

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

April 1, 2009

The Penn Township Municipal Authority (Authority) met on Wednesday, April 1, 2009 in the Penn Township Municipal Building. Chairman Sam Auxt, called the meeting to order at 6:30 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:

Sam Auxt, Chairman  
Henry Holman, III, Secretary  
Lee Wright, Asst. Secretary/Asst. Treasurer  
CeCe Novinger

Professional staff present:

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

Authority staff present:

Sam Auxt, Field Representative  
Susan Long, Treasurer, Recording Secretary

Visitors present:

B. J. Giangiolio, H. A. Thomson  
John Melham, Melham Associates  
Rock Morrison

**Minutes**

Upon a Holman/Novinger motion, the Authority voted to approve the March 4 and March 10, 2009 minutes as presented. The March 10, 2009 JOAC minutes will be voted upon at the April 14, 2009 JOAC meeting.

**Visitors**

B. J. Giangiolio, H. A. Thomson Insurance

Mr. Giangiolio was present to discuss the Authority's insurance policy, as this policy needs to be renewed by July 5<sup>th</sup>. He reviewed all the coverage, with the Authority offering input into which coverage should be adjusted. It was the consensus that the Petersburg Commons water meter vault would not be included for coverage as it is merely a "concrete box in the ground". It was also the consensus to remove coverage for rental vehicles, since it does not apply. Regarding the coverage for Cove and Kinkora wastewater treatment plants (WWTP), an H. A. Thomson loss control representative will meet with Chairman Auxt and Operator Ed Chism to evaluate the current coverage for the concrete disposal tanks. The Engineer will be contacted for the value of the buildings and contents at the WWTP.

John Melham, Melham Associates

Rock Morrison

Mr. Melham stated that Mr. Morrison had purchased the Carl Baker property for headquarters for his business, and that they were both in attendance to discuss connection of the buildings to the Kinkora WWTP. He explained that construction would be divided into four or five phases, and estimated a maximum usage of ten EDUs at buildout. Mr. Melham also noted that the location of the sewer easement is shown on the plans of the Carl Baker subdivision approved by the Penn Township Supervisors (PTS) in 2001.

Mr. Melham asked if any neighbors would be impacted by the installation of the sewer line and was told that any house within 150' of the installed line would be required to connect. Mr. Morrison asked if he, as the builder of the sewer line, could receive any financial reimbursement from any properties that might connect. He was told that an agreement could be set up, whereby Mr. Morrison would receive a certain percentage of the tapping fee for a certain amount of time.

Mr. Morrison asked if the Authority would take ownership of the pump station that would be constructed to pump the sewage to the Kinkora WWTP. He stated that the pump station would have a backup generator. He was informed that the Authority has taken over ownership in the past, but is considering stopping that practice. However, in light of the fact that other homes might utilize the pump station, the Solicitor suggested that it might be best for it to be Authority-owned.

Lee asked if industrial waste would be pumped into the WWTP and was told there would not be.

Discussion was held on the capacity in the Kinkora WWTP. The Operator stated that the capacity limit was 13,000 gpd, with Kinkora Nursing Home currently using 7,000 gpd. He stated his opinion that there was sufficient capacity for Mr. Morrison's proposed business.

Mr. Morrison was informed that his sewer bill would be based on his water usage and that the Authority would supply the water meter. Regarding his question about washing vehicles, Mr. Morrison was informed that he would be allowed one water tap before the water meter, or that a deduct meter could be installed.

Discussion was then held on line size and type of system to be installed, with no decisions made. Mr. Melham will draw up a new plan, based on the evening's discussion. Mr. Morrison was informed that an escrow account in the amount of \$2,500.00 would need to be established before the Engineer could review the plan. Mr. Melham was also informed that the Authority had recently approved sewer specifications for developers, a copy of which would cost \$100.00. Mr. Melham asked that the Authority complete the DEP "Sewage Facilities Planning Module Application Mailer."

**Plant Operator's Report** See April 2009 Operator's Report.

DMRs (See written Discharge Monitoring Reports dated February 2009.) The DMRs were reviewed with the note that the average influent BOD at the Cove WWTP was 275 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.

Duncannon Collection System – The Operator reported an incident in which both pumps at the Lower Duncannon pump station kicked the thermal over-load protection. He recommended that the Main Street, Little Boston, and Lower Duncannon pump stations be inspected each month by the Field Representative.

#### Flowmeters

The Operator reported that the new flowmeters for Kinkora WWTP and Cove WWTP are working fine. He noted that, even though the old meters were calibrated annually, the new meters are recording higher flows. Upon questioning, he stated that the flowmeters are ultrasonic, the same as the previous ones, and are as reliable as any other type.

Cove WWTP Odor Control – The odor control treatment had been stopped for the winter, but will be re-instituted when warmer weather arrives. The Operator stated that, if the current odor-mitigating technique works, it will be necessary to construct a concrete walkway around to the rear of the building, to facilitate delivery of the 600-pound chemical containers. The Operator stated that it would be preferable to inject the chemicals into a line leading into the WWTP. He suggested that the optimal location would be in the line coming from Perdix, because it would give the chemicals time to work on the effluent before it reaches the WWTP. However, an off-site location will require the acquisition of land and an electrical source.

Chairman Auxt noted that there is no more line capacity for Sheetz Car Wash. If Sheetz chooses not to curtail usage, it might be necessary for Sheetz to construct a new sewer line along SR 11/15 down to Burley Road. Should that happen, the Authority could negotiate the installation of an injection site in the new line.

Cove WWTP Generator – The Operator reported that the battery charger for the emergency generator at the Cove WWTP needs to be repaired. He stated the he and the Field Representative are going to perform system-wide generator maintenance and will investigate the cause and see what is needed for repair.

DEP Inspection Report – The Operator presented his response letter to DEP in regards to violations of the Sunshine Hill and Petersburg Commons drinking water facilities that were discussed at the March 4<sup>th</sup> Authority meeting. The letter stated that he contacted DEP engineer Ed Muzic, who is in agreement with the continued use of Aqua-Mag for sequestration treatment of the iron and manganese. Additional items mentioned in the letter – the open tube in wellhead #2 will be converted to a screened inverted "U", the emergency response plan will be updated, and methods to connect a portable generator will be explored. The Operator will contact several electricians for cost estimates to install an electrical connection for a portable generator.

Kinkora WWTP – The Operator noted that one of the two EQ pumps at Kinkora WWTP had failed last fall and had been replaced. He reported that the second pump has now failed. Repair cost is \$920.00 and replacement cost is \$1,030.00. Since this is a necessary item, he ordered a new pump.

Morrison Pump Station Ownership – The Operator offered his opinion that the Authority should not take over ownership of the Morrison pump station because it will be expensive to maintain and the Authority will lose money. He did agree that if other entities connect to the pump station, it might be necessary for the Authority to maintain ownership.

**Field Representative Report** See written report for March 2009

204 Firehouse Road – The Field Representative reported that he and the Operator replaced the control panel and cable assembly at 204 Firehouse Road. Susan stated that she has billed the home owner for parts and labor.

1209 State Road – The Field Representative reported that he met with representatives of DEP and Perry Country Conservation (PCC) at 1209 State Road as a result of a complaint by an outside party regarding connection to the sanitary sewer. The Field Representative stated that all required permits had been obtained and neither DEP or PCC found any fault.

1020 State Road – The Field Representative reported that he responded to a grinder pump issue at 1020 State Road where water was coming out of the top of the wet well, with no alarm sounding. The problem was caused by a tripped circuit breaker inside the house. The Field Representative verified the presence of a 30-amp breaker. Henry stated that it was unusual that the inside breaker would trip before the control panel breaker.

Fire Hydrant Location Survey – The Field Representative reported that he assisted a representative of "911" who was establishing the locations of fire hydrants in Perry County. The Field Representative stated that he showed him the hydrants in Business Campus One, Petersburg Commons, and Sunshine Hill, and told him about the hydrants at Susquenita School District. Lee noted that he has a dry hydrant on his property.

Myers Grinder Pumps – The Field Representative reported that there is no spare Myers pump in inventory and that the Authority had two choices – it could purchase conversion kits for the EOne pumps or purchase a Myers pump. After discussing the disadvantages of the conversion kits, and upon a Holman/Wright motion, the Authority voted unanimously to purchase a new Myers grinder pump, with the cost to be paid out of the Capital Projects fund.

Master Meter Reports – The Master Meter reports were reviewed with the note that there were no unusual readings; however, meters #2 and #3 should be calibrated. Calibration of the meters will be brought up for discussion at the April 14<sup>th</sup> JOAC meeting.

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

There was no report.

**Solicitor's Report** – See written report dated March 30, 2009.

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

- Donald Galer, 3 Maple Avenue. Mr. Galer was given until April 1<sup>st</sup> to connect. His plumber contacted the Solicitor and stated that he will make the connection as soon as possible. Mr. Galer will be given another month to connect.
- Troy Hendricks, 1325 State Road. Sheriff's sale has been scheduled for April 23<sup>rd</sup>.
- Glenn Hockenberry, Hill Top Road. Sheriff's sale has been scheduled for April 23<sup>rd</sup>.
- Michelle McNaughton, 1 Woodland Drive – The Solicitor reported that the property has been sold at Sheriff's sale. He has contacted the bank that purchased the property and informed them of the need to connect. Susan reported that several people have contacted the Authority office about purchasing the property from the bank. The Solicitor suggested the Authority wait for another month to see if any action develops.
- Elizabeth Mitchell, 1414 State Road. The Solicitor reported that he has not had time to re-contact the owner.
- Rodney Frey, 1039 State Road – Mr. Fry had been given until April 1<sup>st</sup> to connect. He will be turned in to the District Judge for violation of the connection ordinance.
- Michael Schamber, 1029 State Road. The Solicitor has written to Mr. Schamber but has not had a response. Mr. Schamber will be turned in to the District Judge for violation of the connection ordinance.
- William Sminkey, 1032 and 1223 State Road. The Solicitor reported that he informed Mr. Sminkey that the connection requirement was waived for 1032 State Road. Chairman Auxt stated that there was confusion at the March 4<sup>th</sup> meeting, and there is a house at 1032 State Road, instead of a mobile home being used as storage. The Solicitor will now inform Mr. Sminkey of the procedure to disconnect the septic system of the house and give him a 30-day deadline for completion.

Regarding 1223 State Road, the Solicitor reported that the scheduled sheriff's sale has been stayed because Mr. Sminkey had paid the judgment. The Solicitor has informed Mr. Sminkey of the procedure to disconnect the septic system of the chapel. He will be given a 30-day deadline for completion.

- Karen Taschek, 204 Firehouse Road. Mrs. Taschek had been given until April 1<sup>st</sup> to connect. She will be turned in to the District Judge for violation of the ordinance.
- Kirk Vanier, 100 Schoolhouse Road. The Solicitor reported that this property is in mortgage foreclosure and is listed for the April 23<sup>rd</sup> sheriff's sale. The Solicitor suggested the Authority wait for the outcome of the sale.

Bornman Property, Schoolhouse Road – The Solicitor reported that he has drafted an agreement for maintenance of the proposed sewer line extension to connect the Bornman property to the sanitary sewer. The agreement has been sent to the owner for signature.

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

Delinquent Accounts – The list of accounts delinquent as of March 31, 2009 was reviewed. Susan reported that the tax office lists the owner of one of the accounts as Patrick Woodford, in care of Holly Dravk. She stated her understanding that Mr. Woodford's whereabouts are unknown and asked if the Authority could turn Ms. Dravk in to the District Judge for collection. The Solicitor stated that he had no problem with that. The Solicitor also reported that Mr. and Mrs. Fulkroad were still in bankruptcy at this point; however, the Authority should be able to file a civil complaint against the Fulkroads in several months.

Tapping Fee Installment Payments – Lee asked about the status of the customers making installment payments for their tapping fees, and Henry asked if those customers would appear on the delinquent list. Susan stated that she sent out letters to all the installment customers and has started sending monthly invoices. She stated that next month she will present a list of customers who are delinquent with their tapping fee installment payments. CeCe reported that she had been contacted by Lynn Harbold regarding his recent house fire and his tapping fee payments. He will

endeavor to keep current with the payments, and is hoping to pay off the outstanding amount when he receives his fire insurance proceeds.

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 130,720 gallons more than purchased, Roger Barrick used 28,250 gallons more than purchased, Tubby's used 12,250 gallons more than purchased, and the Duncannon Family Medical Center used 37,050 gallons more than purchased.

Regarding the Barrick usage, it was the consensus for Susan to bill Mr. Barrick \$3,500.00 for one additional EDU. Regarding Sheetz Car Wash, the Solicitor will contact Brian Soyka and inform him that the Authority is concerned about the Car Wash's usage and ask him to attend the May 6<sup>th</sup> meeting to discuss the matter. Regarding Tubby's, Susan will send the owner a letter, informing him of the gallons purchased and the gallons used, and that if the excessive usage continues, the owner will need to purchase another EDU. Regarding the Duncannon Family Medical Center, the Authority will take a 'wait and see' attitude.

### **Treasurer's Report**

Invoices and Expenditures – After discussion, there was a Wright/Novinger motion to approve payment of the March 2009 invoices totaling \$68,185.51. Motion passed by unanimous vote of the Authority.

Financial Report – After review, there was a Wright/Novinger motion to approve the Financial Report for the period March 1 through March 31, 2009, subject to audit. Motion passed by unanimous vote of the Authority. It was noted that the balance of all accounts was \$673,373.78. However, \$27,848.82 is earmarked for escrows and repair of the Market Street line. An additional \$296,386.28 has been set aside for capital projects – unexpected major expenses for equipment failures and replacement of infrastructure.

Susan reported that two CDs with PLGIT totaling \$392,000.00 will mature on April 21, 2009. She and Lee will form an ad-hoc committee to research rates offered by other financial institutions and decide what to do with the maturing CDs. Henry suggested that perhaps CDs with three-month staggered maturity dates should now be purchased. Lee suggested that the amount of money to be kept in the Marysville checking account should equal two months worth of expenses; the remainder should be invested.

Labor & Industry Electronic Filing Requirement – Susan reported that, beginning in 2010, electronic filing of unemployment compensation forms and withheld payroll taxes will be required of all employers. She requested authorization to begin the process earlier. Upon a Novinger/Wright motion, the Authority voted unanimously to approve electronic submission of all unemployment compensation reports and withheld payroll taxes.

**Executive Secretary's Report** See written report

Chairman Auxt asked the members to review the Executive Secretary's report. Susan reported that Karen is doing a very good job, considering all of the new information she has to learn.

### **JOAC Report**

The next JOAC meeting will be held on Tuesday, April 14<sup>th</sup>. Chairman Auxt will speak to the chairman of the Penn Township Planning Commission regarding possible future development along the SR849 corridor that would impact the Duncannon Borough WWTP.

### **Correspondence**

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

### **Old Business**

Lockbox Service – Susan reported that it takes approximately thirty minutes for Karen to make a daily deposit and offered her opinion that utilizing the 1<sup>st</sup> National Bank of Marysville's lockbox service would cost the Authority more than processing deposits in-house. After discussion, it was the consensus to table further discussion on a lockbox service until such time as it was economically feasible.

**New Business**

Office Safe - Chairman Auxt reported that Quaker Oats had given an unneeded safe to him when Quaker Oats closed its Shiremanstown plant. He stated that he in turn gave it to the Authority, but it was never used because the combination was unknown. The combination is now known, but as deposits are done daily, the Authority has no use for the safe. After discussion, it was the consensus to donate the safe to the Garden Seat Tea Room.

Office Hours – After discussion about core hours when staff is available, it was the consensus to post office hours as 10:30 a.m. to 2:00 p.m. on Monday, Tuesday, Thursday, and Fridays, with other hours by appointment.

Fax Machine – Susan reported that the fax machine is not compatible with the Township's PBX phone system now that Embarq's DSL service is being used. Tri-County Telephone, the PBX installer, has offered a "fix" for \$100.00, plus labor. After discussion, and upon a Holman/Novinger motion, the Authority voted unanimously to have Tri-County Telephone make the fax machine operable, contingent upon Lee's satisfactory discussion with Tri-County Telephone.

PennVest Stimulus Fund Workshop – Henry offered that it would be beneficial for someone to attend a workshop to be held by PennVest on the government's stimulus package funds. The workshop will be held on April 14<sup>th</sup> from 1:00 p.m.- 4:00 p.m. Lee suggested that Henry talk to representatives of Duncannon Borough so that both municipalities are represented.

Susquehanna Water Gap Alliance – Henry reported that he attended a meeting of various community representatives to discuss streetscapes, water issues, and future developments that will impact communities and infrastructures in the future. He stated that it was enlightening in that it made the attendees realize the importance of planning for the future.

Community Development Block Grant (CDBG) – Lee recognized Chairman Auxt for his efforts to see that as many residents as possible were contacted to complete income surveys for the application for CDBG funding. Because of his efforts, the surveys "qualified" and the joint application with Duncannon Borough could be submitted. Chairman Auxt thanked Lee, but stated that it was a joint effort of the Authority.

**Adjournment**

With all business completed, a Wright/Novinger motion for adjournment was made at 9:50 p.m. Motion passed by unanimous vote.

Susan Long

Recording Secretary