

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

December 3, 2008

The Penn Township Municipal Authority (Authority) met on Wednesday, December 3, 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  
CeCe Novinger  
Sam Auxt

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

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

Visitors present:  
Mike Fedor, Duncannon Sewer Authority  
Glenn Hockenberry  
Kris and John Fach  
Sarah Rice and John Koelsch  
Thomas Holley

### **2009 Budget**

Susan reported that she talked to Duncannon Borough representatives and confirmed that there was no projected increase in revenue from the Authority in the Borough's 2009 budget. She also stated that she had reduced projected revenue in the Authority's 2009 Capital Project budget by \$3,500. She offered that she felt Duncannon Medical Center's water usage was back on track and the owner would not need to purchase one additional EDU.

Discussion was held on the money that will be owed to the Borough as part of the Water Street arbitration settlement. As of this time, the amount of the monthly charge was unknown, but was estimated to be \$227 per month, which will be paid from the Capital Project budget.

It was noted that the categories for parts and/or equipment do not include labor costs for the Operator or Field Representative. Those labor costs are included in the Operator or Field Representative budget categories.

After discussion, and upon a Wright/Auxt motion, the Authority voted unanimously to adopt the 2009 budget, with Revenues projected at \$806,564, and Expenses projected at \$772,946.

### **Recognition of Irene Graybill**

It was noted that Ms. Graybill was an Authority member from its inception until 2007, as well as being its Executive Secretary through 2008. A plaque will be presented to her in recognition and appreciation for her many years of dedicated service to the Authority and Penn Township.

### **Minutes**

Upon a Wright/Auxt motion, the Authority voted to approve the November 5, 2008 minutes as presented.

## Visitors

Kris and John Fach, 114 Railroad Street

Mr. and Mrs. Fach were in attendance to discuss their delinquent account. Mr. Fach explained that, due to unfortunate circumstances, he has been unable to keep his sewer account current. He stated that he expected to make payments on December 26<sup>th</sup>, January 3<sup>rd</sup>, and a final payment on January 23<sup>rd</sup>. Chairman Holman explained the process the Authority uses to file against delinquent accounts and why it was necessary. He stated that he was appreciative of the fact that Mr. and Mrs. Fach came to the meeting and stated that the Authority is willing to work with them.

After discussion, it was the consensus to accept the offer from Mr. Fach to make installment payments on the dates mentioned. Mr. Fach was told that no additional filings would be made with the District Judge in December. However, it was noted that the Executive Secretary had filed with the District Judge earlier in the day. Mr. and Mrs. Fach were asked to contact the Authority if, after their account is made current, they find themselves in the same financial situation, so that the Authority can work with them.

Glenn Hockenberry, Hill Top Road

Mr. Hockenberry was in attendance to ask what he had to do to so that he did not have to connect his property to the sanitary sewer. He stated that there was electricity in the trailer, but that the water pipes are broken and there has been no water available for ten years. He added that he has been trying to sell the trailer, but to no avail.

It was noted that Mr. Hockenberry did not permit a grinder pump to be installed on his property when the contractor was installing the sewer line and grinder pumps. He was informed that, as a result, the labor cost for installation of a grinder pump would now be his responsibility.

Mr. Hockenberry was told that he had the following options.

- Pay a connection fee of \$2,650, connect to the sanitary sewer and pay the monthly sewer charge. If this option is chosen, a grinder pump will be supplied, but the responsibility for its installation will belong to Mr. Hockenberry.
- Disconnect the electric meter base to ensure that no water is discharged into the septic tank, and also crush or fill the septic tank for safety reasons. If desired, a Reservation of Capacity annual fee of \$300 can be paid to ensure that capacity is available in the system should Mr. Hockenberry improve the property in the future. If Mr. Hockenberry agrees to this option, a grinder pump will not be supplied to him in the future; he will need to purchase one. It will also be necessary for him to contact the Field Representative to verify that the electric meter base was disconnected and the septic tank abandoned.
- Remove the trailer and make a decision whether or not to purchase Reservation of Capacity. Again, if this option is chosen, a grinder pump will not be supplied to him in the future.

Mr. Hockenberry informed the Authority that he had never been previously told that purchase of Reservation of Capacity was an option and asked if he had to make his decision tonight. He was told that, in order for the Authority to "go away", he would need to choose one of the options as soon as possible. Mr. Hockenberry asked who he should contact when he makes his decision. He was told to contact the Authority office, and if no one was there, to contact Chairman Holman.

Mike Fedor, Duncannon Borough Council and Sewer Authority Member

Mr. Fedor thanked the Authority for the work it did in completion of the Intermunicipal Agreement. He then noted that the Community Development Block Grant (CDBG) application was due December 31<sup>st</sup>. He stated that the Borough would like to apply for funding for repair of the Market Street line and would need the Authority's help to do an income survey of Penn Township customers served by that line. Lee noted that the Authority had trouble obtaining the required number of signatures for a previous income survey. He asked if the Authority and Borough could apply together as a joint applicant. Mr. Fedor was receptive to the idea and suggested that representatives of each group meet in further discussion. He cautioned that the application process could entail a lot of work, with no guarantee that the project would be funded. Lee suggested that Omar Syed from the Tri-County Planning Commission should be included in the discussion process because of his assistance and knowledge of the information required for the application. Lee will contact Mr. Syed.

Mr. Fedor was reminded that the Borough Sewer Authority's solicitor was to provide the monthly amount needed to be paid by the Authority for its share of the Water Street project but had not yet done so, with the first payment due on December 6<sup>th</sup>. Mr. Fedor will follow-up on the issue.

Concerning dates for JOAC meetings, Mr. Fedor suggested the second Monday or Tuesday of each month.

Sarah Rice and John Koelsch, Jefferson Street

(Mr. Koelsch arrived near the end of the discussion.) Ms. Rice was at the meeting at the invitation of the Solicitor and on behalf of her fiancé, John Koelsch, to discuss the projected Sheriff's Sale of his property on January 23<sup>rd</sup>. The Solicitor explained that the Sheriff's Sale procedure would add considerable expense to the amount already owed to the Authority and suggested that Ms. Rice and Mr. Koelsch work out a payment plan with the Authority to forestall the sale of the property.

Ms. Rice explained that Mr. Koelsch was expecting a medical settlement in January that would pay off the amount owed and would like to establish a payment agreement until the settlement comes through. After discussion during which the details were worked out, Mr. Koelsch agreed to pay \$400 on December 12<sup>th</sup>, with an additional \$400 to be paid on the 12<sup>th</sup> of each month until the delinquent balance is paid up. The Solicitor will draft a payment agreement for Mr. Koelsch to sign and will stay the Sheriff's Sale upon receipt of the \$400 on December 12<sup>th</sup>.

Thomas Holley, 1035 State Road

Mr. Holley stated that he recently purchased the property at 1035 State Road and was informed at that time that it needed to be connected to the sanitary sewer. He stated that the property was uninhabitable and that his intention was to renovate it for his personal dwelling. He explained that he was going into the Armed Forces and expected it would take several years to remodel the house. He informed the Authority that the sewer pipe from the house was broken and not connected to the septic tank.

During discussion, Mr. Holley was asked to have the Field Representative verify that the septic tank was abandoned, and to purchase Reservation of Capacity for November and December at a cost of \$25 per month. In return, Mr. Holley would be billed in January for 2009 Reservation of Capacity charges and the Ready-to-Serve charges for the property would be waived. Mr. Holley was informed of the procedure for connection of the property to the sanitary sewer when the property was ready to be inhabited. In the meantime, the Field Representative and Operator will pull the grinder pump to ensure that the system is not used before it is inhabited. Mr. Holley was requested to contact the Authority if he had any further questions.

**Plant Operator's Report** There was no written report and the Operator was not in attendance.

DMRs (See written Discharge Monitoring Reports dated October 2008.) The DMRs were reviewed with the note that the average influent BOD at the Cove Wastewater Treatment Plant (WWTP) was 285 mg/l, above the Authority's design limit of 240 mg/l. Members were asked to contact the Operator at any time with questions about the DMRs.

Cove WWTP – The Field Representative reported that the Operator is looking into the procedure needed to put a door in the sliding gate at the Cove WWTP, citing the difficulty in moving the gate during winter weather conditions. Chairman Holman volunteered to look at the gate and make recommendations for improvement.

**Field Representative Report** See written report for November 2008.

The following items were discussed.

Tubby's Nightclub – The Field Representative reported that a wire to the water meter that had become disconnected during remodeling at Tubby's has since been reconnected. The Field Representative relayed that the new owner questioned him about a letter concerning the grease trap. The Field Representative reported that he explained that, if the menu at Tubby's stayed the same, the owner could continue using the under-counter grease trap. However, if the menu was expanded, the owner would need to install an underground grease trap. He also suggested to the owner that a record of the frequency of the grease trap cleanings be maintained.

Petersburg Commons Meter Vault – Lee asked if there was still condensation appearing in the meter vault at Petersburg Commons. The Field Representative replied that he had not checked it recently but would do so in the near future.

Master Meter Reports – The Master Meter reports were reviewed with a comment that they appeared to be satisfactory. Chairman Holman noted that the recent remodeling of Pfautz Apartments to include washers and dryers did not appear to increase the flow through the Ann Street wastewater flow meter.

### **Penn Township Supervisor (PTS) Report**

Amendment of Township Connection Ordinance 101 – It was reported that the PTS had adopted an amendment to Connection Ordinance 101. The amendment was necessary to incorporate criminal proceedings into the enforcement section.

**Solicitor's Report** – See written report dated December 1, 2008.

Connection Ordinance 101 - Discussion was held on the Perdix properties remaining to be connected to the sanitary sewer.

- Dusan Bratic, 1019 State Road. If Mr. Bratic is not connected by December 15<sup>th</sup>, the Solicitor will file a violation of the Connection Ordinance with the District Judge.
- Randall Buckley, Hill Top Road. Mr. Buckley was given until November 31<sup>st</sup> to connect and has not done so. The Solicitor will start the proceedings for Sheriff's sale of the property.
- Troy Hendricks, 1325 State Road. Mr. Hendricks was given until November 4<sup>th</sup> to connect and has not done so. The Solicitor will start the proceedings for Sheriff's sale of the property.
- Glenn Hockenberry, Hill Top Road. If not connected by December 15<sup>th</sup> the Solicitor will start the proceedings for Sheriff's sale of the property.
- Gladys Martinez, 1119 State Road. Ms. Martinez was given until December 31<sup>st</sup> to connect before further action is taken.
- Michelle McNaughton, 1 Woodland Ave. Ms. McNaughton was given until November 31<sup>st</sup> to connect and has not done so. The Solicitor will start the proceedings for Sheriff's sale of the property.
- Ralph Mineo, 1125 State Road. Mr. Mineo was given until November 10<sup>th</sup> to connect. The Solicitor will start the proceedings for Sheriff's sale of the property.
- Elizabeth Mitchell, 1414 State Road. Ms. Mitchell has indicated that she will purchase Reservation of Capacity and pay her delinquent Ready-to-Serve charge. If the delinquent payment is received by December 15<sup>th</sup>, Irene will notify Ms. Mitchell of what needs to be done to purchase Reservation of Capacity. If no payment is received by December 15<sup>th</sup>, the Solicitor will start the proceedings for Sheriff's sale of the property.
- Mick Schamber, 1029 State Road. Mr. Schamber was given until November 31<sup>st</sup> to connect and has not done so. The Solicitor will file a violation of the Connection Ordinance with the District Judge.
- Scholl Estate, 1032 State Road. The Solicitor will call the solicitor for the estate directly and inform him of the necessity to connect the property.
- Lester Sharar, 1422 State Road. Mr. Sharar has connected his State Road property, but without any of the necessary permits or inspections. Since the Penn Township Supervisors gave him thirty days from November 26<sup>th</sup> to complete the connection process, this property will be put on hold until the January 7<sup>th</sup> meeting.
- William Sminkey, 1223 State Road. Mr. Sminkey has filed an appeal to his Ready-to-Serve charge, against which the Solicitor filed a complaint. Since Mr. Sminkey has not connected, the Solicitor will start the proceedings for Sheriff's sale of the property.
- Michael Taschek, 204 Firehouse Road. The Solicitor will start the proceedings for Sheriff's sale of the property.
- Kirk Vanier, 100 Schoolhouse Road. Mr. Vanier has indicated that he will be connected by December 31<sup>st</sup>. Further action will be postponed until the January 7<sup>th</sup> meeting.

- Thomas Holley, 1035 State Road. Addressed earlier in the meeting. Will pay Reservation of Capacity charges.
- Donald Galer, 3 Maple Avenue. Mr. Galer recently purchased this property from a bank and has paid the connection fee. He will be asked to work with the Authority to effect a connection as soon as possible.
- Jeff Linsenbach, 1600 block State Road. This property is not part of the project; however, it is within 150 feet from the sewer line. Mr. Linsenbach previously indicated he would fulfill the requirements for Reservation of Capacity, but has not yet done so. The Solicitor will send a letter giving him until December 15<sup>th</sup> to comply or he will file a violation of the Connection Ordinance with the District Judge.

Authority members expressed regret over the decision to offer up properties for Sheriff's Sale but realized that it was a necessary action in order to be fair to the rate payers who are connected and are paying their monthly sewer charge.

### **Billing Clerk's Report**

Delinquent Accounts – The list of accounts delinquent as of November 30, 2008 was reviewed. Irene 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.

Robert Wisman Property – Mr. Wisman has offered to make installment payments to bring his delinquent sewer and water account current. He will pay \$634.19 immediately on his water account to make it current, and will pay \$300 each month to pay off his sewer balance. The Solicitor will send him a letter and inform him that the Authority will accept his offer. However, if the \$634.19 water payment is not received by December 15<sup>th</sup>, the Solicitor will start the proceedings for Sheriff's sale of the property.

Brian Parrish, 1801 State Road – Irene is to send a letter to Mr. Parrish, informing him of his delinquent balance and asking him to contact the Authority if there is financial hardship, so that the Authority can work with him.

### **Treasurer's Report**

Invoices and Expenditures – There was Wright/Novinger motion to approve payment of November 2008 invoices totaling \$50,776.24. Motion passed by unanimous vote of the Authority.

Financial Report – After review, there was an Auxt/Wright motion to approve the Financial Report for the period November 1 through November 30, 2008, subject to audit. Motion passed by unanimous vote of the Authority.

### **Executive Secretary's Report**

The Executive Secretary's report was reviewed. Many items had been discussed earlier in the meeting, the rest were reviewed without comment.

### **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**

Rules and Regulations (R&R) Update – Susan presented the updated R&R for review. Discussion will be continued at the January 7<sup>th</sup> Authority meeting.

Developer's Checklist – Susan presented the revised Developer's Checklist for review. It was the consensus to make the wording for the cost of the developer's specification documents clearer to indicate that the each document (sewer

and water) costs \$100.00. After discussion, and upon an Auxt/Holman motion, the Authority voted unanimously to approve the Developer's Checklist, with the revised cost wording.

Motion to Extend Meeting – At 10:00 p.m. there was a Wright/Auxt motion to extend the meeting until the conclusion of this evening's business. Motion passed, with Chairman Holman voting in opposition to the motion.

Reservation of Capacity – Susan presented a list of unimproved properties in the sewered areas of the Township, along with a sample letter and application for Reservation of Capacity for review. It was the consensus that the second paragraph should be deleted, that "near future" should be changed to "future" in the third paragraph, that "several" should be changed to "few" in the fourth paragraph, and that the reference to office hours will be removed from the fifth paragraph, and "If no response, please leave a message" will be inserted after the office phone number.

Susan will send the letter and application for Reservation of Capacity to the owners of the unimproved lots listed on the spreadsheet.

Marysville Bank Lockbox Service – Marysville Bank Representatives were unable to attend the meeting to discuss a Lockbox service that could be provided by the bank. 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. Susan will contact Pam Patterson and see if she is available for a short presentation sometime later this month.

### **New Business**

Rate Schedules – Susan presented revised sewer and water rate schedules for review. She explained that there were several additions. The cost of the developer's specification documents for water and sewer was added. The cost of the Ready-to-Serve Charge was added. A paragraph was added stating that if water usage is in excess of purchased capacity, the establishment will be required to purchase additional EDUs. After review, there was an Auxt/Novinger motion to adopt the revised rate schedules. The schedules will be included with the Rules and Regulations.

Meeting Tapes – After discussion, there was an Auxt/Holman motion to destroy meeting tapes twelve months after the date of the meeting.

2009 Meeting Dates – After discussion, there was a Holman/Auxt motion to advertise that Authority meetings for 2009 would be held on the first Wednesday of each month at 7:00 p.m. in the Municipal Building. Susan will contact Advance Publications and advertise the meetings.

JOAC Meetings - Chairman Holman will contact the chairman of the Duncannon Sewer Authority to suggest that JOAC meetings be held the second Monday or Tuesday of each month.

Reappointment of Henry Holman, III – After discussion, there was an Auxt/Novinger motion to recommend to the Board of Supervisors that Henry Holman, III, be re-appointed to the Penn Township Municipal Authority. Irene will send a letter to the Supervisors informing them of the decision.

CDBG Application – Discussion was continued on the CDBG Application due on December 31<sup>st</sup>. Lee will contact the Borough Sewer Authority to discuss a joint application. Lee then questioned what the Authority should do if it is not eligible for a joint application. He suggested applying for funds to extend the sewer line to the DeCoven property. Sam offered his concern that the Authority would be setting a precedent by installing this line extension but requiring developers to pay the cost of other line extensions. No decision was made.

Grinder Pump Resolution and Revisions to Developer's Specifications – Draft documents received from the Engineer regarding grinder pump ownership and the Developer's Specifications are to be reviewed, with further discussion to be held at the January 7<sup>th</sup> meeting.

**Adjournment**

With all business completed, an Auxt/Holman motion for adjournment was made at 10:31 p.m. Motion passed by unanimous vote.

Submitted by Susan Long  
Recording Secretary