

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

July 2, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, July 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
Henry Holman, Jr.

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

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

Visitors present:
Gigi McDade
Doug Smith

Minutes

Upon a Holman Jr./Holman III motion, the Authority voted to approve the June 4, 2008 minutes as presented. Lee abstained from the vote as he was not present at that meeting.

Visitors

Gigi McDade, 104 and 106 Firehouse Road

Ms. McDade was present to discuss her properties at 104 and 106 Firehouse Road. She apologized for not attending the previous meeting as she has been having trouble with the Post Office delivering her mail.

Ms. McDade requested a waiver of the ready-to-serve (RTS) charges for 106 Firehouse Road, explaining that the trailer on the property has been condemned and that she was going to demolish it. She stated that the previous owner, Walter Gabner, had paid the tapping fee for the property. She also stated that she had previously requested that the grinder pump on the property be pulled. She added that the water and electricity was shut off to the trailer.

Ms. McDade stated that she just acquired the property at 104 Firehouse Road from her husband, who passed away several months ago. She stated that her husband owned the property and she was not aware of what was going on. As a result, she was incarcerated because the District Judge's order to correct a septic malfunction on the property was not followed. Ms. McDade stated that she has since obtained the necessary permits for connection of 104 Firehouse Road to the sanitary sewer, has had the electrical connection inspected, and has started the plumbing connection. She reported that she is having problems due to an underground spring, and trench fills up with water as fast as it is dug. In addition, she can not find the sewer line to which she is to connect. She is concerned because the District Judge is holding a hearing on site on July 9th, and she must be connected by that date or she will again be incarcerated.

Ms. McDade was asked how soon she could apply for a demolition permit and responded that she would do it the next day. She was asked how long she expected it to take for the demolition process. She replied that it would take awhile because it was being demolished piece by piece. She stated that she would call PPL the next day and request that the meter base be disconnected.

Chairman Holman explained that the Authority could not waive the filing fees incurred when filing with the District Judge against 104 and 106 Firehouse Road for delinquent sewer charges, but would consider waiver of the RTS charges.

Doug Smith asked if every resident who has not yet been connected is being billed for the RTS charges, or is Ms. McDade being discriminated against, in which case he would have a lawyer go through the Authority's paperwork. When told that everyone who has not connected has been filed against for non-compliance of the connection ordinance, and has been billed the RTS charge, he asked several times if that included the Perdix Fire Company. The Solicitor responded that, to the best of his knowledge, everyone is being pursued who has not yet connected.

After discussion, there was a Holman III/Wright motion to release the property at 106 Firehouse Road from the connection requirement, and to waive the RTS charges, but not legal fees incurred, with the following contingencies – The electric meter base must be disconnected, the demolition permit must be obtained the following day, and the septic tank must be crushed as soon as the trailer is demolished. The contingencies must be satisfied within sixty days, with a thirty-day extension, if needed. If the contingencies are not satisfied at the end of ninety days, remedy will be sought through legal channels. Motion passed by unanimous vote of the Authority. The Field Representative was asked to periodically report on the status of the demolition to the Authority. It was the consensus that the Authority would pull and store the grinder pump until a new residence is constructed on the property.

Regarding Ms. McDade's residence at 104 Firehouse Road, Chairman Holman informed her that the connection order from the District Judge was a result of action brought by the Penn Township Supervisors. He told Ms. McDade to attend an Authority meeting after that property has been connected, at which time the Authority will consider waiving the RTS charges for 104 Firehouse Road.

Plant Operator's Report See written report for July 2008

DMRs (See written Discharge Monitoring Reports dated May 2008.) The DMRs were reviewed with the note that the influent BOD at the Cove WWTP was 230 mg/l, under the Authority's design limit of 240 mg/l. The Operator stated that he has not yet seen any impact on the Kinkora WWTP from the expansion of the Kinkora Home. 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 reported that the Sunshine Hill water system lines were flushed in June and that the increase in consumption reported last month has dropped back. He added that there is one small line remaining to be flushed, but that it can be done without notification of the customers. He stated that the *Consumer Confidence Reports* for 2007 required by DEP to be sent to all water customers by July 1st had been mailed before the deadline.

Cove WWTP – Upon questioning by Chairman Holman, the Operator reported that he had not seen an increase in flow into the Cove WWTP as a result of the recent heavy rains. He also reported that the Field Representative and he pulled a submersible pump from the equalization tank to clear it of debris.

Cove WWTP Odor Control – The Operator reported that he has been adding chlorine to the equalization tank to keep the odors under control. He added that the closest neighbor feels that the problem is not as bad as it had been in the past. He stated that the vendor who offered assistance with injection sites has not been returning phone calls. He informed the Authority that he has asked the Field Representative to assume responsibility for contacting the vendor.

Kinkora WWTP – The Operator reported that one of the original EQ pumps has failed and will not start on its own. He stated that Heim Electric will pick-up the pump for repair. The Operator stated that there is no backup pump on hand and that he estimates the cost of a new pump to be \$2,000.00. He offered his understanding of an Authority policy which suggests that, if the cost of repair is 60% or more of the price of a new pump, the new pump is purchased. It was the consensus that the Operator should follow that procedure, as long as the money is in the 2008 budget.

Field Representative Report See written report for June 2008.
The following items were discussed.

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

Sewer Main/Wet Well Flushing – The Field Representative reported that sewer mains at Cove Centre, Petersburg Commons, and Shearer Drive were flushed, and that wet wells at Cove Centre, and the pump stations at Cove, Main Street, Little Boston, and Lower Duncannon were cleaned.

Cove Centre Grease Trap – The Field Representative reported that he has noticed a grease buildup in the Cove Centre Grease Trap and that the next scheduled cleaning is sometime this month. He will continue to monitor the situation.

Duncannon Family Medical Center – The Field Representative reported that the new owner of the water company at Business Campus One has changed the equipment that provides meter readings for the Family Medical Center. As a result, he could not obtain a reading for sewer billing purposes. Chairman Holman noted that a representative of the water company has stated that the company can provide copies of the monthly readings to the Authority, although it was unclear when during the month they would be available. Chairman Holman stated this understanding that a water company representative would attend a special Authority meeting scheduled for July 9th for further discussion.

Rules & Regulations (R&R) – The Field Representative stated that Susan and he are going to review the R&Rs to determine if they contain provisions for meter tampering and to make sure that all approved revisions and amendments have been included.

Perdix Fire Company (PFC) – The Field Representative asked about the status of the connection of the PFC's firehouse to the sanitary sewer. Chairman Holman replied that PFC had obtained a connection ordinance but had not yet connected. The Field Representative was asked to contact Franklin Reidlinger about PFC's schedule for connection. The subject will be further discussed at the July 7th meeting.

Jeff Linsenbach Property, State Road - Chairman Holman will contact Mr. Linsenbach to find out when he is going to complete the process agreed upon for the waiver of the requirement of connection for his State Road property.

Change of Ownership for Tubby's – The Field Representative asked if the new owner for Tubby's should be provided with a copy of the Authority's requirements for grease traps, since it appears that there will be an increase in menu selections. Chairman Holman agreed that the new owner should be informed of the Authority's requirements and be asked to contact the Authority. Irene will be asked to contact the new owner in this regard.

Construction Standards – The Field Representative forwarded copies of the *Developer's Specifications for Water Distribution Systems and Service-Connection Installation* and the *Sanitary Sewer Construction Materials and Specifications for Developers* to Chairman Holman. These standards were provided by the Authority's Engineer and approved at the May 22nd meeting. They will be reviewed to see if the suggested revisions were included. The Field Representative will compare the construction standards with the R&Rs for conflicts.

Penn Township Supervisor's (PTS) Report

Henry again asked the members to suggest names to fill the current board vacancy as well as the one that will be created when he leaves the Authority.

Solicitor's Report – See written report dated June 30, 2008.

Intermunicipal Agreement (IA) – The Solicitor informed the members that the Duncannon Borough (Borough) Sewer Authority approved the proposed IA with one change, a clarification of the makeup of the JOAC. He stated that he had no problem with the change. He then provided what he felt was the final copy of the IA, along with Exhibit A, B,

and F, and recommended the Authority's approval at its July 7th meeting. He added that Plates I and II needed to be included.

Robert Wisman Property, Petersburg Lane – The Solicitor reported that the Wisman property was up for Marshal's sale in September and offered that he did not feel there was a need for the Authority to pursue a separate Sheriff's sale at this time, since the obligation owed to it would be settled with the Marshall's sale. He suggested a "wait and see" attitude for the result of the Marshall's sale.

Koelsch Property, Jefferson Street – The Solicitor reported that, when the delinquent sewer/water balance for the Koelsch property was filed by the Executive Secretary with the District Judge, it was only filed in the husband's name, and the wife was not included. Rather than start proceedings from the beginning, the Solicitor recommended that he file a complaint directly in Perry County Court. He stated that the Authority should do all it can to prevent this type of situation from happening again, as it was imperative that judgments be filed against all legal owners of a property.

Grover Kisner, Railroad Street – The Solicitor noted that Grover Kisner did not file for bankruptcy, as had earlier been reported. The Executive Secretary will be asked to file against Mr. Kisner with the District Judge for violation of the connection ordinance and for collection of his delinquent sewer balance.

Removal of Liens – Susan asked for clarification on how the Authority should remove liens from properties. The Solicitor explained that each lien was tied to a specific judgment from the District Judge. When that judgment was satisfied, the lien should be removed, even if there is still a delinquent sewer/water balance.

Billing Clerk's Report

Delinquent Accounts – The list of accounts delinquent as of June 30, 2008 was reviewed. The Executive Secretary will be asked to continue the collection procedure for delinquent accounts.

Treasurer's Report

Invoices and Expenditures – Susan noted that there was check to the District Judge in the amount of \$55.00 for hand delivery of the complaint against Ms. McDade for the delinquent sewer balance of 104 and 106 Firehouse Road. She asked if the Authority still wanted the complaint hand-delivered, since she had just provided Ms. McDade with an accounting of her delinquent balance. It was the consensus to pay to hand-deliver the complaint, in the event the balance is not paid, to prevent Ms. McDade from stating that she never received notice.

After discussion, there was a Wright/Holman III motion to approve payment of the June 30, 2008 invoices totaling \$73,901.25. Motion passed by unanimous vote of the Authority.

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

Executive Secretary Report See items on July 2, 2008 Agenda

The following items were discussed.

2008 Financial Audit Letter - Chairman Holman noted that the Executive Secretary had sent letters requesting proposals from five accounting firms for the 2008 financial audit and that no responses had been received. Susan will contact Robert Morris & Associates, remind them that they will be performing the 2008 audit for the Township, and ask them to give consideration to perform the Authority's audit as well. She will also ask if there could be a discount for performing both audits at the same time.

Borough Commercial/Industrial Wastewater Survey – The Executive Secretary will be requested to forward copies of the commercial and industrial surveys to the Borough as they are received.

Office Copier – Lee reported that the Authority will lease a copier for around \$130.00 per month. The cost includes maintenance and all supplies except paper.

Incoming Correspondence

A list of all correspondence can be found on the July 2, 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

2007 Financial Audit – Since no response has been received from Jerry McClellan of Karchner, McClellan & Waddell as to the status of the 2007 audit, Chairman Holman will contact Mr. McClellan directly.

Developer's Checklist – The Solicitor presented his revisions to Conewago Township's *"Developer's Checklist of Minimum Requirements for Sanitary Sewer Extensions"*. Susan will retype the document to make it applicable for Penn Township and incorporate the Solicitor's recommendations. She will provide draft copies for review at the July 7th meeting.

Act 537 Plan Update - Chairman Holman stated that he had reviewed the Act 537 Plan Update for mention of the former DeCoven property on State Road. He offered his opinion that installation of a duplex grinder pump should handle the seventeen EDUs mentioned in the Plan and that any development beyond that is the responsibility of the developer. Henry noted that a duplex grinder pump might not meet DEP's requirement of a pumping station. Chairman Holman responded that a duplex grinder pump is his first recommendation; if disallowed by DEP, the Authority would at that time review other options.

Reidlinger Properties, State Road – The Field Representative was requested to contact Franklin Reidlinger and ask him about his schedule for connection of the vacant house on State Road, as well as his schedule for demolition of the adjacent trailer.

New Business

Metered Sewer Audit – Susan presented the quarterly metered sewer audit. She noted that problems still exist with Sheetz Car Wash, even after recent repairs to the system; this month's water usage was 105,000 gallons. She stated that she left a message for Brian Soyka, informing him of the continued high usage and asking him to contact the Authority. It was the consensus to have the Executive Secretary contact Mr. Soyka and request that he attend the next meeting.

After discussion, it was the consensus that the Field Representative would have the old water meter from the Car Wash calibrated and then placed into the Authority's inventory.

Motion to Extend Meeting – At 10:00 p.m. there was a Holman Jr./Wright motion to extend the meeting until the conclusion of this evening's business. Motion passed by unanimous vote of the Authority.

Replacement of Executive Secretary – There was a Holman Jr./Holman III motion to accept applications for the position of Executive Secretary, with the position to be filled by January 1, 2009. Motion passed by unanimous vote of the Authority.

Adjournment

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

Submitted by Susan Long
Recording Secretary