

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

October 1, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, October 1, 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
CeCe Novinger
Sam Auxt

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:
None

Minutes

Upon an Auxt/Novinger motion, the Authority voted to approve the September 3, 2008 minutes as presented.

Sheaffer Tapping Fee, 1029 State Road

Chairman Holman provided background information on the Elmer Sheaffer tapping fee for 1029 State Road. He noted that the tapping fee was paid for by Mr. Sheaffer's son. Mr. Sheaffer's daughter would now like the money returned so that Mr. Sheaffer can set up an installment payment plan with the Authority. After discussion, it was the consensus that the Authority would retain the tapping fee.

Plant Operator's Report There was no written report.

DMRs (See written Discharge Monitoring Reports dated August 2008.) The DMRs were reviewed with the note that the average influent BOD at the Cove Wastewater Treatment Plant (WWTP) was 312 mg/l, above the Authority's design limit of 240 mg/l. He suggested that the Authority take a "wait and see" attitude until continued high readings show that BOD sampling is warranted. Chairman Holman suggested that the Operator inform the local businesses of the high readings when he feels it is necessary. The Operator extended an invitation for Authority members to contact him at any time with questions about the DMRs.

Cove WWTP DEP Inspection – The Operator reported that DEP had performed an inspection of the Cove WWTP on September 2nd. He stated that he did not provide copies of the inspection report to the members as there were no problems found during the inspection. He told the members to contact him if they wished to have a copy of the inspection report.

Cove WWTP Odor Control – The Operator reported he has sent a letter to DEP explaining that he is using ferrous chloride in an attempt to control odors, and informing DEP that if the procedure is successful, he will apply for permit modifications.

The Operator stated that he was going to obtain quotes for the cost of installing a four-foot by forty-foot concrete walkway to the back garage. He explained that containers of ferrous chloride weigh six hundred pounds, making it difficult to move them into the building without a walkway. Chairman Holman asked if there was any benefit to extending the walkway to the equalization tanks, with the Operator responding that he will take the idea under consideration.

Influx and Infiltration (I&I) - Chairman Holman asked the Operator if there was any noticeable change in the Cove WWTP due to the recent heavy rains. The Operator responded that he had not noticed any difference. Chairman Holman suggested that the Operator keep a record of dates, amounts of rainfall, and ground conditions in case it would be helpful for future reference.

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

Sheetz Car Wash – The Field Representative stated that Brian Soyka had been sent a copy of the lab results of the sample taken to determine the salt concentration of the car wash's effluent, along with an invoice for the cost of the lab analysis. The Operator stated that he had asked Engineer Bill Hill for his opinion of the results and was told that they were within satisfactory limits for the WWTP. The Field Representative will contact Mr. Soyka and inform him that the results of the analysis are at levels acceptable to the Authority.

Susan reported that water usage at the car wash appears to have been reduced by the repairs recently made. She will continue to monitor usage and provide a recommendation at the January 2009 meeting as to whether or not additional EDUs need to be purchased. The Field Representative was requested to also inform Mr. Soyka that the Authority appreciates Sheetz's cooperation in reducing unnecessary water usage.

Master Meter Reports – The Master Meter reports were reviewed with a comment that the readings of June 4th for the Clark Street flow meter as reported at the September meeting were a result of a typographical error, and have since been corrected.

Miller Property, 1427 State Road

The Field Representative reported that he responded to an emergency call at 1427 State Road for a break in the low-pressure sewer line. F&R, the contractor hired by Mr. Miller, had not notified PA One Call that excavation work was going to be done. As a result, the sewer line was not marked and the contractor dug it up. The contractor subsequently repaired the line. The Field Representative presented pictures of both the damaged line and the repairs. He also noted that the level of soil on top of the sewer lateral was reduced during the excavation process. Chairman Holman noted that there is no evidence in the photographs of a locator wire being included when the sewer line was installed. Both the Operator and Field Representative responded that there are other locations where the locator wire was not installed.

After discussion, it was the consensus that the Field Representative would assist the Executive Secretary in writing a letter to the contractor, reminding him of the requirement to notify PA One Call before excavating, and billing him for the Field Representative's services that were needed because such notification was not made. A second letter will be sent to Mr. Miller informing him of the necessity to notify PA One Call before excavation work begins, and cautioning him that the Authority is not responsible for any freezing of the low-pressure service lateral resulting from the removal of ground cover when infringing on the Authority's right-of-way.

McDade Property, 106 Firehouse Road – The Field Representative stated that, while the septic system at 106 Firehouse Road has in all probability been abandoned, the Authority has received no documentation from Ms. McDade. Chairman Holman noted that Ms. McDade had been sent a letter requesting the documentation. If Ms. McDade does not contact the Authority by October 14th, the Field Representative is to inform Chairman Holman. In

the meantime, until Ms. McDade fulfills her obligation, the ready-to-serve (RTS) charge for 106 Firehouse Road will continue to accrue.

Penn Township Supervisor (PTS) Report

Sheaffer Property, 1029 State Road

Sam noted that, at the September 24th PTS meeting, discussion was held on a report of a sewer line connection at 1029 State Road that had been pressure-tested by the Township's third-property UCC inspection agency, Glace Associates. While the pressure test was satisfactory, the inspection report was forwarded to the PTS before the house was actually connected to the sanitary sewer. Sam offered his understanding that the PTS chairman had stated that it was not Glace's responsibility to verify that a connection has been made. CeCe stated that the comment had been made that the connection was the Authority's responsibility, but offered her opinion that was a mis-statement. Sam reported that he had attended UCC training sessions where it was stated that the UCC inspector's responsibility for inspection was between the house drain and the point of connection to the sewer main. He stated that it was the responsibility of the Authority to make sure the septic system was abandoned.

Revision of Township Connection Ordinance 101 – Susan reported that the PTS voted to revise Ordinance 101 to incorporate criminal proceedings into the enforcement section. She expected that the Township secretary would receive permission to advertise the new wording at the PTS's October meeting.

Solicitor's Report – See written report dated September 29, 2008.

Intermunicipal Agreement (IA) – The Solicitor reported that the Duncannon Borough (Borough) Sewer Authority had signed the Intermunicipal Agreement and the Water Street Settlement Agreement. He stated that both agreements were previously approved by the Authority and now needed signed by the Authority. Susan will then forward the agreements to the Borough for Council signatures.

Delinquent Accounts - The Solicitor reported that the Marshal's sale scheduled for the Wisman property on Petersburg Lane was canceled. He will contact Mr. Wisman and inform him that he needs to bring his sewer and water accounts current or his property will be turned over for Sheriff's sale.

The Solicitor reported that Mr. Koelsch has not made his accounts current and his property will now be turned over for Sheriff's sale.

The Solicitor reported that Mr. Sharar was supposed to have connected his State Road property to the sanitary sewer today. However, the connection was not made and the Solicitor will make a report to the District Judge.

The Solicitor reported that William Sminkey does not want to connect his property on State Road as it is only being used for storage. He informed Mr. Sminkey that he would need to contact the Authority to find out what he must do to ensure that he is not using the septic system on the property.

Windsor Land Development Project – The Solicitor reported that Windsor Corporation has withdrawn all zoning requests for variances and appeals for its proposed development on the Nevin White properties.

Billing Clerk's Report

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

Treasurer's Report

Invoices and Expenditures – Lee questioned the invoice for H. A. Thomson and questioned whether the Authority had ever requested quotes for its insurance package. The Solicitor could not remember that ever being done. Chairman Holman agreed with Lee that requesting quotes would be financially prudent. The Executive Secretary will be requested to obtain quotes from various liability insurers for an insurance package.

After discussion, there was a Wright/Auxt motion to approve payment of the September 30, 2008 invoices totaling \$67,695.95. Motion passed by unanimous vote of the Authority.

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

Audit of Metered Sewer Customers – Susan presented the quarterly audit of non-residential customers comparing their water usage with EDUs purchased. She reported that, for the past twelve months, Dollar General used 69,125 gallons more than purchased, Sheetz Car Wash used 195,750 gallons more than purchased, and Roger Barrick used 22,250 gallons more than purchased. Susan reported that both Dollar General's and Sheetz's high usage was the result of substantial leaks that have since been repaired. She suggested that the Authority continue to monitor those usages for the next three months. Regarding Roger Barrick's usage, it was the consensus for Susan to contact Mr. Barrick, provide him with information about his usage, and inform him that he will need to purchase another EDU in 2009 if his present rate of usage continues.

Susan stated that she has not yet received September's water usage for the Duncannon Family Medical Center, but at its current usage of 13,000 gallons per month, it will need to purchase another 2 EDUs in 2009. She was requested to send a letter to the owner, informing him of his usage and the possible need for additional EDUs.

Executive Secretary's Report

The Executive Secretary's report was reviewed. The following items were discussed.

Shepherd Property, 3 Maple Avenue – A check from the mortgage foreclosurer for the tapping fee for this property has been received. The Executive Secretary is holding the check until the property has been sold.

Sharar Property, State Road – It was noted that the tapping fee for the new house on the Sharar property had been previously waived because a septic system had been installed just prior to construction of the sanitary sewer. In addition, the RTS charge was waived for the old house. Regarding the old house, it does not appear that the electric meter base was ever disconnected, as agreed to by Mr. Sharar. The Solicitor stated that today was the deadline set by the District Judge for connection of the new house, a deadline that was not met. The Solicitor will contact Mr. Sharar to find out the status of the connection. He was requested to update Chairman Holman and the members by email.

Sam noted that there is a duplex grinder pump on the property and asked if a plate could be made to cover the opening that will result when one of the pumps is removed. Chairman Holman asked Sam to provide a template of the opening and stated that he could fabricate one.

Incoming Correspondence

Incoming correspondence was circulated among the members. Members were directed to request a copy of the correspondence if they so desired. The following correspondence was discussed.

Elite Dialysis Center – The PTS has advised the Authority that the plan for a dialysis center at Business Campus One (BCO) has been approved, and that the Authority should plan for another sewer customer.

Brian Barrick – Mr. Barrick is requesting an installment payment plan to bring his sewer account current. Chairman Holman stated his appreciation that Mr. Barrick contacted the Authority in an effort to work out a payment plan and stated that he will talk to Mr. Barrick about his request. Irene will be requested to contact Mr. Barrick and provide him with Chairman Holman's home phone number.

DeCoven Property, State Road – Engineer Bill Hill has reported that one additional EDU (or approximately 200 gallons per day capacity) can be connected to service the DeCoven property. Four additional connections can be made between Black Hawk Boulevard and the discharge point behind Leonard's Oak World. It was noted that distance, not capacity, was the issue for the line that would service the DeCoven property. Sam will contact the owner of DeCoven in verbal and written form and inform him that one

connection is available. If the owner needs more connections, it will be necessary for him to construct a new line to the property.

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

Jeff Linsenbach Property, State Road - Chairman Holman reported that Mr. Linsenbach's efforts to sell his property on State Road have not been successful. Mr. Linsenbach has stated that he will disconnect the electric meter base and is considering demolition of the property. Sam was requested to periodically check if the meter base has been removed.

Rules and Regulations (R&R) Update – Susan reported that she has not finished updating the R&R. She asked for additional time to review the proposed developer's checklist for procedures that are already included in the R&R. Discussion will be continued at the November 5th Authority meeting.

New Business

PPL Phase-in Payment Options – Susan reported that PPL is offering a plan in which the Authority would pay additional money into each PPL account through 2009. This money would receive 6% interest and would be used as credits against the amount owed in each account in 2010 and 2011. She stated that the Authority would save \$340, the result of the interest earned. Because of the 6% interest and the cost-savings, the Authority voted unanimously to enroll in the PPL prepayment program on an Auxt/Wright motion.

First National Bank of Marysville (Marysville) – Lee stated that Susan and he had attended a meeting with representatives of the Marysville Bank to discuss interest rates that could be offered on \$425,000 invested for 180 days. He reported that the best rate that Marysville could offer on a certificate of deposit (CD) for that length was 2.8%. Susan reported that PLGIT was offering a net rate of 3.83% for the same time frame. Chairman Holman offered his concern about putting too much money into CDs and not leaving enough to pay for unexpected expenses. Discussion was held on the time frame for the repair of the Market Street line, and on the penalty incurred on early liquidation of a CD. After discussion, and upon a Wright/Novinger motion, the Authority voted unanimously to transfer \$425,000 to PLGIT for the purchase of 180-day CDs.

In answer to a question raised at the September meeting, Lee reported that Authority funds in Marysville in excess of \$100,000 are insured, because banks are required by federal law to set aside 120% of a local government's investment as a guarantee against loss in case of bank failure.

Susan relayed that Marysville officials will not increase the current interest rate received on the Authority's checking account.

Lee reported that Marysville has a program that would allow the Authority to scan all checks received. At the end of the day the scanned checks could be electronically transmitted to Marysville, allowing for interest to start accruing immediately, as opposed to making deposits every few days. The Authority would be required to hold the checks for ninety days, after which they would be destroyed. Cash receipts would still need to be deposited manually.

Lee then reported on a Lockbox service that could be provided by Marysville. Customers would mail their payments to Marysville, and the bank would process the checks, deposit the receipts into the Authority's account, and provide a listing of that day's receipts which would include payee, account number, and amount paid. The fee would be \$.50 per transaction, which equates to approximately \$3,200 per year. Lee offered his opinion that this procedure would eliminate approximately 50% of the workload of the Executive Secretary and would result in a cost-saving to the Authority. Chairman Holman noted that even a 30% reduction of the workload would result in a cost-savings. He added that this would also add to the "checks and balances" procedure mentioned in the "agreed-upon procedures". It was decided that further discussion would be postponed until members have a chance to consider the advantages and disadvantages of the Lockbox service.

Deadline for Applications for Executive Secretary Position – It was the consensus to continue to seek applications for the position of Executive Secretary until October 17th. A workshop session will be held on October 23rd at 7:00 p.m. to open the applications and decide who should be called in for interviews.

2009 Budget – The budget committee was requested to start compiling anticipated revenues and expenses for 2009. A meeting date has not yet been established. Regarding anticipated revenue, members were asked to think about whether the Perry County Commissioners should be asked to purchase Reservation of Capacity for the undeveloped lots owned in BCO.

Water Design System for Warden Property – Elmer reported that he had received a letter from Steve Read, hydrogeologist for the developer of the Warden property, requesting engineering comments on his proposed water system design, and requesting a copy of the new water system design standards. Elmer stated that he has received specifications for a water storage tank from Engineer Ben Shull and offered his opinion that Mr. Shull should be involved in discussions concerning the water system design for the Warden development.

Lee asked if the Authority could change the design standards after a plan is submitted, and still expect the developer to follow the new standards. It was noted that the plan submitted was preliminary, not final, and that the PTS has not yet approved the plan.

Chairman Holman suggested that, instead of holding a meeting with Engineer Shull, he should be requested to email his comments on the proposed water system design, incorporating the new design standards into his comments. He asked the members to review the email and reply with their own comments.

Elmer stated that the Authority is going to have to make a decision on the specifications of the water storage tower needed for the proposed development. It was the consensus to advertise a 6:00 p.m. meeting on November 5th to further discuss water system issues for the proposed Warden development.

Sam will see that four copies of the new sewer and water design standards are made for distribution. Copies will be sold at double the cost to reproduce them.

Adjournment

With all business completed, an Auxt/Novinger motion for adjournment was made at 9:58 p.m. Motion passed by unanimous vote.

Submitted by Susan Long
Recording Secretary