

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

September 2, 2009

The Penn Township Municipal Authority (Authority) met on Wednesday, September 2, 2009 in the Penn Township Municipal Building. Chairman Sam Auxt 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:

Sam Auxt, Chairman
Elmer Knaub, Vice-Chairman
Henry Holman, III, Secretary
Lee Wright, Asst. Sec./Asst. Treasurer
CeCe Novinger

Professional staff present:

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

Authority staff present:

Susan Long, Treasurer, Recording Secretary
Sam Auxt, Field Representative
Ben Shull, Wm. F. Hill, Inc., Engineer

Visitors present:

Barb Woods, Exit Realty
John Melham, Melham Associates
Mike Rash, Morrison Inc.

Minutes

Upon a Knaub/Novinger motion, the Authority voted to approve the August 5, 2009 minutes as presented.

Visitors

Barb Woods, Exit Realty

Ms. Woods stated that she is the realtor for the Glenn Hockenberry property on Hilltop Road and has just listed the property for sale. She stated that she is aware that this property needs to be connected to the sanitary sewer, and assured the Authority that it will be connected before it is sold. She noted that there are ready-to-serve (RTS) charges of approximately \$930.00 which need to be paid or sheriff sale proceedings will be started.

Ms. Woods offered her opinion that the property is very marketable, and stated that the seller has agreed to price reductions until it is sold. She said that the mobile home is in very good condition, but due to its age, she is trying to find a local bank to provide funding for the buyer. She stated that funds are available for the permits, grinder pump, and connection to the sanitary sewer, as well as abandonment of the septic tank. She asked if the Authority would consider a time extension for payment of the RTS charges, explaining that they would be paid at settlement.

Chairman Auxt stated that the Authority has tried to work with Mr. Hockenberry on many occasions, to no avail, and is just about out of options. Susan noted that Mr. Hockenberry has purchased reservation of capacity through the end of 2009, but has not abandoned the septic tank.

After discussion, it was the consensus to grant a ninety-day time extension for payment of the RTS charges. If the property is not sold by that time, sheriff sale proceedings will commence.

John Melham, Melham Associates, and Mike Rash, Morrison, Inc.

Mr. Melham and Mr. Rash were present to discuss the land development plan submitted by Morrison, Inc. for its corporate headquarters. Mr. Melham explained that the plan includes a structure for maintenance of the business's vehicles, a storage building, a separate office building for the business's staff, and space for two future 3,000 square-foot office buildings.

Mr. Melham noted that the Penn Township Supervisors (PTS) has approved the plan, conditioned upon obtaining an Erosion and Sedimentary Control plan and NPDES permit. He explained that, when the Baker property was subdivided in 2001, a sewage easement was created, extending from the Baker property through the current Frisch property. At that time, it was planned that this easement would carry a force main to Cove Road, where it would tie into an existing Authority easement to the Kinkora wastewater treatment plant (WWTP).

Mr. Melham stated that he would like to finalize the details for the sewer main. He stated that gravity flow would be utilized to take the flow to a pump station. From that point, a low-pressure main would be used.

Mr. Melham thanked Chairman Auxt for his help in filling out the DEP sewer module. Chairman Auxt offered that he thought the module was returned to Melham Associates, but would check to make sure it was returned. Mr. Melham noted that the sewer module provides for ten EDUs, which would satisfy all usage demands for the current plan. He added that there is enough land available so that the future office buildings could be enlarged, if needed. Mr. Rash asked if Morrison, Inc. could purchase fifteen EDUs and was told that only ten EDUs were available.

Mr. Melham noted that the owner of Morrison, Inc. is agreeable to private ownership of the pump station. Chairman Auxt stated that he had talked to the owner and there was agreement that a four-inch diameter line could be trench-installed from the connection point on Cove Road to the WWTP.

Ben Shull, Engineer

Mr. Shull had been requested to attend tonight's meeting to discuss a possible study of the Authority's water system on Sunshine Hill. However, the first topic of discussion was the revised plan submitted for the Warden property off of SR 849. The new plan includes private wells for each of the more than one hundred lots. At the August 5th meeting, the Authority had authorized a letter to be sent to the PTS and the Penn Township Planning Commission (PTPC) informing them of its concerns about the number of private wells and the possible presence of arsenic in the water. The letter also requested that the PTS require a hydro-geologic study for the proposed development, preferably performed by a firm chosen by the PTS. The Engineer noted that most municipalities have the requirement for a feasibility study as part of their ordinances. The letter also stated that the Authority would be willing to enter into further dialogue with the developer. Lee again suggested that the Authority contact the developer to discuss construction of a public water supply. No decision was made as to who would make the contact.

Elmer offered that DEP does not regulate private wells. Lee offered that the PTS should be asked to consider adopting ordinances that require developers to provide public water systems in dense developments, and that require connection to public water systems for houses within a specified distance from a public water line. CeCe will relay the request back to the PTS for its consideration.

The Engineer was requested to review the revised plan for the Warden property and provide his comments back to the Authority by September 21st, so that they can be forwarded to the PTPC.

Regarding the Sunshine Hill water system, Chairman Auxt informed the Engineer that the Authority needs an evaluation to determine its condition and future needs. Henry stated that the Authority was looking for an analysis of the system to include the infrastructure, iron/manganese issues, water storage capabilities, and fire protection issues. The Engineer was requested to forward a proposal for the scope of the study and a 'Not to Exceed' cost to Chairman Auxt. The Engineer stated that the application deadline for the next round of grants is August 2010, which would give the Authority time to evaluate what upgrades are needed to the water system and apply for funding.

Changes to the Rules and Regulations (R&R)

As a result of this evening's discussions, Susan will provide draft language for possible changes to the R&Rs. These changes include – ownership of all future commercial and residential grinder pumps will rest with the owner of the property, septic tanks must be abandoned as part of the procedure for purchase of ROC, and EDUs can be sold back only to the Authority.

Plant Operator's Report

The Operator was not in attendance and there was no written Operator's Report.

DMRs (See written Discharge Monitoring Reports dated July 2009.) The DMRs were reviewed with the note that the average influent BOD at the Cove Wastewater Treatment Plant (WWTP) was 187 mg/l, below the Authority's design limit of 240 mg/l. Members were asked to contact the Operator at any time with questions about the DMRs.

Field Representative Report

See written report for August. The following items were discussed.

Water Meter Wiring – The Field Representative reported that he repaired the water meter wiring at Tubby's and the Perry County Day Care facility.

Adams Residence, Eisenhower Boulevard – The Field Representative reported that he met with Mr. Adams to discuss his excessive water usage. He stated that he replaced the water meter and gave Mr. Adams suggestions on water conservation and water leak detection.

Grinder Pump Issue, 1112 State Road – The Field Representative responded to a complaint about water coming out of the top of the wet well at 1112 State Road. Upon investigation, he found that the power to the control panel was turned off. After the power was turned on, the water level in the wet well went back to normal.

Master Meter Reports – The Master Meter reports were reviewed with the note that the readings appear to decrease during warmer weather.

Penn Township Supervisor (PTS) Report

CeCe stated that she will take the Authority's concerns about the Warden plan and its suggestions for ordinances back to the PTS for consideration.

Solicitor's Report – There was no written report.

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

- Troy Hendricks, 1325 State Road. The Solicitor reported that the Authority has filed against Mr. Hendricks for violation of the connection ordinance.
- Glenn Hockenberry, Hill Top Road. Earlier this evening, the realtor for Mr. Hockenberry was given ninety days to sell the property or sheriff sale proceedings will be initiated.
- Elizabeth Mitchell, 1414 State Road. The Solicitor reported that Ms. Mitchell informed him that she was in the process of listing her property for sale. He relayed that he told her to contact him as soon as the property is listed. It was the consensus of the members to grant her the same consideration as Mr. Hockenberry. However, if the Solicitor does not hear back from her in a short amount of time, he will initiate sheriff sale proceedings.
- Michael Schamber, 1029 State Road. The Solicitor reported that a violation of the connection ordinance was filed with the District Judge against Mr. Schamber. Since he failed to respond to the citation, a warrant has been put out for his arrest.
- William Sminkey, 1032 and 1223 State Road. Susan reported that a violation of the connection ordinance was filed with the District Judge against Mr. Sminkey for 1223 State Road. The septic system at 1032 State Road has not been abandoned.
- Kirk Vanier, 100 Schoolhouse Road. The Solicitor reported that this property was sold at the July 24th sheriff's sale and that he has contacted the bank of the need to connect. He suggested that the Authority wait another month before taking further action.

Grinder Pump Ownership – After discussion, it was the consensus to continue to maintain ownership of all existing grinder pumps. However, maintenance of all grinder pumps installed in the future will be the responsibility of the property owner.

Billing Clerk's Report

Delinquent Accounts – The list of accounts delinquent as of August 31, 2009 was reviewed. The procedure for filings with the District Judge and the Prothonotary's Office will continue to be followed by the Executive Secretary.

At the August 5th meeting, the Solicitor had been authorized to contact customers whose balances were in excess of \$800.00 and inform them of the need to reduce the balance below \$800.00 or sheriff sale proceedings would be instituted. He reported that several customers have ignored his letter, some have lowered their balances below \$800.00, and some have made payments but have not lowered their balances below \$800.00. He reported that customers who have stated that they are not financially able to decrease their balances to the \$800.00 threshold have contacted both him and the Executive Secretary. He stated that the Authority had not discussed what it would do in those cases and asked the members to consider what action should be taken. It was discussed that a written payment plan could be required from each customer. It was also discussed that penalties could possibly be waived for those customers who enter into written payment agreements. It was the consensus to include the issue on the October 7th agenda for further review and discussion. In the meantime, the Solicitor will draft an agreement form for those customers who wish to set up payment plans.

The Solicitor was directed to initiate sheriff sale proceedings against those customers who ignored the letter. The Executive Secretary will send a letter to the customers who received the Solicitor's letter, informing them that, if they cannot meet the \$800.00 threshold, the Authority would like to meet with them to set up a payment plan.

Unapplied Payment – Susan relayed that she was contacted by a customer that a \$360.00 cash payment made to his tapping fee installment plan in 2006 was never applied to his account. The customer stated that he has a receipt showing payment and would forward a copy to the Authority. Once Susan has received the copy of the receipt, the payment will be credited to his tapping fee account.

Treasurer's Report

Invoices and Expenditures – After discussion, there was a Wright/Knaub motion to approve payment of the August 2009 invoices totaling \$59,576.60. Motion passed by unanimous vote of the Authority.

Financial Report – After review, there was a Novinger/Wright motion to approve the Financial Report for the period August 1 through August 31, 2009, subject to audit. Motion passed by unanimous vote of the Authority. It was noted that the balance of all accounts was \$757,931.87. However, \$25,454.14 is earmarked for escrows and repair of the Market Street line. An additional \$325,214.37 has been set aside for capital projects – unexpected major expenses for equipment failures and replacement of infrastructure.

Executive Secretary Report See written report

The Executive Secretary report was reviewed without additional comment.

JOAC Report

The next JOAC meeting is scheduled for Tuesday, September 8th. Chairman Auxt will send emails to all JOAC members to see if a meeting is needed, since the grant funding for the Market Street line replacement project has not yet been received. He will update the members after he receives replies to his email.

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

Fire/Water Task Force Meeting Update – Elmer updated the Authority on the joint meeting with Duncannon Borough, Wheatfield Township, Watts Township, PennDOT, and the Duncannon Fire Company (DFC). Items discussed at the meeting were locations of adequate water supplies, dry hydrants, Duncannon Borough river access points, and a pumper wagon to be used by DFC. No additional meeting has been scheduled at this time.

Little Boston Pump Station Repair Quotes – Chairman Auxt presented four quotes for repair of the Little Boston pump station. The following are the quotes for the use of stainless steel piping. Morrison, Inc. - \$4,208.00, PSI - \$3,350.00, Modern Pump and Equipment - \$2,608.00, and Lenker's Excavating - \$1,540.00. Henry noted that PSI is the only quote to include replacement of the galvanized piping that goes through the wet well wall, as well as pumping out the wet well prior to making the repairs. After discussion, there was a Wright/Knaub motion to contact Lenker's Excavating and obtain a quote that includes replacement of the galvanized piping. If the new quote is lower than the quote from PSI, the job will be awarded to Lenker's Excavating. Motion passed by unanimous vote of the Authority.

Executive Secretary Probationary Period – It was noted that the six-month probationary period for the Executive Secretary has ended. Upon a Wright/Knaub motion, the Authority voted unanimously to increase the hourly wage of the Executive Secretary by \$.50, to \$10.00 per hour.

Motion to Extend Meeting – At 10:00 p.m. there was a Novinger/Wright motion to extend the meeting until all business has been discussed. Motion passed by unanimous vote of the Authority.

New Business

Wilson Property, 1-A and 1-B Schoolhouse Road – Chairman Auxt noted that Mr. Wilson was informed by the Authority that he needed to seal his basement and outside drains, to prevent water from discharging into the sanitary sewer. Mr. Wilson has not responded to the letter. The Executive Secretary will be asked to send another letter to Mr. Wilson and request that he attends the October 7th meeting to discuss the matter.

Schranz/Rohrer ROC – Susan reported that she has sent two invoices for ROC to Mr. Schranz and Mr. Rohrer for their property along Burley Road. She asked if she should send a third invoice. It was the consensus that two invoices were sufficient and that it was possible the property owners have decided not to purchase the ROC, since they declined purchase in 2008.

Fach/Shoemaker Property, Railroad Street – Susan reported that the owner of record, James Shoemaker, has not picked up the certified letter from the District Judge, and that it will cost \$55.00 for hand-delivery. However, because his current whereabouts are unknown, the Executive Secretary informed the District Judge that the Authority was withdrawing its complaint. The Solicitor will see if he can find out the location of Mr. Shoemaker.

Perdix Fire Company (PFC) Water Meter – It was noted that PFC was provided a water meter, but has never installed it. Chairman Auxt asked the members if they felt that metering PFC's water usage was necessary and if installation should be required. During discussion it was noted that this is not a residence, and meters are required of all non-residential customers. After discussion, it was the consensus to direct the Solicitor to send a letter to PFC, informing it of the necessity to install the water meter.

Adjournment

With all business completed, a Wright/Knaub motion for adjournment was made at 10:05 p.m. Motion passed by unanimous vote.

Susan Long

Recording Secretary