

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES – 4/12/23

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

OTHERS PRESENT: Victoria Scalamogna, HRG Engineering. Shawn Zimmerman, Plant Operator and Juli A. H. Schlimm, Authority Clerk. There were no visitors.

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

MINUTES of 3/8/23 were approved as written and previously distributed, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

HRG'S ENGINEERING REPORT was presented by Victoria. **AUTUMN COURT** was discussed. HRG has reviewed and approved the developer's proposed plans for sewer service in the Autumn Ct. Subdivision, contingent upon minor changes. HRG issued these revisions to Mr. Vollmer and his Engineer on 3/21/23. No revisions have been received.

CFA Small Water and Sewer Grant Application – HRG has reached out to DCED to inquire the status of the grant applications initial review. There are no updates. HRG requested an update to the budget to reflect all engineering costs be incurred by the Authority. This redistributed the budget the matching grant amounts remain the same. A confirmation was received on April 4, 2023, and is an attachment on the Engineering Report tonight. The grant money share of the project being sought is \$484,500.00. The Sewer Authority share from local funds will be \$85,500.00. Total project cost is \$570,000.00.

Pontzer Pump Station Planning, Permitting and Additional Services – HRG has begun work on the planning and permitting for upgrades to the Pontzer pump station.

Chapter 94 Report – HRG submitted the Chapter 94 Wasteload Management report for FTSA to PA DEP through online submission.

BOARD VACANCY - Members talked about possible names of people who may have interest in the vacancy on the board.

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

SELECTIVE INSURANCE CLAIM from an August event was finalized. \$6,917.41 was received for damages on 3/13/23.

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
APRIL 12, -2023 – PAGE 2**

AUTUMN COURT – Juli questioned the status at this time on Mr. Vollmer’s Project. HRG is waiting to hear back from Geotech on their requested revisions to the plans. Victoria agreed this was correct.

BILLS TO BE APPROVED FOR PAYMENT WITH CHECK NUMBER 4226 TO 4261 for the month of April 23 were paid, including payrolls, quarterly taxes, insurance, monthly PennVEST loan payments, repairs and maintenance costs, equipment, supplies, testing, utilities and chemicals in the amount of \$53,375.13, as moved by Russ Braun, seconded by Ken Huey, motion carried.

ACT 13 MONEY - A letter dated 3/23/23 was received from the **Elk County Commissioners** denying our request for Act 13 money toward our Pontzer Pump Station Project. Another request can be made in August for the Fall/round 2 of their grant funding. It was discussed by members that all of round #1 money went to a Capsea fundraiser. Jerry said the money is generated from the gas wells in the County. Originally it came back to the Municipality. Juli said she will do another submittal in the fall.

OUTSTANDING REQUESTS FOR GREASE TRAP INFORMATION – remain from Jireh Lanes, Last Chance Inn and M.J.’s Market. Shawn said he will do a follow up with Jireh. Members agreed Last Chance is aware due to their other installation. M.J.’s owner asked Rob Singer about it. He referred her to Juli, but we have not heard anything. FTSA’s original letter had asked for the owner of the establishment to provide proof of cleaning and maintenance to their grease traps. These three (3) are outstanding. It was discussed that after the First Chance new upsized grease trap installation, the condition of our lift station was greatly improved, per Shawn.

SUB PUMP @ 1101 Million Dollar Highway location was discussed. The tenant at this location had contacted Newell Plumbing as supposedly their pump burned up electrically from a sewer line back up. Steve Newell, the owner of Newell Plumbing contacted FTSA indicating the tenant was looking for compensation for a new pump. FTSA paid the Newell’s invoice for the service call in February. (For the amount of \$560.00). Members discussed the sub pump shouldn’t be connected to the system. The discharge is supposedly to the ditch in the front of the property per Shawn. A dye test was suggested by members to verify this. They will be informed of such. There was additional discussion on the ownership of the property as it is a rental property. We were not contacted by the owner.

RESIGNATION - A resignation letter dated 3/19/23 was received from board member Mike Kamandulis. A thank you letter will be written for his service.

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES -
APRIL 12, 2023 – PAGE 3**

PARIS UNIFORM CONTRACT – The five (5) year renewal contract was discussed. Shawn would like to have the contract remain in place as is. There was discussion, concerning the price. There is no price increase in the renewal contract. FTSA pays \$141 monthly for their services which include operator uniforms and rug rentals or \$1,692 annual cost. Juli is to check on other types of clothing which may be considered to replace the existing shirts. It was moved by Russ Braun, seconded by Perry Casper to renew our contract with them, motion carried. Members also discussed the operators could order tee shirts from **Xtreme Wear Apparel**. Board members also expressed interest in ordering tee shirts.

A letter dated 3/15/23 was received from **PMAA (PA Municipal Authorities Association) RE: Membership**. Fox Twp. Sewer Authority had once belonged but did not utilize their services as much as PA Rural Water Association. The Board discussed cost. They did not wish to join again.

A letter dated 3/29/23 was received from the Brookville Municipal Authority regarding their membership with PMAA promoting their services.

We also received a PMAA Spring Meeting luncheon invitation for 5/16/23 to be held at the Logyard Brewing Company in Kane, PA. Reservations due by 5/2/23.

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

BILLS-IN-ARREARS REPORT was presented falling due on 4/8/23. Fifteen (15) delinquent letters were sent to customers on March 21, 2023. Two (2) have been turned over for shut-off action on 3/27th. Three (3) additional properties will be posted for shut-off action if unpaid. Six (6) properties were posted on 3/22/23. Two (2) properties the water was shut off on 4/5/23. One (1) was paid with service restored. Account #6030 remains off and owes FTSA \$577.33.

LIEN ACTION was taken against Account #3405. A partial payment was made toward the lien pay off amount. A balance and additional fees remain due. Their regular sewer account is now delinquent again at the three (3) month point. They will receive a delinquent letter again with water shut-off action threatened.

PA RURAL WATER ASSOCIATION CONFERENCE was held from March 27-30, 2023 at the Penn Stater Conference Center in St. College. Shawn was in attendance and received Con-Ed credits. Thirty (3) credits are required within a three year period.

NEXT MEETING DATE: MAY 10, 2023 @ 6:00 P.M. ADJOURNMENT – The meeting adjourned @ 6:29 p.m., as there was no other business to be discussed.

