

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

January 12, 2007

The Penn Township Municipal Authority (Authority) met on Friday, January 12, 2006 in the Penn Township Municipal Building. The meeting was called to order at 5:30 p.m. by Vice-Chairman Franklin Reidlinger who announced that the meeting was being recorded to aid in the preparation of the minutes.

Authority members present:

Franklin Reidlinger, Vice-Chairman
Irene Graybill, Executive Secretary/Treasurer
Henry Holman, III, Secretary
Lee Wright, Assistant Secretary/Assistant Treasurer

Authority staff present:

Ed Chism, Plant Operator
Susan Long, Billing Clerk, Financial Accountant, and Recording Secretary

Visitors present:

John Myers, Duncannon Borough (Borough) Council

Community Development Block Grant (CDBG) Application

Vice-Chairman Reidlinger announced that the purpose of the meeting was to discuss the application for CDBG funding and he asked Lee to explain the process to-date.

Lee reviewed the CDBG application. He noted that the first six pages had been presented at the January 3, 2007 meeting. He reviewed the cover letter to Omar Syed and reported on his meeting with Mr. Syed. He said that he explained to Mr. Syed that the Authority can not move forward with this project without ongoing CDBG money. Irene asked what happens if a commitment is received for the first year but not for the second or third years. She noted the \$2.4 million cost of the project and said that everyone's water rates would have to be raised. Lee responded that no one's rates would be raised and offered his opinion that, without an ongoing commitment for long-term funding, the Authority would not begin the project.

Franklin asked if, in the event that the Authority received \$85,000 the first year, could it hold that money until it received additional money the following year. John Myers explained how the CDBG process and awarding of grant money worked, noting that the Authority would have one year after receiving the grant to begin its project.

Discussion was then held on how the project could be separated into independent phases, with each phase being completed as funding allowed before the next phase was started.

Lee stated that a list of all properties involved in the project was forwarded to Mr. Syed, who randomly selected 138 residences that need to be part of an income survey. He explained that a certain percentage of the residents must meet the low-moderate income threshold for the application to be considered, and presented a sample letter to be sent to those residents that explained the survey process.

The survey process was discussed. It was noted that the surveys must be signed in the presence of an Authority representative and therefore can not be mailed back to the Authority. It was discussed that a letter would be sent to the selected residents, informing them about the importance of the project and telling them

that the office would be open to accept the surveys. Authority representatives would visit residents who do not take that opportunity to obtain the surveys directly from them.

Further discussion was held on the cost of the project. Irene questioned where the money would come from to pay off the loans necessary to fund this project. Lee stressed that the project could not proceed without long-term commitment of CDBG funding, offering that it is not his intention to raise rates to pay for the project. It was noted that the income survey needed to be completed as the next step of the application process. After discussion, there was a Holman/Wright motion to proceed with the income survey. Motion passed by unanimous vote of the Authority. Susan stated that she would provide known names of the residents for the addresses selected by Mr. Syed.

PennVest Application for Payment

There was a Wright/Holman motion to approve PennVest Application for Payment No. 23 in the amount of \$5,091.49. Motion passed by unanimous vote of the Authority.

Grinder Pumps on Unimproved Lots

Susan noted that, during preparation of the minutes for the January 3, 2007 meeting, she noticed there was an item not resolved after discussion. She explained that Inspector Sam Auxt had asked if the Authority thought grinder pumps on unimproved lots should be pulled for the winter and that there did not appear to be a clear consensus if they should be removed. At this time the consensus was that the Inspector and Operator Ed Chism should pull any unused grinder pumps for winter storage at their discretion.

1129 State Road

Susan noted that the property at 1129 State Road had been discussed at the January 3rd meeting. She reminded the Authority that, at its request, the Township had not sent a connection notice to the property owner and would need to be notified when it should be sent.

Requests for Time Extensions

Irene reported that there were two requests for time extensions of connection notices from Michael Dively and Julia Shimp that were overlooked at the January 3rd meeting. After discussion, there was a Holman/Wright motion to grant 60-day time extensions to Michael Dively and Julia Shimp. Motion passed by unanimous vote of the Authority.

Request for Relief of Late-Payment Penalty

Irene reported that Sue Herb had asked that the \$1.05 penalty added to her January sewer bill be removed because she had made her check out on December 16, 2006. Irene explained that payments are due on the 28th of each month and that this payment was postmarked December 30, 2006. Susan explained that she prepared the bills on January 30th and added penalties to any account for which payment was not received at that time. She said Ms. Herb's payment was not in that day's mail. After discussion that a precedent would be set by granting this request, it was the consensus to deny Ms. Herb's request to remove the late-payment penalty because the payment was not received postmarked by December 28th.

Adjournment

With all business completed, there was a Graybill/Wright motion for adjournment at 6:25 p.m. Motion passed by unanimous vote of the Authority.

Susan Long
Recording Secretary