

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

April 2, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, April 2, 2008 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  
Henry Holman, Jr. (Penn Township Supervisor)

Professional staff present:

Dennis Shatto, Esq., Cleckner and Fearen (CF), Solicitor

Authority staff present:

Sam Auxt, Field Representative  
Edward Chism, Plant Operator  
Susan Long, Billing Clerk, Treasurer, Recording Secretary

Visitors present:

Betty Smith

**Executive Session** – Chairman Holman reported that the Authority had entered into executive session to discuss legal issues at 6:30 p.m., prior to the start of this evening's meeting.

**Minutes**

Upon a Wright/Holman, Jr. motion, the Authority voted unanimously to approve the March 5, 2008 minutes as presented.

**Visitors**

No visitors wished to speak. Sheetz's representative, Brian Shoyka, had been requested to attend to discuss the high water usage of the car wash, but was not present. Chairman Holman again offered his concern about the decreasing capacity in the sewer line due to Sheetz's increase in usage and noted that Sheetz is using more capacity than purchased. Irene will be asked to contact Mr. Soyka and stress that his attendance at the next meeting is imperative.

**Plant Operator's Report** There was no written report.

DMRs (See written Discharge Monitoring Reports dated February 2008.) The DMRs were reviewed with the note that the influent BOD at the Cove Wastewater Treatment Plant (WWTP) was right at the Authority's design limit of 240 mg/l. The Operator extended an invitation for Authority members to contact him at any time with questions about the DMRs.

Cove WWTP Odor Problem – The Operator reported that the pump station behind Leonard's Oak World would be an optimal location for a chemical injection station in the attempt to mitigate odors at the WWTP. He noted that a location to treat the Perdix line is still needed. For a short-term basis he suggested that the Authority use the right-of-way (ROW) at Rohrer Bus and set up an injection system at one of the clean-outs. He mentioned that a representative

of Susquenita School District (SSD) had asked if one of the SSD lines could be used for injection of the chemicals and explained that was a possible option but it would need further investigation.

The Operator reported that the results of the laboratory tests had been forwarded to the vendor that would be providing the injection equipment and that he was waiting for the vendor to respond. He ended by informing the Authority that, if the injection system proves to be effective, it will need to find a permanent location for the equipment.

**Field Representative Report** See written report for March 2008.

Master Meter Reports – The Master Meter reports were reviewed with the note that the high flow reading for March 12<sup>th</sup> was due to water channeling into the sewer line through a missing clean-out lid at a residence on Valley Street.

Jack Arter Complaint – The Field Representative reported that he had investigated Mr. Arter's written complaint of March 14<sup>th</sup> expressing concern that the Authority's ROW on his property had washed out along SR 274. The Field Representative offered his opinion that the washout was caused by storm water runoff from Mr. Arter's driveway during the torrential rains of March 4<sup>th</sup> and 5<sup>th</sup>. He recommended that the Authority should explain to Mr. Arter that the washout was caused by storm water runoff from his driveway. He continued that, although the Authority owns the ROW in the area of the washout, he feels the property owner is responsible for repair of the damage. He stated that he based his opinion on the Solicitor's response to a similar situation on Butchershop Road. The Field Representative noted that the ROW has been in existence since 1994 and has never washed out until now. Chairman Holman reported that he had performed a site visit and stated that he could see where the water had run down the driveway onto the ROW.

Low-Pressure System Valves – The Field Representative reported that the Operator and he would exercise the valves on the new low-pressure system as time allows.

Quotes for Flushing of Sewer Lines and Facilities – The Field Representative reported that the bid from Jet-Vac for flushing of sewer lines and facilities was expensive and that he has asked Irene to request quotes from additional companies. It was the consensus that televising of any flushed lines would not be necessary because there was no evidence to suggest any I&I problems. The Field Representative then stated that he had checked out the manholes in Petersburg Commons and that they would not need to be flushed.

High-Speed Internet Access – The Field Representative requested high-speed Internet access for the Authority office for the purpose of responding to PA One Call investigations. Susan will contact Embarq for the cost of the Internet access.

Kinkora Home Expansion – The Field Representative reported that he had received the as-builts for Kinkora Home's expansion project but not for the grease trap. He indicated that he would re-contact Mr. Buckwalter for the information. Chairman Holman asked if there had been any increase in flow into the WWTP as a result of the expansion. The Operator reported that no difference has been seen at this time. It was then noted that the new section was not yet being used.

Chairman Holman asked if the expansion project might cause an odor problem, with the Operator responding that it was a possibility. The Operator offered his opinion that any odor-mitigation costs incurred should be passed back to the developer.

Sharar Property, State Road - Chairman Holman relayed that Mr. Sharar believes the concrete slab installed by the Authority along State Road is located on his property and not in the Authority's ROW. The Field Representative will research the property to ascertain the location of the ROW and if the concrete slab is located in it.

Larry Miller Property, Little Boston – The Field Representative asked the Solicitor about the status of Mr. Miller's concern that the Little Boston Pump Station was constructed on his property. The Solicitor answered that he had sent Mr. Miller a letter explaining the Authority's understanding of the location of the pump station and had not received a response from Mr. Miller.

Larry Miller Property, Railroad Street – The Operator stated that he wanted to clear up any confusion concerning a letter sent by Irene informing Mr. Miller that there was capacity in the line that would serve his proposed subdivision on Railroad Street. He stated that the Authority's Engineer was in the vicinity, looked at the property, and offered his opinion that there was sufficient capacity. The Operator relayed that information to Irene, and told her to so inform Mr. Miller. Chairman Holman explained that the confusion arose when the Authority saw that the letter was sent without the Engineer being authorized to research the capacity.

Chairman Holman asked if a procedure detailing live connections to a low pressure line is contained in the Authority's Rules and Regulations (R&R). The Field Representative will research the R&R to see if it is included.

### **Penn Township Supervisor's (PTS) Report**

Intermunicipal Agreement (IA) – Supervisor Holman stated that he would like a copy of the latest draft of the proposed IA to forward to PTS solicitor, Rich Wagner, for his review. The Solicitor stated that he had typed up the latest draft. He provided it at this time so that a copy could be made for Mr. Wagner.

The Solicitor stated that, because of the revision process, several Exhibits are no longer needed in the IA. It was the consensus to keep the same labels for the remaining Exhibits, to prevent confusion if reference ever had to be made to the original Exhibits.

The Solicitor stated that the original IA included three Plates (I, II, III) and recommended that the information could be consolidated onto one Plate, with the Authority concurring.

It was the consensus to advertise a special meeting for April 13<sup>th</sup> at 7:00 p.m. for further discussion and possible approval of the IA. The Solicitor suggested that the final Exhibits and Plates should be attached before the IA is approved. Susan will contact Advance Publications to place the ad.

Agreed-Upon Procedures – Supervisor Holman asked about the status of the agreed-upon procedures being performed by Klingler & Associates. Susan replied that some information needed from the First National Bank of Marysville (Marysville) has not yet been supplied. She will contact Klingler & Associates to find out the status of the project and inform the Authority.

**Solicitor's Report** – See written report dated March 31, 2008.

Sharar Property, State Road – The Solicitor reported that Mr. Sharar has rejected the settlement proposal and that he would notify Judge McGuire.

Resolution for Procedure to Reduce Rates – The Solicitor presented a draft resolution outlining the procedure for reduction of sewer and water rates for Authority review. Chairman Holman and Lee explained to visitor Betty Smith that, for any funds remaining at the end of a year due to unexpected income, 10% would be set aside for future projects and 90% would be set aside toward the next year's budget for rate reduction. The Solicitor stated that he had added a section to the resolution that quarterly billing would be implemented when the annual fee dropped to \$600.00 or less. Irene will be asked to include this issue on the agenda of the May 7<sup>th</sup> meeting for further discussion.

Agreement from Marysville Bank – The Solicitor reported that he had reviewed the depository agreement from Marysville Bank and found it to be satisfactory. After discussion, there was a Wright/Knaub motion to approve the "Depository and Depositor Agreement" with Marysville Bank and to authorize the appropriate officers to execute the same. Motion passed by unanimous vote of the Authority. Irene will be asked to forward the executed agreement to Marysville Bank.

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

Delinquent Accounts – The list of accounts delinquent as of March 31, 2008 was reviewed and a discussion was held on the current collection policy. When an account is delinquent in the amount of \$250.00, Irene will turn in the account to the District Judge (DJ) for collection. If the account has not been made current within thirty days, Irene will return to the DJ for a written judgement, which will then be filed with the County Prothonotary.

Discussion was then held on the procedure for levying against real estate. After discussion, there was a Wright/Knaub motion that, after an account is delinquent in an amount above \$1,500.00, the property will be turned

over to the County Sheriff for levy against the real estate. This action will be taken only after the account is turned over to the DJ and also only after a judgement is filed with the County Prothonotary. Motion passed by unanimous vote of the Authority.

Irene will be asked to continue with the collection procedure and to notify Chairman Holman when an account delinquent by more than \$250.00 is not turned over for collection. Chairman Holman would like a list of accounts turned over for collection by the April 16<sup>th</sup> meeting. He will meet with Irene to discuss the collection procedure.

Sewer/Water Rate Schedules – Susan presented proposed sewer and water rate schedules that had been revised to include a provision for a grace period before imposition of a late fee. She also presented draft language for a grace period for inclusion in the R&R. After discussion, there was a Wright/Holman, Jr. motion to adopt the revised sewer and water rate schedules and the draft language for Section 6.70 of the R&R. Motion passed by unanimous vote of the Authority.

### **Treasurer's Report**

Invoices and Expenditures – After discussion, there was a Wright/Knaub motion to approve payment of the March 31, 2008 invoices totaling \$39,084.19. Motion passed by unanimous vote of the Authority.

Lee asked if the Authority had ever received a 2008 budget from Duncannon Borough. Susan will contact the Borough and obtain a copy for the Authority.

Financial Report – After review, there was a Wright/Holman, Jr. motion to approve the financial report covering the period March 1 through March 31, 2008, subject to audit. Motion passed by unanimous vote of the Authority.

### **Incoming Correspondence**

A list of all correspondence can be found on the April 2, 2008 agenda. All correspondence was either reviewed without comment or discussed as follows.

Penn Township Planning Commission (PTPC) - Chairman Holman noted that a letter had been received from the PTPC asking if an Authority review of the Carl Baker Subdivision Plan was needed. After discussion, it was the consensus that no review was needed because the plan was only increasing the size of one of Mr. Baker's lots. Irene will be requested to inform the Township secretary that no review will be needed.

Alpha Consulting Engineers, Inc. - Chairman Holman noted that a copy of the proposed Warden Subdivision Plan was available for review. Supervisor Holman noted that the plan has been revised and that the Township engineer and PTPC are evaluating whether or not the plan constitutes a new submission. Susan will research the remaining amount of the escrow account and inform Irene if it needs to be replenished. Irene will be asked to contact the Authority's Engineer and inform him that the plan is ready for full review. Chairman Holman and Elmer will review the plan next week before it is turned over to the Engineer.

### **Outgoing Correspondence**

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

### **Old Business**

New Copier Purchase - Chairman Holman noted information on the agenda from Irene regarding an estimate from Engle Business for the purchase of a new copier. Susan was asked to contact several additional companies for estimates.

McDade Property, Firehouse Road – The Authority reviewed a letter from the Township secretary providing an update on the Township's suit against the McDades for a malfunctioning septic system. The letter stated that a hearing was held on March 5<sup>th</sup> and that the District Judge has given the McDades sixty days to connect their property to the sanitary sewer.

Status of Connections to the Sanitary Sewer – Susan will provide an updated spreadsheet of properties remaining to be connected to the sanitary sewer to Chairman Holman. She will also present updated information for the next Authority meeting.

2007 Audit – Lee will contact Karchner & Waddell, the company retained to provide audits of fiscal years 2005, 2006, and 2007, to find out the status for preparation of the 2007 financial audit.

### **New Business**

Larry Miller Subdivision – Chairman Holman noted that a letter had been received from the PTPC asking if an Authority review of the Larry Miller Subdivision Plan was needed. It was the consensus that, because sanitary sewer was available to the subdivision, no Authority review would be needed. Irene will be requested to so inform the Township secretary. Irene will also be requested to send Mr. Miller a letter, informing him that he might want to purchase Reservation of Capacity for the two lots being added by the subdivision.

Further discussion was held on the Engineer's conclusion that capacity was available to the subdivision and the letter sent to Mr. Miller informing him of the same. Supervisor Holman asked how the Engineer's costs for his calculations could be recovered if no escrow is in place. Chairman Holman stated that a protocol is in place and noted for the record that the Engineer should not review future plans unless an escrow account has been established and approval has been given by the Authority.

### **Adjournment**

With all business completed, a Wright/Holman, Jr. motion for adjournment was made at 9:30 p.m. Motion passed by unanimous vote.

Submitted by Susan Long  
Recording Secretary