

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

June 4, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, June 4, 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
Elmer Knaub, Secretary
Henry Holman, Jr.

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:
Louis Beemer, 1432 State Road
David Weihbrecht, Alpha Consulting Engineers
David Meiskin, Windsor Companies LLC (Windsor)

Minutes

Upon a Holman Jr./Knaub motion, the Authority voted unanimously to approve the May 7 and 22, 2008 minutes as presented.

Visitors

B. J. Gianguilio, H. A. Thompson Company
Mr. Gianguilio was on the agenda but could not attend tonight's meeting to discuss the Authority's insurance policy.

Louis Beemer, 1432 State Road

Mr. Beemer was present to discuss connection of his property at 1432 State Road. He explained that the parcel has two buildings on it, a house and a smaller building. The house has been completely gutted and he has purchased reservation of capacity (ROC) for it. He is considering using the smaller building as a barber shop. He stated that the previous owner paid for one tapping fee and he asked if a second was needed. Chairman Holman offered his understanding that a duplex grinder pump was installed with the intention of servicing two buildings and a second tapping fee would be needed.

Mr. Beemer stated that the small building would soon be connected and that he would like to avoid having two excavations done. He asked if the contractor making the connection to the small building could also run a twelve-foot line through the wall of the house, capping and stubbing it. The Solicitor asked if this would be a common lateral; if so, it would require a *Common Lateral Agreement*. The Operator explained that the situation is similar to the installation of Cove Centre or an apartment complex. The Solicitor stated that his concern is for the future – if the property is subdivided a note would need to be put on the plan. The Operator offered his opinion that the parcel is not large enough for subdivision. After discussion, it was the consensus to allow the house to be stubbed at this time.

Chairman Holman noted that Mr. Beemer has a connection permit for the small building and has purchased ROC for the house. He reminded Mr. Beemer that he would need to obtain a connection permit for the house before it can be connected to the sanitary sewer.

David Weihbrecht, Alpha Consulting Engineers

David Meiskin, Windsor

Mr. Weihbrecht explained to the Authority that Windsor would like to build cluster housing in the Lower Cove/Perdix area. He stated that the developer would like to begin planning for the sanitary sewer and water supply. He stated that the developer would need to serve approximately 950 EDUs for the proposed development and offered several possibilities for its sewage needs. The developer could construct a new wastewater treatment plant (WWTP) with the Authority closing down the Cove WWTP and using the new one, or the developer could enlarge the Cove WWTP. Mr. Weihbrecht asked if the Authority had any need for additional sewage use; if it did, Windsor could incorporate future Authority needs into its plans.

Mr. Weihbrecht asked about the possibility of the Authority authorizing its Engineer to meet with the developer to plan together. Chairman Holman asked if the developer had a plan that the Authority and its Engineer could review. Mr. Weihbrecht responded that the developer is just beginning the planning process for sewer and water and that the Authority's long-range needs could be incorporated into the plan.

Chairman Holman noted that the Authority just completed installation of the sanitary sewer for the entire Lower Cove/Perdix area and has no sewer needs at the present time. He did not feel that a meeting with the Engineer would be of any value. Mr. Weihbrecht asked about the water supply source for the area and was told it was all private. He stated that the developer would need a public water supply system. He asked if there were any Township water supply systems within a suitable distance the development could tie into and was told there were none. He was told that the closest public water system would be in Marysville Borough.

Mr. Meiskin asked if the developer should assume that the water system should be designed solely for the proposed development. He was told that the Township did not have a mandatory water connection ordinance and the developer should not count on adjoining properties connecting to the water system. He then asked if the developer should proceed on the basis of designing water and sewer service solely on the basis of the needs of the development and was told that he should. Mr. Meiskin asked if the Authority had considered the changing State standards for WWTPs. Chairman Holman replied that the Cove WWTP was upgraded to meet State standards.

Mr. Meiskin asked the Authority to contact him if it decided that there were needs the developer could help meet. He also asked to be contacted if the Township considers the adoption of a water connection ordinance.

Gigi McDade

Ms. McDade had been asked to attend the meeting to discuss her request for waiver of the ready-to-serve charge for 106 Firehouse Road. She did not attend.

Plant Operator's Report See written report for June 2008

DMRs (See written Discharge Monitoring Reports dated April 2008.) The DMRs were reviewed with the note that the influent BOD at the Cove WWTP was 220 mg/l, under 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.

Lower Duncannon Pump Station – The Operator reported that the generator at the Lower Duncannon pump station has a faulty water-level sensor, which is causing the generator to shut down even with sufficient water. He stated that he has unplugged the sensor, which should do no harm even if the water level gets too low, since the generator would then shut down because of the high temperature. He will check on the price of a new sensor, after which it will be decided whether the sensor is needed.

Sunshine Hill Water System – The Operator reported that the Sunshine Hill water system lines need to be flushed and asked for authorization. It was the consensus that the Operator should schedule a date for the flushing and Susan will notify the residents.

The Operator reported that the daily flow out of the well is 16,500 gallons, up about 4,000 gallons. He stated that he is not overly concerned at this point and will continue to monitor the usage.

Cove WWTP Odor Control – The Operator reported that he has been adding chlorine to the equalization tank to keep the odor under control. He stated that the vendor who offered assistance with injection sites has not been returning calls. He informed the Authority that he has asked the Field Representative to assume responsibility for contacting the vendor.

Grinder Pump Repairs – The Operator reported that the grinder pump at 1006 State Road went bad and was replaced by one from the vacant Reidlinger property on State Road. He reported that four grinder pumps have failed and that he and the Field Representative have set up a repair workshop at the Cove WWTP. He stated that two of the failures were due to wet connectors, which caused the pumps to run continuously. Chairman Holman urged the Operator to keep a supply of the most frequently used repair parts on hand. The Operator stated that has been started.

Kinkora WWTP – The Operator reported that, during the process of sludge removal, a plastic sleeve connector in the holding tank was broken and will need to be repaired. Chairman Holman will meet with the Operator on-site to discuss repair methods.

The Operator reported that he would like to purchase eight sleeves and clamps for repair of the diffusers in the Kinkora WWTP. He offered that the repair should help keep sludge removal at a minimum. It was the consensus that the Operator purchase the sleeves and clamps.

Henry offered his and Randy Plummer's help in building a roof over the generator. The Operator replied that the Field Representative had donated the materials for the roof and the two of them would willingly accept construction assistance.

Field Representative Report See written report for May 2008.

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

Master Meter Reports – The Master Meter reports were reviewed. Chairman Holman commented that he has noticed that there is a spike in the Ann Street flow meter the second week of many of the months. No other comments were made.

Sheetz Car Wash - Chairman Holman reported that he had received an email from Brian Soyka stating that he feels the problem resulting in excessive water usage for each car wash has been resolved.

Warden Development, Proposed Water System – Elmer stated that he had just received a letter from CMX, the engineer of the Warden Development, concerning the developer's proposed water supply system. Copies were provided to the members for their review, with comments to be discussed at a meeting yet to be decided. The Operator informed the members of new DEP testing requirements that will become effective for this water system.

Penn Township Supervisor's (PTS) Report

Henry stated that he had made a public promise that he would serve as a member only until the Intermunicipal Agreement was approved and the agreed-upon procedures study were completed. He added that he hoped this was his last meeting and asked the members to suggest names to fill the vacancy. Henry informed the Solicitor that he has appreciated his professional conduct over the years.

Solicitor's Report – See written report dated June 2, 2008.

Intermunicipal Agreement (IA) - Chairman Holman informed the members that the Solicitor reviewed the email from the Duncannon Borough (Borough) Sewer Authority and has no concerns with it. He stated that an executive session would be scheduled in the near future to continue discussion with Borough representatives.

Township Sewer Connection Ordinance – The Solicitor relayed comments from the District Judge that one of the following revisions should be made regarding the policy for non-compliance of the connection ordinance. Revise the ordinance to include incarceration for cases where the fine for non-connection is not paid, in which case the Township would file a criminal proceeding against the non-complier. The other choice is to change the type of filing

from a summary offense to a civil penalty. The Solicitor stated that he has no preference for either provision and he will contact the Township solicitor, who can then make a recommendation to the Board of Supervisors.

Billing Clerk's Report

Delinquent Accounts – The list of accounts delinquent as of May 31, 2008 was reviewed.

Levy Against Real Estate – The Solicitor reported that he has not yet sent a letter to the delinquent water and sewer customers as requested at the last meeting. He explained that he needs to make sure that he has the correct names as they appear on county records. As soon as he has verified names, addresses, and delinquent amounts he will contact the property owners.

Treasurer's Report

Invoices and Expenditures – After discussion, there was a Holman Jr./Knaub motion to approve payment of the May 31, 2008 invoices totaling \$49,393.62. Motion passed by unanimous vote of the Authority.

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

Executive Secretary Report

2008 Financial Audit Letter - Chairman Holman noted that Irene had presented a draft letter requesting proposals from accounting firms for the 2008 financial audit and asked if the members had any other firms they would like to have the letter sent to. Susan noted that the Township secretary was in the process of requesting proposals for the Township's 2008 audit. It was the consensus that Irene should contact the Township secretary and discuss the format of the Township letter and the firms being solicited.

Office Copier – After discussion, there was a Holman III/Knaub motion to authorize Lee to consult with Irene and either purchase or lease a new copier, as he feels is most economical. Motion passed by unanimous vote of the Authority.

Donna Dawson Property, 1003 State Road - Chairman Holman reported Irene's verification that the Dawson property has only one unit and should be billed one EDU.

Incoming Correspondence

A list of all correspondence can be found on the June 4, 2008 agenda. All correspondence was either reviewed without comment or discussed as follows.

Conewago Township Municipal Authority – The Solicitor presented a *"Developer's Checklist of Minimum Requirements for Sanitary Sewer Extensions"* for member review. Susan will revise the document to make it applicable for Penn Township.

Borough Commercial/Industrial Wastewater Survey – Discussion was held on a letter from the Borough with an attached survey to be sent to all commercial and industrial establishments in the Borough WWTP service area. It was decided that Irene should use the Borough's wording but revise the letter on Authority letterhead to have the surveys sent back to the Authority, after which they will be forwarded to the Borough. Irene will also be asked to revise the Borough's survey to incorporate references to the Authority, instead of the Borough.

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

2007 Financial Audit – Susan stated that she had contacted Mike McClellan of Karchner, McClellan & Waddell to find out the status of the 2007 financial audit. She reported that Mr. McClellan is waiting for information from last

year's auditor before he can begin. The members discussed their concern that once again the audit is not being completed in a timely fashion.

Agreed-Upon Procedures – Susan reported that Lee and she had met with Cindy Pagano of Klingler & Associates to discuss the status of the agreed-upon procedures. She reported that Ms. Pagano had compiled a spreadsheet detailing payments of tapping fees, and with the exception of one check, all payments have been accounted for. She stated that one recommendation to appear on the written report will be that copies should be made of all checks, with the exception of those that are for monthly sewer or water payments.

IA - Chairman Holman stated that he relayed his concern about last-minute changes to the IA to the Borough Sewer Authority. He reported that Lee feels a meeting should be held with all four entities in attendance, but offered his opinion that this was not necessary. Discussion was continued from the May 22, 2008 meeting on the Borough's claim that there is not sufficient capacity for the Authority's needs in run 5A, even though the capacity purchased by the Authority has not been used. It was the consensus that, while the Borough states that it has an EDU of 125 gallons per day, its engineer is using the 337-gallon per day amount it says is entering into its WWTP. It was also the consensus that Borough I&I is a contributing factor to the flow in that run.

Chairman Holman will contact the chairman of the Borough Sewer Authority to set up a workshop meeting and tell him to invite whomever he feels should be at the meeting. Chairman Holman will also contact the Supervisors and inform them when the meeting will be held.

Reidlinger Letter of Appreciation – Irene will be asked to send a letter of appreciation to Franklin Reidlinger for the use of his backhoe for repairs to his grinder pump. Mr. Reidlinger is to be told that the Authority feels it is not economically feasible to file damages against the contractor who installed the sewer facilities, since the one-year warranty period has expired. Mr. Reidlinger is also to be told that he should feel free to bill the Authority for services rendered.

Act 537 Plan - Chairman Holman and Elmer will research the Act 537 plan to see how it affects the DeCoven property on State Road.

New Business

Duncannon EMS Expansion Project – Chairman Holman noted that, as part of its expansion project, the Duncannon EMS is applying to the USDA for federal assistance. He reported that the Penn Township Planning Commission has recommended that the Authority review the application since the Act 537 Plan was mentioned in the project. It was the consensus that no review is needed since the project only entails installation of another holding tank. Irene will be requested to inform the Township secretary of the decision.

Duncannon Family Medical Center – Susan reported that the Medical Center purchased one EDU of capacity and has used slightly more than 150 gallons per day. She will update its usage at the July meeting when she reports on the usage of all the Authority's metered sewer customers.

Draft Water Connection Ordinances – Susan presented water connection ordinances from several state municipalities. They were provided to Elmer for preliminary review.

Construction Standards – Elmer was requested to contact engineer William Hill to find out the status of the changes requested for the water and sewer construction standards that were approved for purchase at the May 22nd meeting.

Adjournment

With all business completed, a Holman Jr./Knaub motion for adjournment was made at 9:50 p.m. Motion passed by unanimous vote.

Submitted by Susan Long
Recording Secretary