

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES - JUNE 8, 2022 – PAGE 1

MEMBERS PRESENT: Russ Braun, Perry Casper, Ken Huey, Michael Kamandulis , Pat Minard, Rudy Pollino and Jerry Zimmerman. **OTHERS PRESENT:** Shawn Zimmerman, Shane Buzard, Operators, Tom Holleran of HRG Engineering 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.

VISITORS: Chris Kline of Chicken Hill Distillery, Matt Pontzer and Scott Vollmer.

THE MEETING MINUTES of April 13, 2022 were approved as were written and distributed.

CHRIS KLINE was recognized as the first item of business. Chris presented a schematic of the intended line extension of one hundred eighty feet (180'). An estimate of ten thousand five hundred dollars (\$10,500) will be provided. The pipe alone is two thousand six hundred dollars (\$2,600). The blacktop will also need restored. The depth will be between six and eight feet (6' – 8'). Chris explained there is no easement with the store property. The store owner's power comes across their property. Members recommended they have a legal right of way done for the installation. Chris also shared they plan to install a stub on the Distillery property and a cap for future use on the eight-inch (8") line. This is just to be placed in case they want to use it in the future. Chris will present a finished drawing. Chris asked if they could use a two-by-two foot (2x2') catch basin with plastic pipe for sampling purposes. This will be on the distillery line in lieu of a sampling port.

MATT PONTZER PROJECT was discussed next. Matt explained he only needs lot #2 of his plan at this time to serve his nephew. Four hundred feet (400') and a manhole with a longer lateral. He doesn't feel it is feasible to do the entire plan now. He will be checking a price on a revised plan price from Curry. Russ Braun said the plan is approved at the Planning Commission level. Matt said he will revise the plan for lots one and two. Matt plans to check with Curry on a revised plan cost. If it is too costly, he will go with a perk test. Russ told Matt if he is thinking public sewer, he would be better served to go with the four-lot plan. Russ said he would still have the planning done even if he only did part of the development now. He could address the the second manhole later. FTSA will need an easement to get to the manhole per Tom Holleran. Russ added, typically our solicitor creates the easement. He told Matt he can have it drawn up by his lawyer and our solicitor will review it. Matt requested a sample easement. There was discussion on changing the manhole location away from the stream. Our operators need access.

WOELFEL PROJECT was discussed as the next item of business. They were to have a representative attend. This was just discussed this week, so Juli didn't call to remind them. Russ Braun said he understood why they wanted to install schedule 40 pipe since it is located under their driveway. There is only one (1) manhole and it is for their use only. If there is any kind

WOELFEL CONTINUED:

of problem it is their own. Russ asked if FTSA can make an exception to the type of pipe for their installation because of how it is situated. A statement will be drawn up for the Woelfel's to sign that the exception is being made with all the circumstances involved. If there is any type of a problem or future issue, they are responsible for correcting it. Juli is to create this and have them sign off on it. Shawn added, if the manhole shows any indication of infiltration they will be responsible or FTSA can fix it and bill them. The Authority is allowing this installation exception with a statement being signed for their acceptance of responsibility for the line, as moved by Russ Braun and seconded by Rudy Pollino, motion carried. Juli will create a statement to be signed, per Jerry. If Woelfel's do not sign it the exception will be null and void.

THE APRIL 13, 2022 MEETING MINUTES were approved as written and previously distributed, as moved by Russ Braun, seconded by John (Pat) Minard, motion carried.

TOM HOLLERAN OF HRG presented an Engineering report for this evening. **AUTUMN COURT** the road is ready to be installed. There are changes to the design because of the wetland issues being addressed.

FIRST CHANCE GREASE TRAP was discussed again. HRG and FTSA recommended a (1000) gallon tank for the installation. The Board requested some type of documentation proving the one thousand (1000) gallon tank will not work. The installer submitted a plan for our review. It was not an engineered plan. The information was from the manufacturer of the tank they propose purchasing. The Authority needs a guarantee that 1st Chance will take responsibility for the grease that is left in the lift station. Tom felt it should be up to them to prove the larger tank won't work. There was further discussion the line is seven and a half feet (7.5') deep. Ken moved the Authority allow them to install the five hundred (500) gallon tank they are proposing with an agreement. Russ Braun seconded the motion to do so, with an executed written agreement. After further discussion on the installation, the motion carried. They will be required to have the five hundred (500) gallon tank pumped and cleaned every three (3) months, or anytime more frequently as deemed necessary by FTSA, with receipts provided to the Authority. If this isn't done, FTSA will have no choice but to take legal action. First Chance must accept responsibility for the smaller tank if in fact there are any issues with it. Russ has a Holding Tank Agreement that can be used to model an agreement. The Authority members asked that it be provided to Solicitor Devittorio for his review and creation of an agreement. Jetting the entire line was recommended by Tom Holleran, our operators agreed with this. After the new installation is done the operators will clean the lines and lift station.

WHITE OAK TEST RESULTS were received and reviewed. **DEP'S APRIL 2022 DISCHARGE MONITORING REPORT** were presented for review. 13.64 tons of sludge was hauled for May.

LATERAL RE-INSPECTIONS – Jerry informed the board that recently the operators learned via PA One Call that there was construction repair work being done to a lateral. Our operators

LATERAL RE-INSPECTIONS CONTINUED:

stopped by as they thought the property owner was connecting a separate garage. The homeowner was only doing a repair to his line. FTSA currently does not require a re-inspection to a lateral. The only time a re-inspection occurs is when a tap that has been inactive and is re-utilized. Tom Holleran and several members thought a re-inspection should apply if there are any repairs or changes made to it. All laterals are inspected at the time of installation and connection. Shawn asked what about re-inspection fees. Juli said an inspection or re-inspection fee is currently set at seventy-five dollars (\$75). Currently there is no repair fee. Members thought this should be the same cost as the re-inspection fee. Tom said fifty percent (50%) of the pipe in our system are laterals. FTSA does not have any hydraulic overloading issues, but the Pontzer lift station is over design capacity. Tom supports what Jerry is suggesting. There was discussion a resolution is needed to add this to our regulations. Jerry asked that the solicitor be contacted about the resolution and adding this to our Sewer Ordinance. An informational sticker will be put on the bills informing customers that any repairs or changes to laterals is required to be inspected.

PLANT MONTHLY REPORT – The operator's gave a report of their activities this month. The manhole located in front of Tom Bauer's is being repaired. They have replaced valves in the Bauer and Fairview lift stations. They have been running the press and mowing. A sensor was replaced in the press. There was a main line blockage at Dr. Shufan's office on the corner of Million Dollar Highway and Homestead Road. The line had to be jetted. McDermott's have had a problem with their shut off valve. The clarifier has been taken out and sealed for leaks. They are planning to paint and clean the chlorine contact tank. Sludge has been emptied from the clarifier and drained to the digester.

BILLS TO BE APPROVED FOR PAYMENT AND PAID WITH CHECK #3830 to #3871 for the month of May in the amount of forty-nine thousand seven hundred fifty-six dollars and fifty-one cents (\$49,756.51). These were paid when the May meeting was cancelled due to no quorum. The June bills were **PAID WITH CHECK #3872 TO #3903** in the amount of fifty thousand two hundred eighty-six dollars and sixty-four cents (\$50,286.64) to include payrolls, quarterly taxes, insurance, monthly PennVest loan, repairs & maintenance, equipment, supplies, testing, utilities and chemicals. One thousand one hundred fifty-two dollars (\$1,152) was reimbursable for both May and June. A motion as made by John (Pat) Minard, seconded by Russ Braun, motion carried.

Updated rates were received from **INTEGRITY ENERGY** regarding our electric renewal. The lowest price is with Constellation @ a rate of .0787/kwh for a forty-eight (48) month term. Our current rate is .0568 through May of 2023. It was moved by John (Pat) Minard, seconded by Perry Casper to enter into this contract with Constellation through Integrity Energy, motion carried. Prices based on economics aren't anticipated to come down.

BANK CARDS – New signature cards were finally received from CNB. Board members signed these as Carole Harshbarger’s name was removed from the existing ones and new member Perry Casper was added. This was done for banking purposes with Resolution 2022-6-1.

OVERTIME HOURS were presented for the past two months. Payroll timecards for all employees were provided for review.

BILLING SOFTWARE ISSUES were experienced in April and May after TGF Computer had done an update to our software. We have utilized this software for our customer billing since the early 1990’s with routine upgrades. The problems that we had were with adjustments not functioning properly. The issues have all been manually corrected. It has served our needs very well and has been extremely cost effective. Over time Juli had investigated some software offers that were randomly received. She will do some future investigating into other options for our 2023 Budget and the upcoming year. Juli told members she worked the weekend when the problem occurred to get it corrected. She then took off part of the day Monday, Tuesday so overtime wasn’t charged for it. Russ suggested also checking options for outsourcing it. Juli said originally it was and then later we decided to do our own. Juli feels it is beneficial to the Authority to keep the billing monthly. We have financial leverage in doing so.

SOLICITOR DEVITTORIO’S FEE STATEMENT was presented for April and May 2022. A credit balance remains of two hundred ninety-two dollars and forty cents (\$292.40).

RECOMMENDATION – Solicitor Devittorio’s memo of June 1st was a recommendation the Board had requested. Solicitor Devittorio had informed FTSA of his retirement as of the end of the first quarter of 2023. The solicitor’s referral was to contact Attorney Richard Brown. He is the solicitor for the Johnsonburg Municipal Authority. The Authority appreciates this referral. A follow up will be done.

VISION COVERAGE through Highmark is increasing as of 7/1/22 by the rate of eight dollars and twenty-eight cents (\$8.28) annually.

WORKER’S COMP annual audit results adjusted our premium with a five hundred twenty-nine dollars (-\$529) credit. This is for January of 2021 to January of 22.

BILLS-IN-ARREARS REPORT fell due on 5/9/22. LIWAP funds were received for Accounts #4800 and #4150 in the amount of five hundred eighty-seven dollars and eighty-two cents (\$587.82). Account #3340 was posted for shut off. Their payment was returned for insufficient funds. Account #3405 has also been posted for shut off with action to be scheduled after 6/22/22.

Accounts #2190, 2191 and 2192 @ 330 Main Street was previously discussed with lien action planned to be taken. The delinquency was paid in full including water restoration in the amount of three thousand one hundred fifty-four dollars and six cents (\$3,154.06).

DELINQUENCY LETTERS will be sent to unpaid accounts after the June billing next week.

UNIVAR – correspondence was received on 3/28/22 regarding unclaimed funds. We routinely had carried a credit on this account as we continually order product from them. This is for bottles of chlorine. Juli wasn't sure why this money was considered unclaimed funds, as we didn't receive any notice on it in the past. The form we received was completed and submitted. FTSA received a check in the amount of twenty-four hundred dollars (\$2,400). Something had to have changed within their billing system.

FINANCIAL UPDATE: A summary of budgeted, spent to date Plant Expenses per line item was discussed in detail. Shane prepared and presented the information. Twenty-three thousand dollars (\$23,000) was spent to repair the digester that was not budgeted for. The cost was unknown at that time. The Repairs and Maintenance Budget figure was thirty-two thousand two hundred (\$32,200) plus an additional thirty-five thousand (\$35,000) from our Capital Fund to cover the repairs planned for in 2022. We already ordered repair parts for Robin and Laurel pump station repairs. We are anticipating twenty-five thousand nine hundred seventy-nine dollars and forty-three cents (\$25,979.43) over budget in Repairs & Maintenance. Primarily because of the digester repair. There are some line items that are expected to be less than was budgeted for. Hopefully there won't be too many unexpected breakdowns and repairs. Jerry commented we are already at a dollar (\$1.00) increase for next year. Juli said nobody should be surprised as the price on everything is up. The truck body needs work too.

Tony of TGF Computer did not bill the Authority for the computer software problems we experienced due to the upgrade.

There will be no meeting held in the month of July 22.

On August 10th a tour of the Wastewater Plant is planned for 5:00 p.m.

THE NEXT MEETING DATE: WEDNESDAY, AUGUST 10, 2022 @ 6:00 p.m.

ADJOURNMENT – The meeting adjourned as there was no other business @ 7:35 p.m., as moved by Rudy Pollino, seconded by John (Pat) Minard, motion carried.