

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

May 7, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, May 7, 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

Professional staff present:
Dennis Shatto, Esq., Cleckner and Fearen (CF), Solicitor

Authority staff present:
Edward Chism, Plant Operator
Susan Long, Billing Clerk, Treasurer, Recording Secretary

Visitors present:
Brian Soyka, Sheetz Car Wash
Reba Pace
Dale Ramp

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/Knaub motion, the Authority voted unanimously to approve the April 2, 16, and 21, 2008 minutes as presented.

Visitors

Brian Soyka, Sheetz Car Wash

Mr. Soyka was present to discuss the excessive amount of water being used by the car wash. The April 2008 usage of 140,000 gallons was its highest monthly usage ever. However, during the five-day period from April 28 through May 2, an additional 100,000 gallons was used. Mr. Soyka stated that, even if the car wash was not using recycled water, he could only account for 25,000 gallons. Chairman Holman asked if the water meter was doing its job. Mr. Soyka said that he first thought the meter was malfunctioning and giving erroneous readings because less than 250 washes were done during the five-day period. He said that he has since found out that there are problems with the wash cycle and that the Authority's Plant Operator has seen a 20,0000 gpd increase in the flow entering the Cove wastewater treatment plant (WWTP).

Mr. Soyka offered that he does not feel the heavy flow into the WWTP is caused by infiltration. Instead, he feels that water is somehow bypassing the car wash and entering into the sanitary system. He stated that Sheetz is going to tear the car wash apart to find the source of the water leak. He stated that he would like to have the water meter repaired or replaced, or at the very least, calibrated for accuracy. Field Representative Sam Auxt will be asked to obtain the cost for both a new meter and recalibration. Mr. Soyka was asked to keep Chairman Holman informed of the progress in finding the source of the leak.

Reba Pace

Ms. Pace stated that she was a realtor under contract for the sale of the Homer Bornman property at 303 Schoolhouse Road. She introduced Mr. Bornman's son-in-law, Dale Ramp. Ms. Pace said that the present on-lot septic system is malfunctioning and cannot be certified for the sale of the property. She has been in contact with the Township's Sewage Enforcement Officer (SEO), who informed her that there is not adequate room on the property for an alternate septic system. She stated that she was in attendance to find out the procedure to connect the property to the public sanitary sewer. She also said that the SEO has been in contact with DEP regarding the stream that would need to be crossed, and was told that crossing the stream was a Township-level decision.

Chairman Holman noted that the property is 185' away from the closest connection point and therefore is outside the mandatory connection distance. However, the Authority has capacity in the line and will accept the property. He explained that it was the owner's responsibility to "get to the Authority." He explained that the owner would have to construct the line from the connection point to the property line, obtain permission from the Township to enter its right-of-way, and obtain the necessary DEP permits for stream crossing. He told Ms. Pace and Mr. Ramp that the owner would "deed" over the facilities from the connection point to the property line, after which it would be maintained by the Authority. Ms. Pace was informed that she would need a connection permit from the Authority as well as a building permit from the Township, and an inspection by the UCC and Authority.

Plant Operator's Report There was no written report.

DMRs (See written Discharge Monitoring Reports dated March 2008.) The DMRs were reviewed with the note that the influent BOD at the Cove WWTP was 225 mg/l, under the Authority's design limit of 240 mg/l. He noted that 111,700 gallons flowed through the WWTP on March 5th and attributed the increase in flow to the 2.9" rain that fell. He was asked to monitor the relationship between rainfall and an increase in flow. The Operator stated that the cost to maintain the WWTP is increasing, due to the increasing expense of chemicals and sludge removal. The Operator extended an invitation for Authority members to contact him at any time with questions about the DMRs.

Sunshine Hill Water System – The Operator reviewed a copy of the *Primary Facility Report*. He explained that he is required to file the report with DEP and felt that the Authority should be aware of the report.

Standards of Construction Proposal – The Operator noted that *Standards of Construction* had been presented by Engineer William Hill for consideration for adoption. He noted that there is no charge for the *Standards* unless the Authority adopts them, at which time the cost will be \$500 each for both the sewer and water proposal. The Operator relayed the Engineer's sense of immediacy to review the *Standards* and the Engineer's concern that the Authority should decide what type of materials should be used, and not a developer. This subject will be further discussed under New Business later in the agenda.

Cove WWTP Odor Problem – The Operator reported that he has asked the Field Representative to be the contact for the vendor who will be setting up the experimental injection sites for odor abatement.

Generator Diesel Fuel – The Operator reported that Jeff Holman was asked to supply diesel fuel for the generators and would be billing the Authority.

Cove WWTP Maintenance – The Operator submitted a bill in the amount of \$120.00 for the mowing done at the Cove WWTP by Raymond Hammaker. The bill will be approved with the other bills later in the meeting.

Field Representative Report See written report for April 2008.

Master Meter Reports – The Master Meter reports were reviewed without comment.

Due to the absence of Sam Auxt, the Operator answered questions about the report. The following items were discussed.

Linsenbaugh Property, State Road

The Operator relayed from the Field Representative that Mr. Linsenbaugh had still not removed his electric meter base. Mr. Linsenbaugh was to have done this as a result of the Authority's decision to not force a connection to the sanitary sewer since that property was not lived in. No action was taken at this time about contacting Mr. Linsenbaugh.

Reidlinger Property, Firehouse Road

The Operator reported that the check valve installed during construction of the sanitary sewer was installed backwards, causing sewage to backup into the Reidlinger property. He stated that Earl Noss was contacted to replace the defective valve.

Pump Station Dialers (Chatterboxes)

The Operator reported that Envirep is replacing the batteries for the chatterboxes at the pump stations and that Tri-Star is reprogramming the chatterboxes. He explained that the chatterboxes call a series of pre-programmed phone numbers in case of grinder pump failure and that it is important to keep them functioning properly.

Business Campus One (BCO) – The Operator reported that the new owner of the water company at BCO has a sewer connection, with a sink connected to it. He stated that he was not aware of any other facilities connected to it. After discussion, it was the consensus to ask Irene to write to the water company owner and request that it contact the Authority regarding its wastewater use and resultant usage fee.

Duncannon Family Health Center (DFHC) – Discussion was held on why four water meters were installed at DFHC. It was noted that the developer was told that, if at a later date it wanted to rent out any of the four zones of the building to a separate entity, the DFHC would need to be re-plumbed for an additional meter, and an additional tapping fee would be charged. At this point there is only one entity involved, with the readings from the three meters being used added together for calculation of the monthly sewer charge. Susan was asked to provide an update of DFHC's water usage compared to EDUs purchase for the next meeting.

Sharar Property, State Road – The Solicitor reported that the Field Representative had faxed him information concerning Mr. Sharar's concern that the concrete slab installed by the Authority along State Road is located on his property and not in the Authority's ROW. After reviewing the information, the Solicitor offered that he felt there was no encroachment.

Incident on "Paper" Street in Perdix – The Operator relayed that the Field Representative had been called out by the Township Secretary to investigate a tri-axle truck that had reportedly sunk into a sewer main on one of the "paper" streets in Perdix. Investigation showed that there were no sewer facilities involved. Chairman Holman stated for the record that the issue involving the "paper" streets is a civil matter and asked that Authority staff and members address any issues in the area only as they relate to the Authority.

Penn Township Supervisor's (PTS) Report

There was no PTS report.

Solicitor's Report – See written report dated May 5, 2008.

The items on the Solicitor's written report were discussed either in the 6:30 p.m. executive session or will be discussed at an executive session later in the meeting.

Billing Clerk's Report

Delinquent Accounts – The list of accounts delinquent as of April 30, 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 judgment, which will then be filed with the County Prothonotary. This process will be repeated for each additional accrued \$250.00 until the delinquent amount reaches \$1,500.00. When that amount is

reached, 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 has been turned over to the DJ and also only after a judgment has been filed with the County Prothonotary.

Levy Against Real Estate – Water customers #605 and 724, and sewer customers #91, 183 and 319 on the April 30, 2008 *Delinquent Accounts Report* will be sent a letter by the Solicitor, telling them that they have ten days to make their accounts current or their properties will be turned over to the County Sheriff for levy against the real estate.

McDade Sewer Account – Ms. McDade has requested that the Ready-to-Serve (RTS) charge for her property at 106 Firehouse Road be waived because the trailer is uninhabited and will be removed. Irene will be asked to send a letter to Ms. McDade and request that she attend the next meeting so that the Authority can discuss the issue with her.

Treasurer's Report

Invoices and Expenditures – Susan reported that the PennVest interest and loan payments will now be included as part of the monthly bills and will no longer be reported on the Financial Report. After discussion, there was a Wright/Knaub motion to approve payment of the April 30, 2008 invoices totaling \$54,153.18, in addition to the invoice for Raymond Hammaker. Motion passed by unanimous vote of the Authority.

Financial Report – After review, there was a Wright/Knaub motion to approve the financial report covering the period April 1 through April 30, 2008, subject to audit. Motion passed by unanimous vote of the Authority.

Lower Cove/Perdix Sewer Connection Status – Susan presented a spreadsheet listing the twenty-eight properties remaining to be connected to the sanitary sewer. Discussion was held on the following.

- Donna Dawson, 1003 State Road - Chairman Holman asked that Irene verify the number of residential units on the Dawson property so that the correct number of rental and tapping fees are charged.
- Grover Kisner, 100 Railroad Street – The Solicitor will research if the property is still in bankruptcy proceedings.
- Kirk Vanier, 100 Schoolhouse Road – The Solicitor will research the status of the suit filed against Mr. Vanier for violation of the connection ordinance. He stated that the Authority will have to decide if it wishes to file a second time or proceed with physical connection of the property.
- Glenn Hockenberry, 4 Hill Top Road – Mr. Hockenberry had refused to allow the contractor to install a grinder pump on his property and a suit had been filed against him for violation of the connection ordinance. The Solicitor will contact the District Judge to find out the status of the suit. Since Mr. Hockenberry has not proved that there is no electricity or water to the property, it was the consensus that Susan should start to bill him for the RTS charge.

Perdix Fire Company (PFC) Monthly Sewer Rental – Susan stated that there was a motion on the books approved on March 3, 2004 to waive the tapping fee and monthly sewer rental for the Perdix fire house. She reported that the PTS has increased its donation to the Fire Company to cover the sewer rental and has recommended that the Authority bill PFC for the \$70.00 monthly rental fee. Chairman Holman commented that by charging PFC a monthly fee, everyone becomes a ratepayer and is treated equally.

After discussion, there was a Holman III/Wright motion to rescind the motion of March 3, 2004, and in exchange for the waiver of the tapping fee the PFC will be charged a monthly sewer rental fee. In addition, no payment will be made for ROW access. Motion passed by unanimous vote of the Authority.

Executive Secretary Report See Written Report for May 7, 2008

Ralph Mineo – Mr. Mineo had refused delivery of the certified letter filing suit against him for violation of the connection ordinance. Mr. Mineo has now hired a contractor and is in the process of getting ready to connect. Irene would like to know if the Authority would like to pay \$55.00 to have the certified letter hand-delivered. After discussion, it was the consensus to give Mr. Mineo additional time to connect and to not have the certified letter delivered, as the Mineos are trying to work with the Authority.

Certified Letters Refused – Irene would like to know if the Authority would like to spend \$55.00 to hand deliver letters that were refused by Scott Smart, Chad Smith, Robert Armstrong, and Michael Dudley, Jr. The Solicitor recommended that the Authority pay for the constable to deliver the letters because that is the only way that the District Judge can render a judgment for violation of the connection ordinance or for failure to pay their delinquent accounts.

Gladys Martinez – Ms. Martinez has been making payments on her delinquent RTS charges but has still not connected to the sanitary sewer. Chairman Holman noted that this is a severe financial hardship case and that he would like the Authority to work with Ms. Martinez. Irene will be asked to contact Ms. Martinez and forward the Authority's appreciation that Ms. Martinez is trying hard to bring her sewer account current. She is to be asked for her timetable for connection and told that the Authority would like to work with her in good faith.

Incoming Correspondence

A list of all correspondence can be found on the May 7, 2008 agenda. All correspondence was either reviewed without comment or discussed as follows.

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

Resolution for Rate Reduction – After discussion, there was a Wright/Holman III motion to adopt Resolution 05-07-08-1, providing a mechanism for rate reduction. Motion passed by unanimous vote of the Authority.

2007 Financial Audit – After discussion, there was a Wright/Knaub to retain Karchner, McClellan & Waddell to perform the audit of 2007 finances at a cost of \$4,700.00. Motion passed by unanimous vote of the Authority.

New Copier Purchase – After discussion, it was the consensus to contact copier companies to find out the monthly cost of leasing a copier that staples, collates, and scans. Susan will contact Irene to see what quotes have already been obtained. Chairman Holman offered that the scanning feature would enable documents to be emailed to the members and staff, reducing paper outlay.

New Business

Quotes for Flushing of Sewer Lines and Facilities – Bids from Jet-Vac and Mr. Rehab for the flushing of sewer lines were reviewed. Discussion was held on the fact that one bid was for 600 linear feet while the other was for 757 linear feet. The Field Representative will be asked to email the members and provide his comments and recommendations. Susan was asked to place this issue on the agenda for the middle of month meeting.

Engineer Review of Warden Preliminary Subdivision Plan – Chairman Holman noted that Engineer William Hill had presented his comments from his review of the Warden plan. He offered that he felt the Authority should take a good look at the *Standards for Construction* provided by Mr. Hill and discussed earlier in the meeting. Chairman Holman offer his opinion that it will be in the best interest of the Authority to adopt the *Standards*. Elmer offered that he felt more information on fire flow was needed in the *Standards*. Chairman Holman explained that the *Standards* would supplement the Authority's *Rules and Regulations*, not replace them. He noted that a mid-month meeting was needed for other issues and asked Susan to put the *Standards* on the agenda for that meeting, to allow further time for member review.

DEP Letter Regarding Act 537 Plan and DeCoven Property – Discussion was held on a letter sent to the PTS noting that the Act 537 Plan contained provisions for taking the Decoven WWTP offline and connecting the properties it serves to the Cove WWTP. It was the consensus that the members would review the Act 537 Plan to see how the issue is treated and then talk to Mr. Hill for his recommendations.

Executive Session – At 10:05 p.m. the Authority entered into executive session to discuss legal matters. At 11:30 p.m. the meeting reconvened, with no action taken.

Adjournment

With all business completed, a Wright/Knaub motion for adjournment was made at 11:30 p.m. Motion passed by unanimous vote.

Submitted by Susan Long
Recording Secretary