

**PENN TOWNSHIP MUNICIPAL AUTHORITY**  
**PERRY COUNTY**  
102 Municipal Building Road  
Duncannon, PA 17020

December 6, 2006

The Penn Township Municipal Authority (Authority) met on Wednesday, December 6, 2006 in the Penn Township Municipal Building. The meeting was called to order at 7:00 p.m. by Chairman Robert E. Shaffer, Sr., who led the group in the recitation of the *Pledge of Allegiance* and a moment of silence. Chairman Shaffer then announced that the meeting was being recorded to aid in the preparation of the minutes.

Authority members present:

Robert E. Shaffer, Sr., Chairman  
Franklin Reidlinger, Vice-Chairman  
Irene Graybill, Executive Secretary/Treasurer  
Henry Holman, III, Secretary  
Lee Wright, Assistant Secretary/Assistant Treasurer

Professional staff present:

Dennis Shatto, Esq., Cleckner and Fearen (CF), Solicitor  
Dennis Crabill, P.E., Buchart Horn (BH), Engineer  
Donald Lavine, The ARRO Group (ARRO)

Authority staff present:

Sam Auxt, Authority Inspector  
Ed Chism, Plant Operator  
Susan Long, Billing Clerk, Financial Accountant, and Recording Secretary

Visitors present:

John Myers	Barry Kerlin
Carol Nguyen	Linda Nguyen
George Schadler	Brad DiPaolo

**Minutes**

There was a Wright/Reidlinger motion for approval of the November 1 and November 13, 2006 minutes as presented. Motion passed by unanimous vote of the Authority.

**Visitors**

Barry Kerlin, 121 Railroad Street

Mr. Kerlin reported that someone removed the corner survey pins from his property during construction of the sewer facilities, and that large boulders from the rear of his property had been moved to his neighbor's property and other large boulders have appeared at the front of his property. Don Lavine reported that he had spoken to Doli Construction, the contractor installing the sewer facilities, and was told that Mr. Kerlin's neighbor was responsible for moving the survey pins and boulders. He offered his opinion that the issue was a civil matter between neighbors and that neither Doli nor the Authority had any responsibility in this matter, with the Solicitor concurring.

Frederick Stough, State Road

Mr. Stough had asked to be placed on the agenda but was not in attendance. Irene explained that Mr. Stough owns an unoccupied house that was recently connected to the sewer facilities and has asked to be excused from paying his sewer rental fee because the water pump for his well has been disconnected. Chairman Shaffer asked Irene to request that Mr. Stough attend the next Authority. He also suggested that the Authority's Rules and Regulations (R&R) be reviewed to see how it addresses the situation.

George Schadler, 110 Railroad Street

Mr. Schadler reported that, since construction of the sewer facilities on his property, he has had water entering his basement and bubbling up in the vicinity of his grinder pump after it rains. He stated that he has had a difficult time making the connection to the grinder pump because the trench continues to fill up with water. He questioned why there was no drain field installed for the main line during the construction.

Mr. Lavine reported that he made a site visit the previous day and presented photos to the Authority taken at that time. He stated that the contractor's documents did not call for drain fields, and that clay dikes were required only at stream crossings. He added that only 147' in the area of Mr. Schadler's property was open cut. Chairman Shaffer offered his opinion that the open-cut trench was acting like a french drain and that the water would settle down after completion of his installation, offering however, that the installation itself could be a challenge. He noted that Mr. Schadler's name was on the list of people requesting time extensions for approval later in the meeting and that the Authority would work with him to grant a time extension that may provide sufficient time for the ground water level to recede.

Carol Nguyen, 7 Hill Top Road

Mrs. Nguyen had previously refused to allow Doli to enter her property to install a grinder pump and was requested to appear at the meeting for further discussion of the situation. Chairman Shaffer noted that Mrs. Nguyen now appeared to be prepared to work with the Authority to have a grinder pump installed. He explained that, once she pays the tapping fee, a grinder pump will be made available. He continued that, since Doli not install the grinder pump, control panel, or any connecting lines, there should be approximately \$3,000 available for their installation. He requested that someone provide information as to the exact cost that would have been charged by Doli. He offered his opinion that any installation cost above that amount would be Mrs. Nguyen's responsibility to pay.

Irene asked if a tap was available on the main line, with Franklin responding that he had been told it was installed. He stated that he and Inspector Sam Auxt would meet to locate the tap. Mr. Lavine was requested to provide them with record drawings of the Hill Top Road area.

It was decided that the Authority will obtain written quotes from several contractors for installation of the several remaining grinder pumps, which includes Mrs. Nguyen's. Mrs. Nguyen was told that the Authority would contact her once better cost information was available. At this time, Mrs. Nguyen signed her grinder pump easement.

Randall Buckley, 19 Hill Top Road

Mr. Buckley stated that he had signed an easement with the Authority because he was under the impression that everyone had to connect to the sewer facilities. He stated that he has since learned that properties located more than 150 feet from a sewer line do not have to connect. He stated that the Inspector had measured his property last week and that he was within three to seven feet of the 150-foot requirement. The Inspector stated that the distance from the corner of Mr. Buckley's house to the grinder pump was twenty-five feet. Chairman Shaffer asked what the distance was from his house to the curbstop. The Inspector replied that he had measured the distance from the house to the main, which was 137', but that he did not measure from the house to the curbstop. Chairman Shaffer informed Mr. Buckley that he was within the

150-foot requirement. The Inspector will contact Mr. Buckley to schedule a time to measure the distance from the house to the curbstoep.

Mr. Buckley requested that the easement be marked on his property. Chairman Shaffer responded that the Authority does not mark the easements. He explained that the easements are centered on the sewer line as installed and that there are no metes and bounds included in the easement description.

**Plant Operator's Report** See Written Report for December 2006.

DMRs – (see written Discharge Monitoring Reports dated October 2006). The DMRs were reviewed with the note that the average BOD level at the Cove Wastewater Treatment Plant (WWTP) was 215 mg/l, below the Authority's design limit of 240 mg/l. Chairman Shaffer asked if the Operator thought the increased flow from the new Perdix connections was helping to keep the BOD level down, with the Operator responding in the negative. The Operator extended an invitation that Authority members contact him at any time with questions.

Duncannon Collection System – The Operator reported that the controller at the Lower Duncannon pump station was repaired on November 14, 2006. He stated that the pumps at the Little Boston pump station received temporary repairs which should hold until spring, at which time they will be pulled for permanent repair. He added that the generator heater at Little Boston pump station was replaced.

The Operator explained that the pump stations are equipped with phone service that calls pre-programmed numbers in the event of a pump failure. He stated that he thought the cost was expensive and was going to investigate a more cost-effective service.

Sunshine Hill Water System – The Operator reported that repairs were made to fix the water leak in the line going to Butchershop Road on November 1 and November 6, 2006. The Operator noted that damaged sections of the pipe were available for inspection and suggested that the Authority consider replacement of the line in the future. He requested that the Authority draft a list of water customers and phone numbers for use in notifying customers when emergency repairs are being made on the system. Irene will compile the information.

Cove Collection System – The Operator reported that the sewer shut-off valve for the new Forrer's car lot was located, a new curb box was installed, and a leak in the grinder pump was repaired. He stated that he informed Mr. Forrer that the Authority would pay for the new curb box, since it was not known who damaged the old one. He added that Mr. Forrer agreed to pay for the cost of the excavation. The Inspector reported that he believed that the curb box had been damaged when the Doyle Motel was demolished years ago.

The Operator next expressed his concern regarding connection of customers to the new Perdix system in that testing was not being done on the section of line between the connection to the new sewer system and the house. He explained that the line going to the septic system was being cut, connection to the grinder pump was being made, and that no testing is being performed from that point back to the house. When questioned by Chairman Shaffer as to why testing is not being performed, the Operator responded that he did not know whether this was a result of omission from the R&R or failure of the Township's UCC inspector, Glace Associates, to perform the testing. He strongly suggested that the Authority remedy the situation to prevent I&I from entering the collection system and overloading the WWTP. Chairman Shaffer stated that, in past projects, he understood that testing was performed.

Henry stated his understanding that most of the connections are being made within five to ten feet of the house. Mr. DiPaolo, who is installing many of the sewer connections, concurred. He said that he makes his connection as close to the house as possible, without tearing up sidewalks. Chairman Shaffer

encouraged him to continue making the connections as close to the house as possible, test the connecting pipe, and to put the word out to other contractors.

The Operator stated that 120,000 gallons went through the WWTP the day that 1¼" of rain fell, an amount that was never realized before the new connections were made. He stated that customers will end up paying more than the current \$70 month fee if the WWTP needs to be enlarged due to hydraulic overloading due to I&I entering through defective or unsealed lines. Lee asked if some of the I&I could be attributed to sump pump discharge. The Operator responded that was possible and that he was looking into a meter that would be installed on the grinder pumps to measure the length of time they run. Excessive run time could mean that a sump pump is discharging into the sewer line.

Chairman Shaffer requested that Irene send a letter to the Penn Township Supervisors (PTS) informing them of the Authority's concern over I&I and asking them to see that connections are made as close to the house as possible, preferably within five feet, and have the testig conducted at that point.

Kinkora WWTP – The Operator reported that one of the submersible pumps at the Kinkora WWTP was repaired in-house, the generator heater was replaced, and the generators were winterized. He stated that the gas generator, which had previously been at the Cove WWTP, was no longer needed but is in need of repairs. Chairman Shaffer noted that the Township had been looking for a generator for use during Township emergencies. He asked Irene to send a letter to the PTS, telling them that a generator is available, but is in need of repair, and to contact the Operator if they are interested.

**Inspector's Report** See Inspector's Report for November 2006

Master Meter Reports – The Master Meter reports were discussed, with the note that the readings for Clark Street appeared to be slightly high and asked that they be investigated. The Inspector stated that he would check for a blockage or debris build-up in the line.

Line Flushing – The Inspector reported that the sewer main in Petersburg Commons was flushed and the manhole with the unused metering wier was cleaned. In addition, three pump stations and a manhole in the Lower Duncannon area were cleaned.

Cove Centre Grease Infiltration – The Inspector reported on a meeting held earlier in the day regarding installation of a new grease trap at Cove Centre. He stated that he expected the installation to occur by mid-December. He asked if the Authority or the UCC inspector would inspect that installation. Henry offered his understanding that, since it was on the supply side of the grinder pump, it would be the UCC inspector's responsibility. The Inspector offered that the line the grease trap is being installed on is considered to be a main. The Engineer offered his opinion that inspection of the capping of the unused line would be the Authority's responsibility and that inspection of the remainder of the project would be done by the UCC inspector. He added that the Authority might consider being present for the whole project. The Inspector will call Glace Associates to determine if they will be doing the primary inspection.

**Tubby's, Inn Road**

Henry asked if the grease buildup found in the Little Boston pump station could be attributed to grease discharged by Tubby's. The Inspector replied that the South Main Street pump station is the first one down line from Tubby's and that no significant amount of grease was found there. He said that he would monitor the situation.

Chairman Shaffer asked if the Authority had received a signed grease trap agreement from Joe Roberts, the owner of Tubby's. Neither the Solicitor nor Irene had received one. Irene was requested to send a letter to Mr. Roberts informing him that the under-counter grease trap had been allowed contingent upon receipt of a signed grease trap agreement, and that he is in violation since no agreement was received.

Grinder Pump Faults – The Inspector reported that he was called to investigate several grinder pumps which had alarms that were activated during initial start-up. He offered his opinion that the grinder pump tanks got water in them which, when the system was activated, tripped the high-water alarm switch. Chairman Shaffer asked the Inspector to provide a list of locations where the grinder pump alarms have been activated. The Inspector stated that he would do that and explained that most alarms were the result of initial start-up and, once the water was pumped out, the grinder pumps were all right. The Operator offered further explanation that the five-foot stub out of the grinder pump tank was quite often not sealed as it should have been which allowed ground water to fill up the grinder pump.

Norm's Tire – The Operator reported that a water meter was installed at Norm's Tire and that a grit chamber would not be necessary.

Garden Seat Tea Room – The Inspector stated that he would take a water meter to the Garden Seat Tea Room for their installation.

Record Drawings – The Inspector reported that he had received the record drawings for Cove Centre and Business Campus One (BCO). He added that the drawings for Cove Centre will need to be revised due to the installation of the new grease trap. The Inspector and Irene will draft a letter to be sent to Mr. Rohrer requesting revised record drawings.

Deed of Dedication – The Solicitor reported that he had received a signed Deed of Dedication from BCO, and that he would prepare one for Cove Centre.

Sunshine Hill Water System – The Inspector offered his support of the Operator's opinion that the water lines on Sunshine Hill need to be replaced. He expressed concern over the type of pipe, its age, and the quality of the valves and connections, and recommended that the Authority look for any available financial assistance as soon as possible to replace the line.

Extraneous Flow – The Engineer noted that it would not take much flow to cause an overloading of the Cove WWTP. He explained that one grinder pump operating at 50 gallons per minute can pump 72,000 gallons per day. He agreed that it was important to find all sources of I&I.

**Construction Phase Engineering Report** See written report dated November 27, 2006

Mr. Lavine reported that Doli has finished re-installing the electrical conduits and that he has photographs of each of those installations. He stated that all complaints as of today have been addressed. He noted that Doli has decided that one of them is not the contractor's responsibility, that being the contamination of the Harbold well.

Mr. Lavine reported that Doli's warranty period will end on May 11, 2007. He noted that Doli is aware that some re-seeding will need to be done in the spring. He stated that he felt the project was complete and recommended that Application and Certificate for Payment No. 12 be paid in the amount of \$209,325.21. Mr. Lavine noted that this amount includes change orders totaling \$15,647.60. He reviewed the Change Order log for contracts 04-01, 04-02, and 04-03. Henry asked what was the amount of credit for the boring under Rt. 11/15 and was told it was around \$3,700.

Chairman Shaffer asked if the Authority was satisfied that all complaint items have been addressed. Discussion was held on complaint 26, where the septic tank line was damaged and sewage entered the owner's basement, and Franklin had told the homeowner to send a clean-up bill to the Authority. Franklin stated that he would go back to the owner to see if a bill is going to be given to the Authority. Chairman

Shaffer offered that the owner should forward any claim to Doli to allow the contractor to take a position on whether it was his responsibility to pay the claim. He explained that Doli had insurance for such issues and suggested that Franklin request the homeowner to submit the claim to Doli and not the Authority.

Chairman Shaffer noted a letter from ARRO stating that ValMatic feels that the specified air/vacuum valves were not the correct valves to be used for the project and recommending that the Authority contact HRG to request clarification for their selection of these valves. He questioned what impact it will make on the hydraulics of the system to have mal-functioning air-release valves. He agreed that it was not Doli's responsibility and should not hold up approval of the final payment.

After discussion, there was a Graybill/Wright motion to follow the recommendation of Mr. Lavine for approval of Application and Certificate for Payment for Contract 04-01, Application No. 12, in the amount of \$209,305.21.

There was then a Reidlinger/Wright motion to table the above motion until after approval of the change orders. Motion passed by unanimous vote of the Authority.

There was a Graybill/Reidlinger motion to approve the change orders totaling \$15,647.60. Motion passed by unanimous vote of the Authority.

There was a Reidlinger/Wright motion to bring back to the table the motion to approve Application No. 12. Motion passed by unanimous vote of the Authority. The motion to pay Application No. 12 in the amount of \$209,305.21 passed unanimously.

**Air/Vacuum Valves** – After further discussion, it was the consensus to have Irene send a letter to HRG. The letter should note that ValMatic feels that the valves specified for the project were not the correct valves for this application and that they may not properly close and seat. It should ask for clarification of why they were selected and if the Authority should be concerned if they do not function properly. Chairman Shaffer will help draft the letter.

**1129 State Road** – Discussion was held on the property at 1129 State Road that is now up for sheriff's sale. Franklin explained that a grinder pump was not installed because of the small size of the property and added that it will be necessary to remove the septic tank first and install the grinder pump in the same location. Irene noted that the house is vacant and asked if the work could be done now, with a construction lien placed against it that would be paid for when the sheriff's sale is finalized. The Solicitor will research whether a lien can be put on the property before the grinder pump is installed.

**PennVest Application for Payment** - After discussion, there was a Wright/Holman motion to approve PennVest Application for Payment No. 22 in the amount of \$214,415.75. Motion passed by unanimous vote of the Authority.

**Project Cost** – Mr. Lavine reported that the project cost at completion of construction was \$6,456,154.38. He noted that this was approximately \$250,000 less than the bid price. He stated that he will forward the record drawings when he is satisfied they are accurate and that he will continue to file the PennVest paperwork. He then thanked the Authority for their cooperation during the project and for being able to provide his services to the Authority.

**Engineer's Report** See written report dated November 30, 2006

**John Warden Subdivision Plan, File #2005-06** – The Engineer reported that there was no activity on this plan this month.

**Joint Use Sewers** – The Engineer reported that he had informed Kevin Jacobs, Duncannon Borough's (Borough) engineer, that he had received authorization to work with him to evaluate the existing flow

conditions of shared sewer lines and evaluate the possibility of capacity transfer. He relayed that Mr. Jacobs will need to get Borough approval before the work begins.

Petersburg Commons Water Meter Vault – The Engineer reported that he had notified G&R Charles that their work was not substantially complete because it was not finished by the contract date of November 1, 2006. He stated that G&R Charles has sent him a construction schedule showing completion of the project on December 12, 2006.

The Engineer then noted that Buchart Horn had only been contracted for the design phase of the water meter vault and would not be involved in the installation process unless asked. He offered his opinion that the Inspector should be able to oversee the installation.

Chairman Shaffer asked the Inspector if he would oversee the installation of the vault. The Inspector questioned his qualifications to follow through with the project, noting his lack of experience. He expressed serious concerns about the environmental issues that may arise and asked what the Authority's position should be if contaminated soil is found during the construction. Chairman Shaffer responded that all responsibility lies with the contractor.

In regards to the December 1, 2006 letter from Reager and Adler in which it erroneously states that "...PTMA has not taken steps to complete any of the foregoing requirements" concerning the installation of the water meter vault, the Solicitor reported that he would reply to the letter.

Cove Centre – The Engineer reported that, according to DEP, the water from the chiller coolers at Cove Centre can not be diverted to the storm sewers and must be discharged into the sanitary sewer system.

**Solicitor's Report** See written report dated December 1, 2006.

2007 Meeting Schedule – The Solicitor noted that the meetings for 2007 would need to be advertised. After discussion, there was a Holman/Reidlinger motion to hold meetings the first Wednesday of each month at 7:00 p.m., with the July meeting being held on July 5, 2007. Motion passed by unanimous vote of the Authority. Irene will forward the information to the PTS Secretary for advertisement.

Sgrignouli Unimproved Lot – The Solicitor noted that Doli had placed a grinder pump on this property in error and that there was not a signed grinder pump easement. He suggested that, if possible, the Authority remove the grinder pump. It was noted that the tank was cemented into the ground but that the grinder pump and control panel could be removed. After discussion, there was a Reidlinger/Holman motion to remove the grinder pump and control panel from the Sgrignouli property. Motion passed by unanimous vote of the Authority.

### **Billing Clerk's Report**

Delinquent Sewer and Water Customers – The Billing Clerk presented a list of accounts delinquent as of November 30, 2006. Irene noted that Ken Osborne has requested that he be relieved of further sewer charges because the house is vacant and the Borough will be shutting off his water. After discussion, there was a Reidlinger/Wright motion to suspend further sewer charges after verification by the Billing Clerk that the Borough has disconnected the water supply. Motion passed by unanimous vote of the Authority. The Billing Clerk will monitor this property and also the Tedd Carr property and request Borough notification when water is turned back on.

Audit of Non-Residential Customers –The Billing Clerk reminded the Authority that she had presented the quarterly audit of water usage of non-residential customers the previous month and that action was tabled until this meeting. After discussion, there was a Holman/Wright motion to have Irene send a letter to Cove Centre, Sheetz Car Wash, and Mutzabaugh's Market informing them that they have not taken measures to

reduce their water consumption and will be billed for the appropriate additional EDUs, based on the January 2007 water meter readings. Motion passed by unanimous vote of the Authority.

### **Motion to Extend Meeting**

At 10:00 p.m. there was a Reidlinger/Wright motion to extend the meeting to conclude all necessary business. Motion passed by unanimous vote of the Authority.

Phase One, Two, and Three Connection Status - The Billing Clerk provided an updated spreadsheet containing information as to which property owners have obtained the necessary permits, made the connection to the sewer line, or have requested extensions. To date, a total of 65 connections have been made to the Perdix system

### **Financial Accountant Report** See written report dated November 20, 2006

Invoices and Expenditures – There was a Wright/Reidlinger motion to approve payment of the bills itemized on the accounts payable list totaling \$26,617.52 drawn on the 1<sup>st</sup> National Bank of Marysville. Motion passed by unanimous vote of the Authority.

Approval of the Financial Accountant Report – After discussion, there was a Reidlinger/Wright motion to approve the Financial Accountant report, subject to audit. Motion passed by unanimous vote of the Authority.

Access to Financial Accounts – The Financial Accountant requested authorization for access to any of the accounts at the Authority's financial institutions for the purpose of obtaining balances and transferring funds. After discussion, there was a Wright/Reidlinger motion to authorize Susan Long to access financial accounts for the purpose of obtaining balances and transferring funds, but not for the purpose of signing checks. Motion passed by unanimous vote of the Authority.

### **Incoming Correspondence**

A list of all incoming correspondence can be found on the December 2006 agenda. Incoming correspondence was discussed during the meeting

### **Outgoing Correspondence**

Outgoing correspondence was circulated among the members. Members were directed to request a copy of the correspondence if they so desired.

### **Executive Session**

At 10:20 p.m. the Authority entered into Executive Session to discuss legal business. At 10:37 the Executive Session ended and the regular meeting reconvened.

### **Old Business**

2007 Budget – The 2007 Budget was presented for review. Chairman Shaffer urged caution in showing a \$98,600 surplus, with Lee replying that, in 2008, monthly payments of \$16,000 to PennVest would need to start. It was noted that a revision had been made since the November 1, 2006 meeting to reduce sewer and water revenue by 5% as being uncollectable. Chairman Shaffer asked what the Budget Committee thought the expected number of connections to the Perdix system would be by the end of 2007. Lee responded that there should be around 150 customers connected.

Chairman Shaffer pointed out that \$23,000 for account #525.18, Developer's Refund, was not carried over into the expense column. Irene noted that no amount was shown for District Justice expenses for

accounts that need to be turned over for collection. It was the consensus that \$3,000 should be set aside for collection charges. Suggestions were made for improvement of the revenue and expense explanation sections.

After discussion, there was a Wright/Holman motion to adopt the 2007 budget with an additional \$26,000 entered into the expense column and the note that there was no increase in sewer or water rental charges. Motion passed, with Franklin abstaining.

### **New Business**

**Imposition of Solicitor Fees to Delinquent Customers** – The Solicitor reported that he had prepared a resolution that would allow the Authority to pass on his fees for collection to delinquent customers. He stated that he would present it for review at the January 3, 2007 meeting.

**Letters For Request of Time Extension** – Letters requesting extensions of the deadline for connecting properties to the sewer system were reviewed. After discussion, there was a Wright/Holman motion to grant all requests a 60-day extension. Motion passed by unanimous vote of the Authority.

**Preserve at Mountainside East and West** - Chairman Shaffer explained that, when plans are received by the PTS, the Authority receives a copy along with a checklist to specify whether the Authority must perform a full, partial, or no review of the plans. He stated that he usually makes the determination himself, but is asking for Authority involvement this time. He explained that there are two plans (East and West) for this development of 900+ homes planned for the Perdix/Lower Cove area. Irene asked if an escrow would be needed for both plans, with Chairman Shaffer answering in the affirmative. After discussion, there was a Wright/Graybill motion to notify the PTS that the Authority will require full review of the Preserve at Mountainside East and West plans. Motion passed by unanimous vote of the Authority. Irene will contact the developer about the need to establish escrow accounts.

**Grinder Pump Maintenance** – Henry asked if a plan is in effect for coverage of emergency grinder pump repairs. Chairman Shaffer suggested that Henry talk with the Operator and Inspector to see if they have developed a list of back-up plumbers to assist with grinder pump repairs.

**Appointment of Authority Vacancy** – Earlier in the meeting the Solicitor had noted that Chairman Shaffer's term of office would expire on December 31, 2006. After discussion, there was a Graybill/Reidlinger motion to submit to the PTS the name of Robert Shaffer for re-appointment to the Authority. Motion passed, with Chairman Shaffer abstaining.

### **Adjournment**

With all business completed, a Reidlinger/Holman motion for adjournment was made at 11:05 p.m. Motion passed by unanimous vote of the Authority.

Submitted by Susan E. Long  
Recording Secretary