

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

January 7, 2009

The Penn Township Municipal Authority (Authority) met on Wednesday, January 7, 2009 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, arrived 8:00 p.m.
Elmer Knaub, Secretary
Sam Auxt

Professional staff present:

Dennis Shatto, Esq., Cleckner and Fearen (CF), Solicitor

Authority staff present:

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

Visitors present:

Thomas Fromm
Michael Liddick
Pam Patterson, First National Bank of Marysville
Lynn Harbold
Franklin Reidlinger
Robert Harbold

Minutes

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

Visitors

Thomas Fromm, 1121 State Road

Mr. Fromm stated that he had recently purchased a vacant lot at 1121 State Road and asked questions about the procedures necessary to construct a home on the lot. Chairman Holman provided him with background information on the property, including the fact that the previous owner opted not to have a lateral dropped to the lot during construction of the sanitary sewer mains in that area.

Mr. Fromm was told that he would be responsible for the costs to tap into the low-pressure main located in PennDOT's right-of-way (ROW), for restoration of the ROW, for obtaining any necessary permits from PennDOT, for purchase and installation of a grinder pump, for construction of the lines to the grinder pump from the tap and from the house, for payment of a tapping fee and obtaining a connection permit, and for obtaining the necessary building permits from the Township.

Chairman Holman suggested that Mr. Fromm obtain the necessary permits from PennDOT before he does anything else. He also recommended that Mr. Fromm hire L/B Water to make the tap into the low-pressure main.

Mr. Fromm asked if the Authority would reduce the \$3,500 tapping fee charge to the \$2,650 that was charged as part of the sewer project. He was told that the cost of the tapping fee was increased after the project and is the standard fee for all new customers.

Mr. Fromm was told that he would need to contact the Authority office to obtain a connection permit, after which he would need to contact the Township office to obtain a building permit. He was instructed to notify the Field Representative when the tap into the low-pressure main would be made, and also to contact him with any questions.

Mike Liddick, Penn Manor Road

Mr. Liddick stated that he owns a vacant lot on Penn Manor Road and questioned a letter he had received giving him the option to purchase reservation of capacity (ROC) for the lot. Chairman Holman explained that, while the Duncannon wastewater treatment plant (WWTP) has sufficient capacity for increased flow, some of the lines discharging into it have a maximum capacity. He stated that line capacity is not an issue at this time, but the possibility of future development could impact the line capacity. As a result, property owners were being given the option of reserving capacity in case they wished to develop their properties in the future. If ROC is not purchased, there is a possibility that capacity would not be available when the property owners want to develop the lots. Chairman Holman noted that the letters were sent as a courtesy to give property owners the option to purchase ROC, if they so desired.

Mr. Liddick then questioned why the current monthly sewer rate of \$70 was so high. He was told that even though Penn Manor, Susquenita Hills, and Lower Cove/Perdix were provided sewer at different times, all areas were under the same PennVest contract. Chairman Holman explained that the total cost of the project was the reason behind increasing the monthly rate to \$70. Mr. Liddick asked if steps were being taken to reduce the rate. Chairman Holman told him that the Authority was making every effort to ensure that all property owners required to connect are indeed connected, was enforcing its policy to turn delinquent rate payers into the District Judge for collection, and has adopted a resolution setting procedures for the reduction of rates.

Pam Patterson, First National Bank of Marysville (Marysville)

Ms. Patterson was in attendance to explain Marysville's lockbox service, in which all customers would send their payments directly to Marysville to be processed by the bank. She stated that Marysville would process the checks, deposit the money immediately into the Authority's account, and would provide a daily report of the transactions processed, including name, account number, and amount paid. The cost would be \$.50 per transaction.

Chairman Holman stated that there was concern by some Authority members over how non-sewer/water payments would be handled, in addition to payments for multiple accounts or for both sewer/water combined. He asked how the Authority could be assured that payments would be properly applied. Ms. Patterson stated that the customer's account number is printed on the coupon that is sent with the payment. That account number would appear on the daily transaction summary; if payment is being split between water and sewer, both coupons would need to be sent in. Ms. Patterson stated that Marysville will need the coupons remitted with the payments. Payments from customers who do not provide them will be held up until the bank receives the account number. She stated that Marysville would work with the Authority on procedures for "couponless" payments, with the option of account numbers not appearing on the transaction summary and the Authority researching them for its own needs, or the payments being forwarded to the Authority who would supply the account numbers and payment breakdowns to Marysville. Chairman Holman noted that several years ago customers could pay their electric bill at the local banks and needed to supply the payment coupon along with the payment. He offered that Authority customers would need to do the same thing.

Upon questioning, Ms. Patterson responded that copies of the checks remitted for payment would not routinely be provided. Elmer asked if Marysville would keep copies of the checks. Ms. Patterson responded that they are available on microfilm. Susan noted that previous auditors have recommended that copies be made of all checks received for payments other than sewer or water. She strongly urged the Authority to have payments for ROC, tapping fees, EDU purchase and reimbursements sent to the Authority office for processing in-house.

Susan asked if the ability to see a copy of a check was available if the Authority went to in-house check scanning. Ms. Patterson responded that it would be available on the Authority's computer.

Chairman Holman asked Ms. Patterson for her opinion on the weak links of a lock box service. Ms. Patterson responded as a sewer/water customer and stated that not remitting the payment coupon would cause a delay in

processing the payment and transferring the funds into the Authority's checking account. If the Authority chooses to scan the checks, the funds would be instantaneously transferred to the bank and the Authority's account. Additionally, "non-sufficient funds" checks would be immediately known. She offered her opinion that scanning was the option the Authority should choose, but did not have any figures available for the cost of this service. She stated that she would report back with the cost.

Ms. Patterson noted that neither system would make a difference for the Authority employee who credits payments to the customers. Account numbers for missing coupons would still need to be researched. Ms. Patterson agreed that the lockbox service would reduce the time spent by the secretary opening envelopes and endorsing checks, which would still need to be done with check scanning.

Susan stated that while the Authority might save money on secretarial wages, the wages of the billing clerk would increase due to the need to keep water and sewer revenue separate, and to supply missing account numbers, something that the secretary had done in the past.

Ms. Patterson stated that the benefit of the lockbox service was that payments would be delivered to the bank, and that funds would be transferred to the Authority's account immediately. Chairman Holman noted that customers would have two locations to drop off payments in addition to mailing them.

Sam asked Ms. Patterson which of the two services had the most potential to lower her rates as a water or sewer customer. Ms. Patterson responded that either service would ensure that deposits would be transferred faster to the Authority's account. She stated that customers would have more choices on where they could send their payments, and felt that more people would take advantage of dropping off their payments and not mailing them in. She stated that she could not respond to the effect it would have on the Authority's costs of crediting the payments to the customers' accounts. Chairman Holman thanked Ms. Patterson for her attendance and stated that the Authority would need more discussion on the subject.

Lynn Harbold

Mr. Harbold urged the Authority to lower its sewer rates as soon as possible. He suggested refinancing the loan for a longer period and for a better finance rate and was told that it is already at 30 years with a 1% interest rate. Mr. Harbold stated that the sewer project was unfair to residents and that DEP informed him the sewer project was the Township's idea, not DEP's. Chairman Holman stated that the Authority is serious about wanting to reduce rates, but it is a big challenge. He noted that the Authority's expenses keep increasing. Additionally, the Authority sees the need to set aside some funds for future capital improvements. Chairman Holman told Mr. Harbold that the Authority is doing everything necessary to get every customer to pay the amount he owes, in an effort to get revenue up. Sam explained the procedure to reduce rates as outlined in the rate reduction resolution.

Franklin Reidlinger, 5 Firehouse Road

Mr. Reidlinger was in attendance to discuss a letter received by the Perdix Fire Company (PFC) informing it of the option to purchase ROC for the scale house property. Mr. Reidlinger explained that this property is in actuality owned by Penn Township, which allows PFC to use it. Mr. Reidlinger was told that the letter was sent to PFC in error.

Mr. Reidlinger stated that this property is leased by the PFC to Eagle's Nest, which is required by lease to take responsibility for Township requirements. He noted that there is no sewer connection on the property and stated that he had been told that a portable toilet is in use. Susan stated that the Township supervisors did not issue a sewer Notice to Connect for this property because, while there was a well on the property, there was no running water or drain line inside the sales office.

Mr. Reidlinger then stated he also was present to discuss the water meter for PFC. The Field Representative noted that a water meter had been given to PFC over a year ago and was not yet been installed. He questioned if it was needed there, if not, the Authority could use it in another location. Mr. Reidlinger stated that it had not been connected because the water had been disconnected for a period of time. Chairman Holman offered that he felt the meter should be connected so that it could monitor leaks that would add to the flow entering the sewer system. It was noted that PFC washes its fire equipment and occasionally tops off its tanker. Mr. Reidlinger will meet with the Field Representative to see if they can determine a location for the water meter that would monitor building leaks into the sewer system but would not monitor external water usage.

Mr. Reidlinger stated that he had received an invoice for purchase of ROC for the house he owns on State Road. He stated that he has a sales agreement with Robert Harbold for the house. He also stated that he reviewed his monthly ROC payments and has paid \$225 to-date. He stated that the intent is to have the house connected to the sanitary sewer system by the end of March. Chairman Holman explained that the Authority would like to eliminate monthly ROC payments and install annual invoicing as a cost-saving feature. Mr. Harbold stated that he would be willing to start paying the monthly sewer rate of \$70 beginning March 1st and there would no longer be a ROC issue. Chairman Holman stated that he would have no issue with Mr. Reidlinger purchasing ROC on a monthly basis for January and February. Mr. Harbold asked why ROC needed to be purchased for January and February when there is not a capacity issue and the property will be connected by March 1st.

Sam offered that there is a difference in this case. He noted that there is a grinder pump on this site, and a ready-to-serve (RTS) charge was not assessed. He explained that the RTS charge had been set up to help recoup costs of the grinder pump and its installation. Mr. Reidlinger was offered the cheaper option of paying the ROC fee. Because of this, Sam was not in favor of waiving the ROC fee for January and February. Chairman Holman stated that he agreed.

Mr. Reidlinger noted that he started paying the ROC fee in July and has paid \$225, which would pay the ROC fee through March 2009. After this, it was the consensus that no additional ROC payment would be due from Mr. Reidlinger.

Regarding the trailer on State Road owned by Mr. Reidlinger, he stated that he had obtained a building permit for the property on September 18, 2006, and also a connection permit. Chairman Holman thanked Mr. Reidlinger for his attendance and stated that the Authority was willing to work with him. Mr. Reidlinger will contact the Field Representative when he is ready to connect the trailer so that the grinder pump can be re-installed.

Plant Operator's Report See the January 2009 written report.

DMRs (See written Discharge Monitoring Reports dated November 2008.) The DMRs were reviewed with the note that the average influent BOD at the Cove Wastewater Treatment Plant (WWTP) was 287 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 Operator reported that the chlorine pump failed, resulting in a high fecal count on November 24th. However, the geometric mean average of 297 was well below the permit limit of 2,200 for November. The Operator also reported that the emergency generator was repaired with the help of Jeff Holman, Henry Holman, Jr., and the Field Representative.

Field Representative Report See written report for December 2008.

The following items were discussed.

Taschek Property, 204 Firehouse Road – The Field Representative reported that the contractor connecting this property to the sanitary sewer damaged the control panel and the wiring. He stated that Ms. Taschek was informed that she would be responsible for repair and/or replacement of the damaged parts, and that had she or her contractor called PA One Call or the Authority office, the line would have been marked and the damage would have been prevented. Additionally, Ms. Taschek had been requested to attend tonight's meeting.

The Field Representative was requested to find out the cost of a new control panel and the wiring from the control panel to the grinder pump and inform Ms. Taschek.

Price Listing – It was the consensus that the prices of grinder pumps, control panels, and other equipment should be updated each January. Sam offered that he had a hard time with charging the current price for equipment that the Authority had purchased several years prior. Lee noted that the Authority has to replace equipment when it goes bad, so it should be charged at the current value. Chairman Holman stated his opinion that equipment was purchased as an investment and should be invoiced at the current price. Sam questioned if the price listing should be included in the rate schedule. The Solicitor stated that equipment could be added to the rate schedule as, "Whatever the current cost is." Otherwise, the rate schedule would need to be updated as the prices change. The consensus was to not include these costs in the rate schedule, but rather update a separate listing every January.

1501 State Road – The Field Representative reported that he and the Operator responded to a grinder pump failure call at 1501 State Road. He stated that the grinder pump and controls were replaced with unused equipment from 1414 State Road.

Pomeroy Property, 1805 State Road – The Field Representative reported that he was called to the Pomeroy residence because of sewage backing up into the basement. He stated that the cause was due to power to the control panel being turned off. The Field Representative reported that he noticed the basement drains in the residence were not sealed according to Authority regulations and the owner was so informed.

Chairman Holman asked how many unsealed drains the Field Representative thought might be in existence. The Field Representative responded that he felt a significant number of drains might be unsealed. He noted that no inspections of floor drains were made during the Perdix sewer project. Chairman Holman asked if the Authority should consider initiating an investigative procedure. The Field Representative replied that a procedure is already in effect. Letters had been sent to property owners on Susquenita Hills several years ago telling them that an Authority representative would be performing an in-house inspection of floor drains. He added that there is wording in the Rules and Regulations allowing for the inspection.

Chairman Holman stated that he is concerned that there might be an issue at the former Watts property on Schoolhouse Road, citing a past incident when the Authority was called to investigate a backup of sewage.

Petersburg Commons Water Curb Boxes – Lee asked if the water curb boxes at Petersburg Commons are going to be lowered. The Field Representative asked if that was the responsibility of the Authority or the homeowner's association. He noted that the ground around the boxes had settled and hot mix could be used to raise the level of the ground. It was the consensus that the homeowner's association should be notified again that it needs to take care of this problem.

Parts inventory – Chairman Holman reported that he and the Field Representative went to L/B Water to discuss spare parts that should be kept on hand for emergency repairs. The Field Representative was requested to compile a list of suggested parts. Additionally, it was learned that L/B Water will contract out to make taps into low-pressure lines.

Master Meter Reports – The Master Meter reports were reviewed with the note that the Ann Street readings increased in November and December. The Field Representative stated that he would brush the flues and clean the weirs of the wastewater flow meters. He noted that it might be necessary to have Tri-Star perform a calibration check.

Penn Township Supervisor (PTS) Report

Chairman Holman reported that the PTS re-appointed him as an Authority member for another five years.

Solicitor's Report – See written report dated January 5, 2009.

Connection Ordinance 101 - The Solicitor stated that he had not filed against any properties in December. Discussion was held on the Perdix properties remaining to be connected to the sanitary sewer.

- Dusan Bratic, 1019 State Road. Mr. Bratic did not connect by December 15. He has obtained his connection permit but has not obtained a building permit. The Solicitor will file a violation of the Connection Ordinance with the District Judge.
- Randall Buckley, Hill Top Road. Mr. Buckley obtained his connection permit but has not obtained a building permit. The Solicitor will inform him that he will start the proceedings for Sheriff's sale of the property if not connected by the end January.
- Troy Hendricks, 1325 State Road. Mr. Hendricks was given until November 4th 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. The Solicitor will send him a copy of the December 3rd minutes and inform him he has until January 21st to make a decision. He can pay the tapping fee, connect, and receive the grinder pump. He can purchase ROC, but will need to pay the tapping fee and purchase a grinder pump if needed in the future. He can remove the trailer, but will need to pay the tapping fee and purchase a grinder pump if needed in the future. If no decision is made by January 21st, the Solicitor will start the proceedings for Sheriff's sale of the property.

- Michelle McNaughton, 1 Woodland Ave. Ms. McNaughton was given until November 31st to connect and has not done so. The Solicitor noted that the McNaughton property has been put up for sheriff's sale because of mortgage foreclosure. He will inform the sheriff of any outstanding ready-to-serve, DJ, or lien fees.
- Elizabeth Mitchell, 1414 State Road. Ms. Mitchell has paid her delinquent RTS charge and has indicated that she would purchase ROC. The Solicitor will write to her that she must connect or purchase ROC, and ask her to communicate with him.
- Rodney Fry, 1039 State Road – Mr. Fry recently acquired this property and has indicated that he will connect. The Solicitor will inform him that he has until March 4th to connect.
- Michael Schamber, 1029 State Road. Mr. Schamber was given until November 31st 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 talked to the lawyer for the Scholl estate and informed him of the necessity to connect the property. The estate lawyer offered that the property has been appraised for \$12,000 and is of questionable habitability, and the house will probably be demolished. The Solicitor is waiting to hear the final outcome from the estate lawyer. If the house is to be demolished, the estate will be notified of the need to prevent damage to the wet well.
- Lester Sharar, 1422 State Road. Mr. Sharar had connected his State Road property, but without any of the necessary permits or inspections. He has since obtained his permits but the inspection report has not yet been received. The Solicitor will inform him that he will file a violation of the Connection Ordinance with the District Judge.
- William Sminkey, 1223 State Road. Mr. Sminkey has filed an appeal of his RTS charge, against which the Solicitor filed a complaint. Since Mr. Sminkey has still not connected, the Solicitor will start the proceedings for Sheriff's sale of the property.
- Karen Taschek, 204 Firehouse Road. The Solicitor will send her a letter, thanking her for her initiative in starting the connection process, and giving her another 30 days to connect.
- Donald Galer, 3 Maple Avenue. Mr. Galer recently purchased this property from a bank and has paid the connection fee. He informed the Solicitor that the realtor is handling the connection process. The Solicitor will write to him and give him until March 4th to connect.
- Kirk Vanier, 100 Schoolhouse Road. Mr. Vanier had indicated that he will be connected by December 31st. The Solicitor will start the proceedings for Sheriff's sale of the property.

Motion to Extend Meeting – At 10:00 p.m., there was an Auxt/Holman motion to extend the meeting until the completion of business. Motion passed by unanimous vote of the Authority.

Grover Kisner, Railroad Street – The Solicitor noted that the Kisner property has been put up for sheriff's sale because of mortgage foreclosure. He will inform the sheriff of any outstanding ready-to-serve, DJ, or lien fees.

Robert Wisman, Petersburg Commons – The Solicitor noted that Mr. Wisman had earlier stated that he would pay \$634.19 immediately on his water account to make it current, and will pay \$300 each month to pay off his sewer balance. Since no payments have been received this month, the Solicitor will inform him that the payments must begin or he will start the proceedings for Sheriff's sale of the property.

Open Records Officer – The Solicitor stated that the Authority needs to appoint an Open Records Officer whose job will be to receive requests under the Right to Know law. The appointment will be made during the reorganization portion of the February 4th meeting.

Billing Clerk's Report

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

John Fach, Railroad Street - Mr. Fach had told the Authority that he would make payments on December 26th and January 3rd, with the final payment to be made on January 23rd. Sam offered that the Authority should send Mr. Fach

a letter informing him that no payments have been received and, if his delinquent balance is not paid in full by January 23rd, the Authority will initiate proceeds for sheriff's sale. The Solicitor reported that he had written to George Shoemaker in October 2008 as the record owner, informing Mr. Shoemaker of his understanding that he was selling the property to the Fachs by sales agreement, and also informing Mr. Shoemaker that the Fachs had signed an agreement to pay the tapping fee in installment payments. He had asked Mr. Shoemaker to sign the agreement as the record owner of the property and to agree to have a lien put on the property. The Solicitor reported that he received a letter from Jim Shoemaker, Mr. Shoemaker's son, on January 6th. The letter informed the Solicitor that George Shoemaker has passed away and that his son was the executor. The letter continued that the Fachs are tenants, are in arrears in their rent, and eviction proceedings would soon begin. Mr. Shoemaker stated that the estate does not consent to a lien filing at this time.

The Solicitor offered his opinion that the Fachs led the Executive Secretary to believe that they were purchasing the property, and so they signed the installment agreement. When he went to file a lien against the property as part of the agreement, he found out that George Shumaker was the owner of record at that time. The Solicitor offered that he is inclined to consider the install agreement null and void.

The Solicitor will write a letter to Jim Shoemaker and explain that the Fachs are delinquent in their sewer payments and that he, as the owner, is legally responsible for the debt. In addition, he is responsible for any outstanding tapping fee.

Todd Thomas, State Road – Susan noted that Mr. Thomas has been paying the ROC charge for a property he purchased six months ago. After discussion, and upon an Auxt/Holman motion, the Authority voted unanimously to waive the RTS charges that had accumulated prior to the August 6th meeting when Mr. Thomas agreed to pay the ROC charge. Susan will send him a letter informing him that the RTS charges have been waived.

Metered Sewer Customer Audit – Susan presented the quarterly audit of non-residential customers, comparing their water usage with EDUs purchased. She reported that, for the past twelve months, Sheetz Car Wash used 117,750 gallons more than purchased, Roger Barrick used 32,250 gallons more than purchased, and the Duncannon Family Medical Center used 27,750 gallons more than purchased.

Susan will write a letter to Sheetz telling them that, while the current four-quarter lookback period used 15,000 gallons less than the previous lookback done in October, the usage is still almost 2 EDUs more than purchased and that there are capacity issues with that line. The letter will explain that there are no more EDUs available for purchase and if more capacity is needed, Sheetz will need to pay for an engineering study of the line.

Roger Barrick will also be sent a letter, informing him of his excessive use and telling him there are no more EDUs to purchase and that if more capacity is needed he will need to pay for an engineering study. Sam will talk to the people in the day care center and have them check for leaks in the system.

Susan suggested that the usage of the Duncannon Family Medical Center continue to be monitored, as their usage has dropped back to 5,000 gallons per month after the abnormally high readings that occurred July and August.

Treasurer's Report

Invoices and Expenditures – There was Wright/Knaub motion to approve payment of December 2008 invoices totaling \$56,004.12. 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 December 1 through December 31, 2008, subject to audit. Motion passed by unanimous vote of the Authority.

Susan noted that the Authority ended the year with a \$259,303 surplus and that \$193,973 of that went to Project Reserve. Lee explained that, of the remaining \$65,330, 10% should go to Project Reserve and the rest should go toward rate reduction. It was the consensus that any amount of rate reduction will greatly improve the Authority's public image.

2008 Budget Update – Susan will finalize the revenues and expenses for 2008 and provide an update to the members as soon as possible.

Executive Secretary's Report

The Executive Secretary's report was reviewed. Action was taken on the following items.

Helen Taschek – Mrs. Taschek is in a nursing home and no longer lives in her house. Her daughter has requested that the monthly sewer fee be waived. The Solicitor will send a letter to Mrs. Taschek, explaining the procedure for abatement of sewer fees as detailed in the Rules & Regulations.

Robert Armstrong, Schoolhouse Road – Mr. Armstrong did not accept the mailing from the District Judge of the citation for his delinquent sewer balance. It will cost \$55.00 to have the constable hand-deliver it. Susan will draw up a check to the District Judge and contact the Authority for signatures.

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 February 4th meeting.

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 February 4th meeting.

New Business

Louis Beemer, 1432 State Road – Mr. Beemer owns a parcel with two buildings on it, and is purchasing ROC on the larger building as it was his intention to connect the smaller building first, for use as a business, and connect the larger building at a later date. He had previously been granted permission to make one connection for both buildings, to prevent having to re-excavate when connecting the second building. The connection has been made and Mr. Beemer was sent a monthly sewer bill for the small building. He has contacted the Authority and requested that the sewer charge be waived, as there is no water supply into the building and the building is completely gutted. Susan will send Mr. Beemer a letter telling him that he must either pay the \$70 monthly sewer charge or purchase ROC for the small building. Sam suggested that the circuit breaker to the control panel could be turned off, and the control panel could be locked with a seal, to ensure that the system is not being used. Mr. Beemer will be told to contact Sam to make sure everything is disconnected.

Grinder Pump Prices – There was an Auxt/Wright motion to charge \$3,707 for simplex grinder pumps and \$7,555 for duplex grinder pumps. Motion passed by unanimous vote of the Authority. Grinder pump prices will be set annually at the January meeting.

Elite Dialysis Center – Susan reported that the contractor for the proposed dialysis center had requested a connection permit number to forward to the Township. She informed him that, before the connection permit could be issued, he would need to pay \$3,500 per EDU for the 27 EDUs that the developer had earlier been told was available. The contractor will contact the developer to find out exactly how many EDUs are needed.

United Water Pennsylvania – Susan reported that the Authority received a \$54 bill from United Water Pennsylvania for providing six months of water readings for the Authority's sewer customers at Business Campus One (BCO). Susan stated that she got United Water to agree to reduce the charge to \$9 per quarter from \$9 per month. She stated that the bill would appear on next month's report. Sam asked if the costs could be passed through to the Duncannon Family Medical Center. It was also questioned whether United Water was paying its monthly sewer charge for its

building at BCO. Susan replied that payment had not yet been made, but she was expecting it shortly. The Solicitor offered that the Authority could pass the United Water costs on to its BCO customers, but suggested that the pass-through should be included in the Rate Schedule if it is done. It was the consensus to pay the United Water invoices and take a wait and see attitude on whether the cost will increase as more customers are added to BCO.

Mutzabaugh Additional EDUs – Susan reported that Mutzabaugh Family Partnership has purchased six additional EDUs for its vacant lots located next to the store. She explained that the partnership had asked the Authority in June if there was available capacity for six additional EDUs. Irene had responded and informed the partnership that capacity was available and had invoiced the partnership for that amount. Since there had been no response when Susan sent out the application letters for ROC in December, the partnership was sent a letter. There was some concern that the partnership confused the two letters and sent a payment to purchase six EDUs instead of the payment to reserve six EDUs. Sam said that he would contact the owner and verify the payment.

Line Flushing – Sam listed several sewer lines that have not been flushed for several years and asked which lines the Authority would like to be flushed. Lee suggested that the members go with Sam's judgment. Sam will get estimates for the lines he feels should be flushed this summer, along with estimates for five pump stations.

JOAC Meeting - Chairman Holman will contact Duncannon Borough (Borough) to see when the next JOAC meeting will be held.

Community Development Block Grant (CDBG) Application – Lee reported that he met with Borough representative Wes Mackensie and Borough Authority engineer Kevin Jacobs to discuss a joint CDBG application. He stated that the application would require the Authority to conduct an income survey. He stated that Mr. Jacobs would also like to pursue some available state grants for a larger project to do the entire length of the Market Street line. If the project included the line from the manhole on Market Street to the manhole on Water Street, then the income survey would include residents of Pfautz apartments and Jefferson Street. The benefit of including the entire length of the Market Street line is that it would eliminate the current I&I and allow for more capacity in the Duncannon WWTP. Lee estimated the cost of including the entire line at more than \$500,000 and noted that the Authority's share would be 32.43%. If matching funds were received from the state, the Authority's cost would be \$90,000. He stressed that if there is no grant money, there will be no project.

Lee offered that he felt the income survey would best be accomplished by going door to door and contacting each resident, as compared to mailing the survey.

Sam offered his opinion that another area in need of an upgrade is the "old" low-pressure system in Cove. He suggested that the Authority pursue CDBG monies to achieve this upgrade that will provide better service and enable future growth in that area.

Township Spring Newsletter - Chairman Holman announced that articles for the Township's newsletter were soon due. It was the consensus that Lee should prepare an article describing the Authority's desire for CDBG funding and the importance of the income survey.

Executive Secretary – Chairman Holman announced that an executive session had been held at 6:30 p.m. to discuss personnel issues. At this time, there was an Axt/Knaub motion to terminate the offer of employment to Tanya Bechtel for the executive secretary position. Motion passed by unanimous vote of the Authority. It was decided to contact the previous applicants to see if they are still interested in the position. A question was raised whether the position would need to be re-advertised if a new individual was interested in the position. The Solicitor offered his opinion that there was no legal necessity to advertise for any staff vacancy. Chairman Holman will contact the previous applicants and see if they are available for interviews on either January 27th or January 29th at 6:00 p.m.

Lockbox Service – Since Lee did not arrive until after Ms. Patterson's presentation, Chairman Holman filled him in on the discussion that had taken place. It was decided that a vote would not be taken until all five members of the Authority are present.

Reorganization Meeting - Chairman Holman announced for the record that he will not accept the position of chairman at next month's reorganization meeting. He stressed that he is willing to accept any other position and will submit his resignation if the chairmanship is forced upon him.

Adjournment

With all business completed, a Knaub/Wright motion for adjournment was made at 11:45 p.m. Motion passed by unanimous vote.

Submitted by Susan Long
Recording Secretary