

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

November 5, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, November 5, 2008 in the Penn Township Municipal Building. Chairman Henry Holman, III, called the meeting to order at 6:00 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
Ben Shull, Wm. F. Hill Associates, Engineer

Authority staff present:

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

Visitors present:

None

Warden Property Water Issues

Engineer Ben Shull was in attendance to discuss fire flow and water storage tank issues for the proposed Warden property development. He stated that representatives of both fire companies serving Penn Township have recommended a fire flow capability of 1,000 gpm. Regarding the size of the water storage tank, he calculated that a storage capacity of 134,000 gallons should suffice and added that the amount of water the well pumps could supply would reduce the size of the tank. Chairman Holman suggest that the Authority inform the developer that it would like a 125,000-gallon capacity standpipe and request that the developer inform the Authority of the capability of the well pumps.

The Engineer recommended that the *Developer's Specifications for Water Distribution Systems* be amended to include the AAWA standards for hydrostatic testing of water mains. He will update the *Developer's Specifications*. After the Authority approves the amendment, a meeting will be set up with Steve Read, the developer's representative.

The Engineer provided his comments on how the *Developer's Specifications* for water and sewer would impact the proposed development. He was asked to change the requirement that "all grinder pumps shall be manufactured by Environment One" by adding "...unless otherwise approved by the Authority. Discussion was held on why the manufacturer of the grinder pump was important if the homeowner would own the pump and be responsible for its maintenance. It was noted that, if the Authority is ever required to take over the development's sewer system, it would be to its benefit to have approved grinder pumps in use.

Discussion was held on the wastewater flow meter at Clark and High Streets. The Operator noted that it had previously been modified to meter the low flow at that point and might now need to be modified to meter an

increased flow. It was the consensus that it should be the developer's responsibility to make any necessary modifications.

Elmer asked who performed inspections of the sewer mains and water lines during construction of a development. The Engineer replied that Wm. Hill and Associates could supply an inspector. Chairman Holman asked if the Authority's Rules and Regulations (R&R) specify that the Authority's representative has the right to verify that water and sewer systems are being constructed according to its specifications. Sam offered that he thought the old version of the R&R did. The Engineer will check the *Developer's Specifications* to see if the inspection provision is included.

Minutes

Upon a Wright/Knaub motion, the Authority voted to approve the October 1, 2008 minutes as presented.

Plant Operator's Report There was no written report.

DMRs (See written Discharge Monitoring Reports dated September 2008.) The DMRs were reviewed with the note that the average influent BOD at the Cove Wastewater Treatment Plant (WWTP) was 224 mg/l, below the Authority's design limit of 240 mg/l. Chairman Holman noted that the report format for Kinkora was different from that of Cove. The Operator explained that there are different testing requirements for the two WWTPs. The Operator then extended an invitation for Authority members to contact him at any time with questions about the DMRs.

Cove WWTP DEP Inspection – The Operator presented a copy of a letter he had sent to DEP in reply to its latest inspection report in which the ammonia level was above the allowed limits. The letter explained that the high ammonia reading was the result of a power outage, caused by the Operator approximately one hour before the sample was taken.

Cove/Kinkora WWTP NPDES Permits – The Operator reported that the NPDES permits for the Kinkora and Cove WWTPs have not yet been received.

Field Representative Report See written report for October 2008.

The following items were discussed.

Cove Centre – The Field Representative reported that he had responded to a duplex grinder pump failure at Cove Centre that was caused by excessive grease. He stated that Baker's Septic was called to pump the wet well, and the grease was cleaned from the floats. The Field Representative noted that he had informed the owner about the grease problem and told him that, since this was the second occurrence of excessive grease, the Authority might forward the cleaning charges to the owner. After discussion, and upon a Wright/Novinger motion, the Authority voted unanimously to bill Randy Rohrer for the cost to have Baker's Septic clean the wet well, and for the cost of the Field Representative for 1½ hours. It was the consensus that the Field Representative should make judgement calls in the future about when a property owner should be billed for his time, based on whether there is owner negligence. This would eliminate the necessity of coming back to the Authority for approval. He was asked to keep them informed of these occurrences through email.

Tubby's Nightclub – The Field Representative reported that a wire to the water meter had become disconnected during remodeling at Tubby's and that a letter has been sent to the owner informing him of the necessity to reconnect the wire. The Field Representative will be conducting a grease trap cleaning at Tubby's later this month. If the wire is still disconnected, he will speak to the owner.

1111 State Road – The Field Representative stated that he will check out the complaint from a neighbor that there is still sewage coming from 1111 State Road, even though it has been connected to the sanitary sewer.

Eisenhower Boulevard – The Field Representative reported that a 3" high riser ring had been installed at the blowout at the Tim Myers property on Eisenhower Boulevard, to aid in future water line flushings.

Master Meter Reports – The Master Meter reports were reviewed with a comment that they appeared to be satisfactory.

Penn Township Supervisor (PTS) Report

Intermunicipal Agreement – CeCe reported that the PTS has signed the Intermunicipal/Water Street agreements, the last signatures needed. The Solicitor will forward copies to Duncannon Borough and its Sewer Authority. He will also notify the arbitration board that all parties have signed the Water Street agreement.

Amendment of Township Connection Ordinance 101 – CeCe reported that the PTS voted to advertise amended Connection Ordinance, 101. The amendment was necessary to incorporate criminal proceedings into the enforcement section.

Discussion was held on the seventeen properties remaining to be connected. The Solicitor presented copies of letters that he sent to all those property owners, informing them of their deadlines for connection. He stated that the deadlines would all expire by the end of November. After that, one option the Authority had available to force connection was to hire a contractor to make the physical connections and then put a lien on the property. Another available option, and one that he recommended, was to put the properties up for sheriff's sale. He explained that his legal costs would be recovered with the sale. The Solicitor will have a follow-up report for the December 3rd meeting.

The Solicitor reported that William Sminkey has stated that his property on State Road is only used for storage. He informed Mr. Sminkey that he would need to come to an Authority meeting, and verify that there is no water supply and that the septic tank has been crushed, in order for the connection requirement to be waived.

Discussion was held on the Reidlinger trailer along State Road. The Field Representative had earlier verified that the septic tank had been crushed and that there was no water supply to the trailer. However, it appears that someone is living in the trailer. After discussion, there was a Holman/Wright motion to direct the Solicitor to write a letter to Mr. Reidlinger, informing him that the Authority has operated in good faith, but the time frame for removal of the trailer has passed, and the trailer must be connected to the sanitary sewer or a reservation of capacity (ROC) fee must be paid. Additionally, effective January 1st, the ROC must be paid with one payment. Motion passed by unanimous vote of the Authority.

CeCe offered her concern that there are at least two properties that are possibly inhabited, but have no water or septic system. She asked what could be done about it. It was the consensus that control over those types of habitations would fall under the jurisdiction of the PTS and its Sewage Enforcement Officer.

Solicitor's Report – See written report dated November 3, 2008.

Delinquent Accounts - The Solicitor reported that the Koelsch property would be offered up for the January 2009 Sheriff's sale. The Solicitor reiterated that his costs associated with the sale would be recovered. Costs for his appearances at the District Judge's office will not be recovered. However, because of an Authority resolution, all legal costs associated with collection in the future are recoverable, if the customers are notified to that effect within a 30-day time frame.

Joint Operating Advisory Committee (JOAC) - Chairman Holman will contact John Wilson, chairman of the Duncannon Sewer Authority, about setting up a meeting of the JOAC.

Billing Clerk's Report

Delinquent Accounts – The list of accounts delinquent as of October 31, 2008 was reviewed. The Executive Secretary will be asked to continue the collection procedure for delinquent accounts, sending letters to the new delinquent accounts, and filing with the District Judge for the remaining accounts. She will be asked to notify the Authority that the letters and filings have been completed by November 15th.

McDade Property, 106 Firehouse Road – Susan noted that Ms. McDade has submitted proof that the septic tank at 106 Firehouse Road was crushed, and that all conditions to waive the ready-to-serve charges for the property have been met.

Treasurer's Report

Invoices and Expenditures – Susan reported that four checks being offered for payment will appear on next month's report because the invoices were received after the report had been prepared. After discussion, there was an Auxt/Knaub motion to approve payment of the four additional checks and the October 2008 invoices totaling \$50,65.87. Motion passed by unanimous vote of the Authority.

Financial Report – After review, there was an Auxt/Novinger motion to approve the Financial Report for the period October 1 through October 31, 2008, subject to audit. Motion passed by unanimous vote of the Authority.

Executive Secretary's Report

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

John Fach, Firehouse Road – Mr. Fach has requested to wait until November 15th to make a payment and has stated he will have his account paid in full by November 30th. The Executive Secretary would like to know if she should wait, or continue with the filing process. After discussion, it was the consensus to continue with the filing process, as Mr. Fach has stated in the past that he will make payments but has not done so.

W. J. Moore Insurance – The Executive Secretary reported that the Moore Insurance Agency would like a copy of the Authority's operating budget and a five-year loss statement. She has asked if it should be provided, since no other company has requested that information as part of the process for insurance quotes. Susan will contact the insurance agent to find out why the Agency needs the operating budget.

Carol Bender, Petersburg Lane – The Executive Secretary reported that Ms. Bender is moving and would like the Authority to waive her sewer and water charges until the house is sold. After discussion, it was the consensus to have the Executive Secretary inform Ms. Bender that the Authority can not waive those fees. Additionally, she is to explain the delinquent account filing process to Ms. Bender.

Incoming Correspondence

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

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

Grinder Pump Locations – The Field Representative reported that he is compiling a spreadsheet that will detail the locations of all grinder pumps. He will provide a copy for review when it is completed.

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. She also suggested that the escrow amount requested be based on the number of EDUs and will incorporate that into the R&Rs and developer's checklist. Discussion will be continued at the December 3rd Authority meeting.

New Business

Bornman Subdivision, State Road – It was the consensus that no review of the Bornman subdivision plan would be needed by the Authority, since it was just a merger of several lots.

Copier Lease Auto-Pay Option – Susan reported that Oce Imagistics has a payment option whereby the monthly copier lease is electronically deducted from the checking account. After discussion, there was a Wright/Novinger motion to set-up automatic monthly ACH payments for the copier lease. Motion passed by unanimous vote of the Authority.

2009 Budget – A budget committee workshop was set for November 10th at 6:00 p.m.

Executive Secretary Position – Lee reported that three applicants were interviewed for the position of Executive Secretary. As part of the interview process, they were given a list of names and account information, and were asked to set up a spreadsheet and sort the columns. Based on the interview results, there was a Holman/Novinger motion to hire Tanya Bechtel as Executive Secretary, effective January 2, 2009 or a mutually agreeable earlier starting date. The hourly wage will be \$11.00, with no benefits, and with a 90-day probationary period. Motion passed, with Sam voting in opposition to the motion.

Lee will send a letter to all applicants, thanking them for their interest, and informing them of the result. Ms. Bechtel will be invited to attend the December 3rd meeting.

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

Marysville Bank Lockbox Service – Discussion was held on a Lockbox service that could be provided by Marysville. With this service, 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 result in cost-savings to the Authority. Sam offered that he did not want to see control of payment processing transferred out of the office.

Advantages discussed were the cost savings to the Authority. Disadvantages discussed were the problems that could result when a customer combines water, sewer, ROC or tapping fee charges in one payment and how the bank handles it. Discussion was also held on whether the current billing software could bill for ROC and tapping fees, so that the customers get a consolidated bill.

Another option discussed was that the Authority could scan customer's checks, with the information electronically transmitted to Marysville, and the funds transferred immediately into the Authority's checking account. The disadvantage to that service is that the Authority would be doing the scanning for the bank, but would have to take a reduction in interest rates for doing it.

Susan noted that a representative of Orrstown Bank met with Township representatives to discuss Orrstown's check scanning procedure. At that time, Orrstown stated that it was considering a lock-box service and would contact Susan with more information. Susan has not yet received the information.

Further discussion will be held at the December 3rd meeting. Susan will contact Marysville to see if the lockbox service is still available, and will contact Orrstown to see if the lockbox service has been initiated.

Adjournment

With all business completed, a Novinger/Knaub motion for adjournment was made at 10:32 p.m. Motion passed by unanimous vote.

Submitted by Susan Long
Recording Secretary