at five thousand (\$5,000). This is prior to even knowing if we receive the grant money. Proposals will be provided in January. Normally CFA grant terms may give extensions. The

**COVID -19 SMALL SEWER GRANTS CONTINUED:**

American Rescue Plan funds this is not the case, there is a hard deadline to spend the funds. This is assuming they are going to be awarded. Tom introduced Garrett Stoy of their firm, attending tonight. Garrett is HRG's new Manager over water and wastewater. If the study @ the pump station is done the Authority will be held to the results of the study by the state irregardless if the grant is secured or not. Jerry said the study can also be used to apply for other types of grant money. Tom agreed. Tom said PennVEST loan money could also be considered. Per Tom the study would also be eligible for a fifty percent (50%) grant award through the Department. A Task Activity Plan would have to be submitted for the work but if the Department approves it FTSA would be entitled to a fifty percent (50%) reimbursement. This program is in place and does work well. The submission deadline is December 21, 2022. There is a litany of things needed from the Authority for the submission. There were four (4) forms attached to the Engineering Report that are required to be executed for the submission. Russ did ask Tom how the Chapter 94 Annual State Report described the Pontzer Pump Station? Tom explained the report stated it was slightly overloaded @ eighty-two percent (82%). The total gals. that go through the Treatment Plant are divided by the number of system EDU's is how the number is arrived at. The number of EDU's assigned to the Pontzer Pump Station is in the equation. The pump capacity is used as a comparison. There are different variables in this, per Tom. The operators thought earlier reports it may have been a greater number, prior to Tom's involvement.

Chairman Zimmerman called for a motion for the project paperwork to be executed, as was moved by Mike Kamandulis, seconded by Russ Braun, motion carried.

Solicitor Devittorio stated FTSA has not come under a DEP Consent Order. On the side of caution executing the documents in efforts to obtain the grant money, prior to that happening, is a better situation. Juli asked if she may sign the Resolution or if it needs to be the board secretary? The solicitor said it should be the board secretary, when available.

**RESOLUTION 2022-12-1** the grant was acted upon approved to be signed as moved by Russ Braun, seconded by Mike Kamandulis, motion carried. Rudy can sign this at a later date, per discussion. All other required signatures are to be signed by Jerry as the chairman.

**GARRETT STOY OF HRG** was in attendance, as Tom Holleran mentioned. Garrett introduced himself to the board and gave a description of his background.

Jerry mentioned in regard to the grant money that there is importance in that the **FOXHEAD INDUSTRIAL PARK** goes into the Pontzer Pump Station as do the larger Industrial and Commercial businesses on the system.

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**RETIREMENT OF SOLICITOR JIM DEVITTORIO** - Chairman Jerry Zimmerman presented Solicitor Devittorio a plaque for his years of service to the Authority. Jim has served as the Authority attorney from December 10, 1991 to this date December 14, 2022 for over thirty-one (31) years.

**MEETING MINUTES of November 9, 2022**, were approved as written and distributed, moved by Ken Huey, seconded by Russ Braun, motion carried.

**WHITE OAK TEST RESULTS** were received and reviewed. **OCTOBER'S 2022 DISCHARGE MONITORING REPORT** was presented for review. Eleven point eighty-eight (11.88) tons of sludge hauled this month.

**OPERATOR'S MONTHLY REPORT** – An on-site DEP Inspection was held today and again will be completed this Friday the 16th. An item of discussion was why there aren't auto dialers on all lift stations. All lights on each lift station must be in working order.

**INSURANCE CLAIM** – FTSA is still awaiting invoices from Elco for this. It will be completed upon receipt.

**BILLS TO BE APPROVED FOR PAYMENT AND PAID WITH CHECK #4087 to #4123** in the amount of: Sixty-One Thousand Eight Hundred Fifty-Eight Dollars and fifty cents (\$61,858.50). Fifty-five dollars is reimbursable. The bills for December 2022 were approved for payment as moved by, Russ Braun seconded by Mike Kamandulis, motion carried.

**FIRST CHANCE** grease trap was installed on 10/17/22. The line was cleaned on 11/16/22. The operator's had before and after pictures they shared with board members.

**GREASE TRAP REMINDER LETTERS** were sent to businesses on the system that it applies to on 12/6/22. We did receive a call from the Fox Elementary School indicating this is handling by their maintenance contract with Aramark. The notice was passed onto them. The school did have a recent problem with their line. It was cleaned within the past month.

**OVERTIME HOURS** for the past month was presented for review along with payroll time sheets.

**SOLICITOR DEVITTORIO'S TIME** for the past month showed an invoice for two hundred four dollars and sixty-cents (\$204.60) currently approved within the Bills approved tonight.

**DELINQUENCY LETTERS:** Fourteen (14) delinquency letters were written on 10/26/22. The water remains off to rental account #6211. The balance of Six hundred seven dollars and fifteen cents (\$607.15) was filed in the form of a lien by the solicitor recently .

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**DELINQUENT ACCOUNTS** – Two (2) property postings were done on 11/17/22. Account # 3535 has been paid. Account #3405 has been turned over to St. Mary's Water for shut off.

**NO IN-PERSON PAYMENTS** – This has helped to cut down on the constant traffic and interruptions. Some customers continue to not read the notices and still stop but it is significantly less.

**CUSTOMER LOCAL BARBER REQUEST** – Owner Ron Quagliani has asked for consideration for a lesser cost in sewer service. Mr. Quagliani bases his request on his third (3<sup>rd</sup>) quarter water bill showing no registered water use. Mr. Quagliani is asking to be an exception to the one (1) single EDU Non-Residential/Commercial rate he currently pays of the minimal sixty-eight dollars (\$68.00) monthly. Juli told members in reviewing his water records he has used a total of two thousand gals. (2,000) this year to date. The board discussed that there are other businesses that have used the same or less and have not questioned or asked for a reduction in their rate. With the increases within FTSA's 2023 Budget the Authority did not feel they were able to consider his request. Our operational costs continue to rise and have gone up substantially in the past year. Whatever would be done would have to be done across the board for all users to be sure it were a fair scenario. This isn't financially possible.

**ACCOUNT #7465** has had their bank account hacked at North-West Savings Bank. They were asking if the extra banking fees from this situation could be waived since it was no fault of their own. Juli asked CNB to consider waiving the fee for this occurring in the amount of fifteen dollars (\$15). This fee was passed onto the Authority. They were unable to do so since the sewer customers account was with North-West Savings Bank and not CNB. The Authority did waive the ten percent (10%) delinquent fee of five dollars and fifty cents (\$5.50), as moved to do so by Russ Braun, seconded by Ken Huey. The account will be credited this amount.

**BUERK'S SEPTIC** letter of 12/7/22 was received that outlined the increases in their services for 2023. This is just one example of things that have increased in our operation that we must plan to afford. It is economically a large increase with all products we use to operate.

A copy of the advertised adopted **2023 BUDGET** that was presented and approved was included in each meeting packet for members.

**NEXT MEETING DATE: WEDNESDAY, JANUARY 11, 2023 @ 6:00 p.m.** This will include our Annual Re-organizational segment for the year.

**ADJOURNMENT** – The meeting adjourned as there was no other business @ 6:30 p.m., as moved by Russ Braun, seconded by Mike Kamandulis, motion carried.