

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES

FEBRUARY 8, 2023

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

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

VISITORS: Joe Jin of 120 Arbutus Lane, St. Marys, PA.

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

Visitor **JOE JIN** was recognized as the first order of business. Mr. Jin had a project summary written out and shared with those present. Mr. Jin plans to re-open his Chinese food business at his home location with take out food only. Mr. Jin described his food preparation process as having little grease in the preparation. Any fat is removed from the meat and deboned. The food is steamed. It will be more healthy and environmentally friendly. He will only use one (1) small twenty-five-pound deep fryer for appetizers. The oil will be changed weekly and recycled. Mr. Jin provided a schematic of the grease interceptor that is currently installed. The grease interceptor has a two-inch (2") flow control and twenty (20) gallon per minute of water flow. This will be monitored after operating to make certain it is adequate for the business.

THE MEETING MINUTES OF 1/11/23 were approved as written and previously distributed, as moved by Rudy Pollino, seconded by John (Pat) Minard, motion carried.

TOM HOLLERAN introduced his colleagues. Tom told members he will be getting married and moving to Maryland. Victoria and Garrett will be assigned to FTSA. Their background information was shared with the Authority. Tom will continue to be involved with the company, as well. HRG will be doing some outreach work into the Maryland area. Authority members had formerly met Garrett Stoy when Tom was on the west coast. Victoria was helping Juli with the Covid-19 ARPA PA Small Water and Sewer Program Application.

AUTUMN COURT SUBDIVISION The engineer for the developer has submitted additional information (drawings) for the proposed development and the entire package is now under review @ HRG. HRG will comment to the Authority before the March meeting.

THE CFA SMALL WATER AND SEWER GRANT APPLICATION – HRG has been informed CFA reviewers will be reallocating the grant match component of the application. The re-allocations will not change the total grant match required by the Authority. This isn't just for FTSA it is across the board, for all applications, per Tom. The Engineering expenses will be moved into our match component. Tom said our match component will be seventy-five to eighty thousand dollars (\$75,000 - \$80,000). The advantage is that it increases the construction side of the project. The CFA reviewer will be reaching out to Juli. Victoria will be assisting in this matter.

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PONTZER PUMP STATION PLANNING AND PERMITTING & ADDITIONAL SERVICES – HRG is developing a proposal for the planning and permitting for the upgrade of this pump station, which will be submitted before the next meeting. The Operators inspected the plant and pump stations with HRG personnel to familiarize Garrett Stoy, P.E. and Victoria Scalamonga, EIT, with these portions of the system. The new pump run meters will be helpful in evaluating the performance of the Pontzer and other pump stations.

Tom explained to members we were notified by email from the CFA reviewer's that they are going to reallocate what had been submitted for the grant. In doing so, it doesn't change FTSA's match. It will give FTSA a little more on the construction. This reallocation is for everyone that has applied. CFA will take all the Engineering expenses that were submitted for the varies project and move it to our match component. Tom thought this figure was around eighty thousand dollars (\$80,000). This value won't change.

HRG will prepare a Planning and Permitting Proposal for the Pontzer Pump Station. This will be sent to us prior to the March FTSA meeting so it can be forwarded to members for their review prior to that meeting. Tom added, they've had a conversation with DEP so they are comfortable with the scope of the work. They will be evaluating the pump runs times and flow information for sizing per Garrett. Garrett and Victoria will be working with FTSA moving into the future. Tom is still available and will be on a part-time basis for the rest of 2023.

Jerry made introductions of the board members for Victoria and Garrett.

DEP 'S DECEMBER 22 DISCHARGE MONITORING REPORT was presented for review. Twenty-two point seven three (22.72) tons of sludge was hauled in January.

OPERATOR REPORT – Shawn told members a proposal was supplied by Elco Electrical Company, Inc. to replace a transfer switch on the Fairview Lift Station. The work was detailed on the proposal. The cost it nine thousand five hundred dollars (\$9,500). Without it we have no workable generator, except for the portable one. Shawn said it is expected to take two months to receive and install it. Russ Braun moved we do so, Ken Huey seconded the motion, which carried. Shawn said it has been one thing after another with repairs. Juli commented it's our aging system.

Tom Holleran complimented the operators on the condition of the plant and how things are operating.

THE METER GUY STATEMENT/ALARM SYSTEM INSTALLATION – Russ asked Shawn if the Meter Guy had provided a statement to us about the alarm installation on the Fairview and older lift stations? Shawn said not yet but it is expected. Juli said those bills are included in the bills being paid tonight. The expenses are broken down and itemized per lift station. Russ asked what about the monthly fee? Shane said the monthly fee is paid directly to the Meter Guy since he has a plan set up through his cell phone. This fee is included in the cost of this

THE METER GUY ALARM INSTALLATION CONTINUED:

expenditure and covers the entire year as it was explained to the operators. This covers seven (7) of the lift stations. The four (4) other, older lift stations are connected to Windstream landlines the way it is currently set up. This can be looked at in the future if it is to be changed.

Russ asked if FTSA is required to have the alarms notifications on the lift stations? Russ asked if we have the notifications on all of the stations? The operators said they now have a notification device on everyone. Russ asked if we are paying for the notifications both through The Meter Guy and Windstream? The operators said no the newer ones are billed through The Meter Guy. The four (4) older ones are still through Windstream. Later on, we could convert these all to cell. It would be more affordable to do so. Russ questioned the annual cost. FTSA paid three hundred (\$300) this year included in the installation cost. FTSA will pay two thousand one hundred (\$2,100) annually going forward for the cell phone coverage, per Shane.

The operators elaborated on the state inspection. The lift stations were all checked to make sure they were functioning properly.

BILLS TO BE APPROVED FOR PAYMENT WITH CHECK #4156 TO #4913 for the month of February 2023, including payrolls, quarterly taxes, insurance, monthly PennVEST loan, repairs and maintenance costs, equipment, supplies, testing, utilities and chemicals in the amount of \$102,724.62, as moved by John (Pat) Minard, seconded by Perry Casper, abstained from the approval of #4185 to Pollino Excavating, motion carried.

AUTUMN COURT email of 1/16/23 from HRG was included in the meeting packets and previously discussed.

SELECTIVE INSURANCE CLAIM remains in limbo unable to be finalized at this point. We are still waiting on parts.

GREASE TRAP LETTERS – Reminders were sent out on 12/6/22 to all businesses who haven't responded to our original notice on 9/9/22. One additional response was received from Corner Market and Deli. The response was very basic.

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

BILLS-IN-ARREARS Not available this month, as the due date for the billing cycle only fell due today. Routine delinquency letters will be sent out. Three (3) properties were posted for non-payment today! Notices continue routinely throughout the winter months.

A letter was sent to the **LIONS** known as sewer account #3405. The letter threatened lien action against the property if unpaid after 2/8/23.

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PA RURAL WATER ASSOCIATION ANNUAL CONFERENCE is scheduled for March 27-30, 2023. The schedule is in the meeting packet. Shawn has scheduled for the conference. Russ Braun moved for any other employees or members to attend, seconded by John (Pat) Minard, motion carried.

REMINDER on annual **Ethics forms** to be completed.

NEXT MEETING DATE: MARCH 8, 2023 @ 6:00 P.M.

ADJOURNMENT: The meeting adjourned as there was no other business to be discussed @ 6:35 p.m., as moved by Perry Casper, seconded by Rudy Pollino, motion carried.