

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

October 3, 2007

The Penn Township Municipal Authority (Authority) met on Wednesday, October 3, 2007 in the Penn Township Municipal Building. Chairman Henry Holman, III, called the meeting to order at 7:00 p.m. He then led the group in the recitation of the *Pledge of Allegiance* and a moment of silence and announced that the meeting was being recorded to aid in the preparation of the minutes.

Authority members present:

Henry Holman, III, Chairman
Lee Wright, Vice-Chairman
Elmer Knaub, Secretary
Irene Graybill, Executive Secretary, Assistant Secretary, and Assistant Treasurer
Henry Holman, Jr.

Professional staff present:

Dennis Shatto, Cleckner & Fearen, Solicitor

Authority staff present:

Sam Auxt, Inspector
Edward Chism, Plant Operator
Susan Long, Billing Clerk, Treasurer, and Recording Secretary

Visitors present:

Brian Soyka, Sheetz
Steve Spangler, Sheetz

Minutes

After discussion, and upon a Wright/Knaub motion, the Authority voted unanimously to approve the September 5, 2007 minutes as presented.

Visitors

Brian Soyka, and Steve Spangler, Sheetz Car Wash and Gas Station

Mr. Soyka stated that Sheetz Car Wash has been implementing water conservation methods for its car wash. However, since it is impossible to predict the number of cars that utilize the car wash for any given month, Sheetz has decided to purchase the additional EDUs requested by the Authority. Mr. Soyka stated that Sheetz originally bought two EDUs, recently purchased ten more, and has requested that Irene prepare an invoice for any additional EDUs needed for its water usage.

Regarding the gas station, Mr. Soyka reported that the simplex grinder pump is not operating satisfactorily and requested permission to install a duplex grinder pump. Chairman Holman offered that he had no problem with the request and noted that the Authority has two types of grinder pumps in use in its facilities – Myers, which is being used at Sheetz, and E-one.

Mr. Spangler stated that Sheetz typically uses E-one at its stores and wanted to make sure that would be satisfactory for the Authority. The Operator noted that Sheetz changed out the original grinder pump and has taken over maintenance of the grinder pump. After discussion, it was the consensus to allow Sheetz to install a duplex grinder pump at the store, with Sheetz providing the pump. Sheetz was requested to notify the Inspector when the installation was being done and was informed that the UCC inspector would also need to be present. Mr. Soyka

responded that the installation would probably be done around two a.m. when business was low, but that the installers would leave the trench open for inspection.

Plant Operator's Report See written report for October

DMRs (See written Discharge Monitoring Reports dated August. The DMRs were reviewed with the note that the average influent BOD level for the Cove Wastewater Treatment Plant (WWTP) was 272 mg/l, down from the previous month, but still above the design threshold of 240 mg/l. After discussion, it was the consensus to wait for the next month's reading before deciding if BOD sampling needs to be undertaken.

The Operator then offered that the installation of the new grease trap at Cove Centre solved the problem of grease entering into the Cove WWTP. Discussion was held on the schedule for cleaning that trap, with the Inspector offering that he thought it was cleaned quarterly but was not sure.

Sunshine Hill Water System – The Operator reported that the previously reported water leak had been found on the north side of Sunshine Hill and has been repaired by the property owner.

Yingst Homes Well Testing – The Operator reported that the well on Sunshine Hill did not lose pressure during the recent test by Yingst Homes. He stated that the pumping tests did drop the well level by five feet, but there were no complaints about turbidity or pressure from the customers. He added that he has not yet received any official notification from Yingst Homes, but thought that the test well on the Yingst property produced 100 gpm at a depth of 600-foot. He stated that he informed Yingst Homes that the Authority would want to see logs of both wells.

The Operator reported that Yingst Homes had installed 120 feet of 1 inch diameter PVC pipe into the Authority's well to keep the datalogger from getting tangled in the wires. He offered that he could see no problem with leaving the pipe in the well and asked if the Authority did. The members also could see no problem.

Cove WWTP – The Operator reported that DEP had conducted an NPDES Compliance Inspection at the Cove WWTP on September 13, 2007. He reviewed the resulting report and the Notice of Violation, and then presented a letter he sent to DEP detailing his actions to correct the violations.

Annual Inspection of WWTPs – The Operator recommended that the engineer conduct no inspection this year of the WWTPs, due to the fact that the Cove WWTP is new. The Authority agreed with the Operator's recommendation. The Operator reported that some repair needs to be made to the Cove WWTP, including new grating and galvanized piping, with Chairman Holman requesting to meet with the Operator on-site to review what needs to be done.

Replacement Grinder Pumps – The Operator reported that there is one Myers grinder pump in inventory, and that the cost for replacement is around \$1,800. He added that the cost of a replacement E-one grinder pump is around \$2,000. He stated that he has talked to Site Specific about retrofitting E-one pumps as replacements for Myers pumps, but has not yet received an estimate.

Inspector's Report See Inspector's Report for September 2007

Master Meter Reports – The Master Meter reports were reviewed with the note that no readings appeared to be out of the ordinary.

Sunshine Hill Water Leak – The Inspector reported that a homeowner on Sunshine Hill recently replaced a water service lateral, which was not inspected or pressure-tested. He asked if it should have been and, if so, by what agency – Authority or UCC, and should a building permit have been obtained. He stated that the leak was between the shut-off valve and the house, but involved a service lateral, which is a UCC responsibility. He stated that he talked to the contractor doing the repairs and felt that the line replacement was made in accordance with Authority regulations. Henry offered that he thought that UCC inspections applied to new construction, not to replacement work, and that he would check into it. The Inspector stated that he was concerned that, with no inspections, other work of a similar nature might not be done in accordance with Authority regulations and cause problems at a later date.

Kinkora WWTP – The Inspector reported that a mandril test of the newly-installed sewer lateral extension was completed by the developer and that he had requested that documentation of the test be provided to the Authority.

Authority ID Cards – The Inspector stated that he was requested by a resident for proof of identification before he could do a service call. Chairman Holman noted that Authority members would soon be conducting a survey on Sunshine Hill and felt that IDs should be shown by members. After discussion, it was the consensus to provide picture IDs for staff and members. The Inspector was requested to check with the Township office about obtaining these IDs.

1427 State Road - The Inspector reported that a broken check valve was repaired on a grinder pump at 1427 State Road. He reported that the Operator and he are in the process of making a repair "kit" to better facilitate emergency repairs, and that a maintenance log has been initiated to track repairs. Chairman Holman made suggestions for repair materials to be kept on hand.

Susquenita School District (District) – The Inspector reported that Henry, Lee and himself met with District representatives to discuss the outstanding developer's refund. He stated that the response Dr. Sheats was to have provided by this evening's meeting did not happen. Discussion was held on interest that was owed to the District and possible ways to reduce it. It was the consensus that the ball is now in the District's court and the Authority will wait for further contact from the District.

Penn Township Supervisor (PTS) Report

Henry offered his personal help with labor, equipment, or materials when emergency repairs are needed to the sewer facilities. He then noted that DEP is pushing for legislation mandating that townships keep records of septic tank pumping for all subdivisions from this point forward.

Solicitor's Report See written report dated October 1, 2007

Intermunicipal Agreement – The Solicitor noted that he had incorporated all the amendments into the Intermunicipal Agreement, and provided a copy for Authority use. Chairman Holman provided an update of the meetings with Duncannon Borough representatives to discuss Water Street and offered his opinion that one more meeting should be enough to resolve differences. He asked if a new agreement was needed or if the Intermunicipal Agreement should be amended. Henry offered his opinion that the present Intermunicipal Agreement is very confusing and a new document is needed. The Solicitor agreed that a new document superceding the old would make it clearer.

After discussion, there was a Wright/Knaub motion to cancel the original agreement with the Solicitor and pay him for his Water Street work on the basis of his hourly billing rate. Included in the motion was the payment of Invoice 11364 in the new amount of \$16,400.00, a discount of \$1,084.00. Motion passed by unanimous vote of the Authority.

Toni San Maria Casale – The Solicitor reported that he had received a request for a time extension from Ms. Casale for connection of her property to the public sewer and that she has requested not to pay the \$70 monthly ready-to-serve charge. He explained that her house has considerable mold damage, has not been inhabited for several years, and that Ms. Casale states she is very ill. Irene reported that she had talked to Ms. Casale about the possibility of signing a reservation of capacity agreement.

Irene relayed that Ms. Casale said she has paid her tapping fee. Irene reported that she can find no record of payment and asked Ms. Casale to provide a copy of her cancelled check.

After discussion, it was the consensus that Irene send a letter informing Ms. Casale that, if she wishes to be relieved of the \$70 month ready-to-serve charge, she must sign a reservation of capacity agreement, at an annual charge of \$300. The letter is also to include whether or not the tapping fee was paid. It was also the consensus to have the Operator and Inspector pull the grinder pump.

Phase Two Non-Connected Properties – The Solicitor reported that he has received no response to his demand notices for connection to the public sewer issued to the remaining phase two property owners. He noted that several of his certified letters were returned by the post office as "unclaimed."

Billing Clerk's Report

Delinquent Accounts – Susan presented a list of accounts delinquent as of September 2007, along with notations on who is making payments on their account. Irene asked if she should enter liens against property owners who have been turned into the District Judge (DJ) for collection and who have passed the deadline for payment. Susan noted that has been done previously for five accounts. Chairman Holman replied that a precedent has been set and the procedure should become set policy. The Solicitor explained that Irene would be entering the DJ's judgments, which would then become liens against the real estate. He stated that the judgment would allow the Authority to force the sale of the owner's real estate, with the fee being reimbursed through the sale of the property. He added that liens for municipal services have priority over mortgages when the property is sold. Chairman Holman asked Irene to turn all accounts with delinquent balances in excess of \$250 over to the DJ for collection. The list of delinquent accounts was then reviewed on a case-by-case basis.

Treasurer's Report

Invoices and Expenditures – After discussion, there was a Wright/Knaub motion to approve payment of the September 30, 2007 invoices totaling \$33,547.94. Motion passed by unanimous vote of the Authority.

Financial Report – The financial report covering the period September 1 through September 30, 2007 was reviewed.

Incoming Correspondence

A list of all correspondence can be found on the October 3, 2007 agenda. All correspondence was addressed during the meeting.

Old Business

Termination of Water Service – The Solicitor presented the procedure to be followed for termination of water service for those customers who are delinquent in their sewer accounts. He stressed that the procedure must be followed exactly and offered to provide a "check sheet" to ensure that all steps are followed. He recommended that, for those sewer customers whose water supplier is Duncannon Borough, the Authority should have a written agreement with the Borough and would need to reimburse the Borough for its lost water revenue. He added that the Authority would recover that cost from the sewer customer. A review of the delinquent sewer list showed that eight of the customers had their water supplied by the Borough. Discussion will be continued next month on whether to pursue water termination.

Motion to Extend Meeting

At 10:00 p.m. there was a Wright/Holman motion to extend the meeting until the conclusion of business. Motion passed by unanimous vote of the Authority.

The Solicitor was excused from the meeting at this time.

Proposals for Engineering Services – Discussion was held on engineering services, to include flow analysis studies, the annual Chapter 94 reports, and as-needed services. Lee volunteered to ask the Operator to contact Wm. Hill Associates for a quote to prepare the flow analysis study and the annual Chapter 94 reports, as well as an hourly fee for as-needed services. Both Chairman Holman and Lee felt that engineering services should cost less than \$5,000 per year.

New Business

Duncannon WWTP Operation and Maintenance (O&M) Costs – Henry cautioned that bills from the Borough for its O&M costs at the WWTP should be reviewed thoroughly. He is especially concerned about the end of the year "catch-up" bill and asked if it would be a responsibility of the engineer to review it for the Chapter 94 report. Chairman Holman asked if the Authority had received any O&M bills, with Susan noting that the bill for fourth quarter 2006 was just approved for payment. Irene stated that she has complained for seventeen years that the Borough does not back up its O&M bills with invoices for the expenses. Chairman Holman offered that he feels discrepancies with the O&M bills can be worked through at future JOAC meetings.

Brown Rental Property, State Road – Irene reported that a potential buyer for Karen Brown's property stated that they would like to make the third floor apartment into a bedroom/den for their child and asked if they would need to pay the additional monthly rental fee. After discussion, it was the consensus that if the entire house was occupied by one family, it would be considered as one unit and no additional monthly rental fee would be charged.

Dino's Grille, State Road – Irene reported that Dusan Bratic informed her there is no electric or water service at Dino's. He asked her if he would be required to connect to the public sewer or would he pay the monthly rental fee. It was pointed out that, at the September meeting, it was decided Mr. Bratic would be requested to sign a reservation of capacity agreement if there was no water service. Irene was requested to so notify Mr. Bratic.

Kris Fach, State Road – Irene reported that Ms. Fach has requested an extension until October 19th to pay her delinquent sewer bill. After discussion, it was the consensus to give Ms. Fach until October 19th to make her account current, after which she will be turned in to the DJ for collection.

Office Closure – Irene requested permission to close the office on October 5th and 6th. After discussion, it was the consensus to grant the request.

Adjournment

With all business completed, a Holman Jr./Knaub motion for adjournment was made at 10:45 p.m. Motion passed by unanimous vote.

Submitted by Susan E. Long
Recording Secretary