

FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES –NOVEMBER 09, 2022 – PAGE 1

MEMBERS PRESENT: Russ Braun, Ken Huey, Mike Kamandulis, Pat Minard, Rudy Pollino and Jerry Zimmerman. **OTHERS PRESENT:** Tom Holleran of HRG Engineering, Shawn Zimmerman and 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.

VISITORS: There were no visitors present.

BUDGET 2023 – A review of figures was prepared and presented to members @ 5:30 p.m. There were rate options scenarios provided. After further discussion Ken Huey moved the Non-Residential Business monthly rate be increased six dollars (\$6.00) per EDU. Residential rates to increase by \$4.00 per household monthly. This was seconded by Russ Braun, motion carried. Motion carried. The proposed 2023 Budget will be advertised for review.

MEETING MINUTES of October 12, 2022, were approved as written and distributed, moved by John (Pat) Minard, seconded by Perry Casper, motion carried.

HRG Representative, Tom Holleran gave his Engineering Report for the evening. Tom had no written report. **RYAN VOLLMER/AUTUMN COURT** – Tom received an updated plot plan and information from Geo-tech. The **PONTZER PROJECT** updated information provided by Curry and Assoc. was sent to him on 10/14/22 and will be reviewed. **HRG'S 2023 RETAINER** will be increasing to \$4,800 plus the **COVID-19 SMALL SEWER GRANTS** submittal around \$4,500. There was discussion on contacting State Representative Mike Armanini and Senator Chris Dush to ask them to meet with Authority members and to request a letter of support from them for the grant project. Juli will make the contacts as timing is important the submission is due by 12/21/22. Tom mentioned he had contacted W.C. Weil Company for pricing and a proposal regarding the Pontzer and Copella/Bauer lift stations.

WHITE OAK TEST RESULTS were received and reviewed. **OCTOBER'S 2022 DISCHARGE MONITORING REPORT** was presented for review. There was no sludge hauled this month.

OPERATOR'S MONTHLY REPORT – Shawn told members they are waiting for parts and invoices on the **DIGESTER** insurance claim and repair. They've been working on winter preparations.

FIRST CHANCE GREASE TRAP – The operator's shared pictures taken of the improved conditions since the new grease trap installation was done.

BILLS TO BE APPROVED FOR PAYMENT AND PAID WITH CHECK #4045 TO 4086 in the amount of: Fifty-Eight Thousand, Five Hundred Forty-One Dollars and forty cents (\$58,541.40). Fifty-five dollars is reimbursable. The bills for November 2022 were approved for payment as moved by, Russ Braun seconded by Ken Huey, motion carried.

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
NOVEMBER 9, 2022 – PAGE 2**

RADKOWSKI PROJECT – Continues to be underway.

GREASE TRAP LETTERS were sent to businesses on the system that it applies to. We have received seven (7) of sixteen (16) responses to date. Members asked that reminders be sent.

2021 AUDIT – Solicitor Devittorio responded to the audit letter indicating there is no litigation happening within that time frame.

AUDIT QUOTATION – A three (3) year quote was received from Callari and Meholick Auditors of DuBois, PA. Their quotation was: 2022 and 2023 for \$4,600 and 2024 at \$4,800. The 2021 Audit cost the Authority \$4,400. Ken Huey moved to retain Calliari and Meholick & Company at this cost for this time period, seconded by Rudy Pollino, motion carried.

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 eighteen dollars (\$18) currently due 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 remains unpaid and will continue to collect penalty. The amount due is now six hundred seven dollars and fifteen cents (\$607.15). Three (3) property postings were done this month. The past due amounts were paid on accounts #2603 and #3030. The full amount was paid on account #2390.

THE BILLS-IN-ARREARS REPORT only fell due yesterday on 11/8/22 and is incomplete.

NO IN-PERSON PAYMENTS – Per last month's discussion, Juli put a line on the middle of the sewer bill that read “*NO IN-PERSON PAYMENTS*”. This is highlighted on the bills. On the bills it also reads payable to: FTSA at our address or at CNB Bank @ the Walmart Plaza or in the Fox Township Building Payment Box. Customers have many options to pay. Juli shared the door signs she made asking customers to please use the payment drop box. Members agreed this will be helpful in doing so. St. Mary's Water has shared it works well for them.

Tom Holleran will be off for our December meeting. He will be available by phone.

There was additional conversation on the **PONTZER PROJECT**. Tom and the operators discussed if a manhole or a clean out is needed. The operators agreed the clean out will be fine they just need to have adequate access. A road will need to be cut in to gain access.

**FOX TOWNSHIP SEWER AUTHORITY MEETING MINUTES
NOVEMBER 9, 2022 – PAGE 3**

NEXT MEETING DATE: WEDNESDAY, DECEMBER 14, 2022 @ 6:00 p.m. Solicitor Jim Devittorio has been invited to attend as this will be his last FTSA meeting prior to his retirement. Juli added that Jim was retained by the Authority in December of 1991 to the current date, with thirty-one (31) years of service. Jerry asked that Attorney Rick Brown also be invited to attend.

ADJOURNMENT – The meeting adjourned as there was no other business @ 6:30 p.m., as moved by John (Pat) Minard, seconded by Perry Casper, motion carried.