

**Fairview Township Sewer Authority
Board Meeting Minutes
March 16, 2011**

The Fairview Township Sewer Authority Board Meeting was held on Wednesday, March 16, 2011 at 9:00 p.m. in the Fairview Township Sewer and Water Authority Building.

Members Present: Richard Stewart
 Bryan Griswold
 Frederick Kruse
 George McKinley
 J.R. Freeman
 J. Gary Raimy (by telephone)

Members Absent: Louis Massari

Others Present: John Agnello, Manager
 Mark Corey, P.E., Mark Corey & Associates
 Colleen McCarthy, Esq.
 Dave Carner, Supervisor

Visitors Present: None

APPROVAL OF MINUTES

The minutes of the previous meeting were approved.

PUBLIC COMMENT

None

NEW BUSINESS

A. Introduction of Katy Nagorsky and Sam Strait

Katy was selected by the manager and Sue to be the replacement for Sue Giddings, Administrative Assistant.

Katy was approved by the Board to be hired to replace Sue as recommended by the Manager and Sue. Sam was selected by the Superintendent and the Manager to work in maintenance starting out as a temporary employee for a time period of six months. Sam was approved by the Board to be hired to work and train in maintenance as recommended by the Superintendent and Manager. Sam was evaluated at the end of three months and the Board was advised that Sam is a hard worker doing a good job. The Board will receive a recommendation at the end of six months on Sam's progress, and then determine if Sam is to become a permanent employee.

B. Meeting with Supervisors and the Authority Meeting Discussion regarding On-Lot Surveys and MS4 Testing for Dennis and Shauna

The meeting was held with the Supervisors on Monday, February 12, 2011 at 9:00 a.m. Sewer Authority representatives attending the meeting were Board members Dick Stewart, George McKinley, and Fritz Kruse. The Authority Engineer, Mark Corey and Manager, John Agnello also attended. The purpose of the meeting was to present and discuss on-lot survey information to the Supervisors provided by KLH Engineers, a Pittsburgh based company. The information provided and discussed included the Dennis and Shauna Avenue, and Linda, Don and Glenn Avenue areas. These areas have been discussed on an on-going basis for years as areas that may potentially be sewerred, with Dennis and Shauna being first in line as a potential project.

The Authority's recommendation to the Supervisors was to seriously consider conducting the on-lot surveys in the above mentioned potential project areas using a third party to conduct the surveys. This recommendation was also made in lieu of the Supervisors only conducting the MS4 testing to determine sewerage needs in the Township. It is the Authority's recommendation and position to the Supervisors that the on-lot surveys are the most beneficial and efficient procedure used to make the determinations and decisions for potential sewer projects in the Township.

The Supervisors did not disagree with the Authority's thinking about the merits of conducting on-lot surveys in general; however they did object to the Authority having the on-lot surveys being done in the Dennis, Shauna, Linda, Don and Glenn areas at this time. The Supervisors agreed that they are willing to use KLH Engineers or some other outside firm to conduct MS4 testing, and then possibly follow up with on-lot surveys if warranted. The Supervisors also objected to the Authority using their consulting engineer

for conducting on-lot surveys in the Township. The Supervisors stated that if problems show up with the MS4 testing they will then notify the residents of the on-lot survey. This concluded the discussion at the meeting with the supervisors on February 12, 2011.

The following is the discussion that occurred at the Authority meeting on March 16, 2011. The Authority's reasoning for obtaining the on-lot survey information from KLH Engineers to present and discuss with the Supervisors is because of the documented malfunction rates that exist in Dennis and Shauna (approx 23%), Linda, Don and Glenn (approx 21%) areas. The Authority did receive a letter for the Erie County Health Dept. Sewage Enforcement officer stating the soils are bad in this area, and it is unlikely that septic repair permits would be issued by the Health Department. The Authority had taken this position to offer the residents an opportunity to vote and do a project and obtain the lowest bid prices. In communicating with the Supervisors, the Authority agreed that revisiting the malfunction rate should be done. The Supervisors prefer to continue MS4 testing to document sewer needs in the subdivisions. The Sewer Authority Board and Consulting Engineer are of the opinion that the on-lot surveys should be completed now along with continued MS4 testing in the Dennis and Shauna area to determine if the area needs sewers.

The Sewer Authority at this time awaits direction from the Supervisors with respect to pursuing a project in the Dennis and Shauna subdivision.

C. Princess Anne Sewer Project – Disposition of Non-Hookups

Prior to the April meeting the manager should make house calls to the residents that have not yet connected. Written notification has been sent to the four (4) non-hookups indicating that they have been placed on the billing system even though they are not hooked up. The manager, in his letter, requested any information about special circumstances as a reason for the non-hookups.

D. Sewer Camera Activity Report

There was no camera activity report for this period.

E. Temporary Employee Update

The Superintendent and Manager presented a written and verbal evaluation of the work performance of Sam Strait, which indicated that the employee is working out very well. He is enthusiastic, hard working and is willing to learn about his job duties. The evaluation also included a recommendation that the employee receive a pay adjustment of \$2.00 per hour increase. The Board agreed to the pay adjustment. The employee will receive his six-month evaluation in approximately three months. Sam Strait is proving to be a productive employee for the Authorities.

F. 2011 Operating Budget

The Chairman appointed the Budgets and Rates Committee for 2011. The budgets are in process and the Committee meetings will be held as soon as the budgets are available.

G. 2011 Board Member Training

The Board members, and the Manager that attended the PMAA Board Member Training, reported that the program was informative and well attended. The PMAA would do well to make adjustments to the program aimed at Veteran Board members as well as new Board members.

H. Computer Software and Equipment Upgrades

The Manager presented the written proposal from Diversified Technology.Net, which explained the software upgrades and the optional equipment. Diversified Tehcnology.Net is a Pennsylvania based company. A company representative has made an initial power point demonstration of the programs, which will provide the Authorities with a very good accounting and reporting system. The office and maintenance staff all agrees that the new systems will serve the Authorities very well. One Board member also attended the presentation. A second presentation is also forthcoming. The cost of the software upgrades, training and new equipment will be approximately \$38,000. The conversion of data and training will take three (3) months to complete. Final payment to the vendor is not expected to be made for the product and services until after the vendor and Authorities agree that everything is functioning as it should be. If the Board will give their approval to move forward at the April meeting, the vendor has scheduled May, June and July to complete the installation and training. During this three-month period the Authorities will run dual systems before the complete switch over is made to the new system. The Manager will also check references that are provided.

UNFINISHED BUSINESS

A. System Security and Safety

The Authority Superintendent reported that the superintendent and staff are checking the sewer and water system for security and safety concerns on a daily basis. There were no recordable injuries in February. The trucks are equipped with accident report forms and cameras.

B. Uncompleted or Projects In Process Update

Projects in process included PNC Bank Sewer Project, now on hold; Fairview Evergreen Development, and Pine Grove, all of which are developer projects.

Swanville Apartments project has two units under construction.

Pine Grove: The Superintendent reported that the project is complete except for the Authority re-televising the sewer lines.

REVIEW OF EXPENDITURES, TREASURER'S REPORT AND TRUST ACCOUNT BALANCES

The Board reviewed the Expenditures, Treasurer's Report and documents. A motion was made, seconded and unanimously approved to pay the bills, sign various documents and accept the reports.

OTHER BUSINESS

A. Meeting Notices for April

The April meeting will be held Wednesday, April 20, 2011, which will be a 2:00 p.m. meeting.

ADJOURNMENT

There being no further business to come before the Board, a motion was made, seconded, and unanimously approved to adjourn the meeting at 10:30 p.m.

Respectfully

Submitted,

John R. Agnello,

Manager