

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

December 7, 2011

The Penn Township Municipal Authority (Authority) met on Wednesday, December 7, 2011 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

Professional staff present:

Dennis Shatto, Esq. of Cleckner and Fearen, Solicitor

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Edward Chism, Plant Operator

Visitors present:

None

**Minutes**

Upon a Knaub/Holman motion, the Authority voted to approve the November 2, 2011 minutes as presented.

**Visitors**

There were no visitors.

**Plant Operator Report** See written report.

The Discharge Monitoring Reports dated October 2011 were circulated for members' review. Members were asked to contact Operator Ed Chism at any time with questions about the reports or operation of the treatment plants and water system.

**Duncannon Collection System**

Ed reported that he responded to a call from the Lower Duncannon pump station phone dialer on November 23<sup>rd</sup> but found no problem. However, one pump at the Little Boston pump station was not working. He replaced the capacitor and called Lenker's Excavating for removal of the pump. The pump is now back on-line. The problem with the dialer at the Lower Duncannon pump station remains.

### Sunshine Hill Water System

After much searching by Field Representative Sam Auxt and PA Rural Water representative Dave Muzzy, the leak on Sunshine Hill was attributed to a failing foot-valve and coupling. It is scheduled to be repaired on December 9<sup>th</sup>. Advance notification will be given to the water customers.

### Cove Wastewater Treatment Plant (WWTP)

When the power failed on November 4<sup>th</sup>, the emergency generator had to be jump-started and was subsequently repaired. Additionally, blower motor #2 has failed and will need replaced; money was included in the 2011 Capital Projects budget for a blower. Ed gave kudos to Tom Reynolds for clearing and removing brush around the perimeter of the WWTP. Upon an Auxt/Holman motion, the Authority voted to pay Mr. Reynolds \$200.00 for his labor.

The Cove pump station lost power on November 3<sup>rd</sup> and Ed discovered that the phone dialer needed a new back-up battery.

### Kinkora WWTP

The Kinkora WWTP lost power on November 3<sup>rd</sup>. The emergency generator started, but eventually overheated and stopped running. Stephenson's Generator Service was called to install a new water pump.

A new transducer was installed on the flow meter at Kinkora WWTP but the problem with the flow meter continued. Tri-Star recalibrated the meter on December 2<sup>nd</sup> and will be responsible for 50% of the cost, as the meter is less than a year old.

### **Field Representative Report**

See written report for November. The following items were mentioned or discussed.

#### Sunshine Hill Water System

Sam reported that JHC made repairs at the "washout" area of the water line right-of-way near Butchershop Road. Adjustments were made to the existing culvert to accommodate the flow. Additional backfill was placed on the water line to prevent freezing. The Authority does not know who originally installed the culvert or who owns the land and was concerned if it was now responsible for future repairs. It was the opinion of the Solicitor that the Authority would not be responsible.

Sam showed a model of a 6-inch riser extension for E-One grinder pumps. Upon a Holman/Knaub motion, the Authority voted to purchase five of the extensions from Site Specific at a total cost of \$1,000.00. Payment will be made from the Capital Projects budget.

### **Master Meter Report**

The Master Meter report was circulated among the members with the comment that the Lower Duncannon flow meter reading was only ½ the reading it should be. Sam will continue to monitor the readings.

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

There was no PTS report.

### **Engineer Report** The Engineer was not in attendance.

#### Concrete Water Storage Tanks

Further discussion about allowing the use of concrete storage tanks was tabled pending the outcome of discussions concerning a water supply agreement for the proposed Stone Mill Estates.

## DEP 4-Log Requirements

Ben notified the Authority that he has still not heard back from DEP regarding approval or disapproval of its application for satisfaction of DEP's 4-log requirements. If he has not heard from DEP by December 9<sup>th</sup>, he will contact them.

## **Solicitor Report**

### Residential Grinder Pumps

Solicitor Dennis Shatto presented revised draft language for the *Rules and Regulations*. This language concerns the transfer of ownership of residential grinder pumps from the Authority to the new property owner when a property is sold. A new paragraph was added stipulating that the installment loan for the grinder pump must be satisfied upon transfer of ownership title. Members were asked to review the language for any suggested changes, for discussion at the January 4<sup>th</sup> meeting.

### Sewer Lateral Testing

The Solicitor provided a revised draft of a resolution requiring pressure testing of the line between a dwelling and the point of connection to the sanitary sewer. This testing would be required no later than at change of ownership. Further discussion will take place at the January 4<sup>th</sup> meeting.

### Morrison Land Development Plan

The Solicitor presented copies of a fax he had just received from Bill Bunt, lawyer for Rock Morrison, concerning revisions to the sewer facilities agreement. He will review the agreement and email members with his comments. This item will be placed on the January 4<sup>th</sup> agenda.

## **Billing Clerk Report**

### Delinquent Accounts

The list of accounts delinquent as of November 30, 2011 was reviewed. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary. Water delinquencies total \$6,315.24. Sewer delinquencies total \$465,925.21.

## **Treasurer Report**

### Invoices and Expenditures

After discussion, there was a Holman/Knaub motion to approve payment of the November 2011 invoices totaling \$62,444.56. Motion passed by unanimous vote of the Authority.

### Financial Report

After review, there was a Knaub/Holman motion to approve the Financial Report for the period November 1 through November 30, 2011, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$818,211.35. However, \$57,815.51 is earmarked for escrows and the 2010 repair of the Market Street line. An additional \$580,322.90 has been set aside for capital projects – unexpected major expenses for equipment failures and replacement of infrastructure. The remaining \$180,072.94 is available for operating expenses.

## **Executive Secretary Report** See written report.

Members were asked to contact the Executive Secretary if they ever have questions about office procedures or the reports.

It was the consensus that, no matter how many times a customer reaches the \$250.00 delinquency threshold, the customer should receive notification of the collection procedure and payment plan availability.

## **JOAC Report**

Members were reminded that the next JOAC meeting is scheduled for the Duncannon Borough office on Tuesday, December 13<sup>th</sup> at 6:30 p.m.

## **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**

Old business not discussed earlier in the meeting includes the following.

### **2012 Budget**

Upon a Holman/Knaub motion, the Authority voted to approve the 2012 budget

### **Authority Property Cleanup (1325 State Road)**

A resident will be asked if he would like to remove the poplar tree from the roof of the building on the property, for the wood. The Penn Township Supervisors will be asked if they could assist in demolishing the building if the Authority supplied the dumpsters.

### **Infiltration and Inflow (I&I) Detector**

Sam reported that the PA Rural Water smoker to be used in detecting I&I in residences connected to the sanitary sewer has not yet been used and is in storage at the Cove WWTP. The Authority does not feel that it can get any testing done this winter because members are having difficulty scheduling a time convenient for everyone. Sam will contact PA Rural Water and ask if they would like to pick up the tester or if the Authority should continue storing it until it can be used.

### **Generator Shelters**

Sam reported that he has received prices of shelters for the generators at the Cove and Kinkora WWTPs and the Lower Duncannon and Cove pump stations. The total for four shelters is \$5,880.00. Upon a Holman/Knaub motion, the Authority voted to approve a down payment of \$588.00 to Red Hill Supply Company in Newport.

### **Odor Control Building, Schoolhouse Road**

The PTS will be assisting the Authority on December 9<sup>th</sup> to install ballards and backfill at the location for the building to house the odor control injection equipment. The building will be located at the intersection of Schoolhouse and Burley roads.

### **Stone Mill Estates**

The Authority reviewed a letter to be sent to the Penn Township Planning Commission supporting a request that will be made by the developer of Stone Mill Estates for a future time extension of the land development plan.

## **New Business**

### **2012 Meeting Dates**

Upon a Holman/Auxt motion, the Authority voted to advertise its 2012 meeting dates. Meetings will be held the first Wednesday of each month at 7:00 p.m., with the exception of July, when the meeting will be held on the second Wednesday.

### Perdix Emergency Response Plan

At the Authority's November 29<sup>th</sup> meeting, Henry had reviewed the results of the November 14<sup>th</sup> meeting to discuss procedures to be used during power outages. It was the consensus that each outage would be addressed on its own. After a 24-hour outage, Porta-Potties would be installed at a location to be decided upon at the time of the outage.

### Filing Against Post Office Boxes

The Solicitor was asked how to file against an owner who moves and uses a post office box as a mailing address. The Solicitor suggested that, when the amount of the delinquency normally warrants a lien placed on the property, he will file the lien directly with the Prothonotary.

### 60 Fisher Street

The Authority learned that the Borough of Duncannon has shut off the water at 60 Fisher Street on November 1<sup>st</sup>. The owner is now requesting an abatement of the sewer charges for the vacant property. Upon a Holman/Knaub motion, the Authority voted to abate the sewer charges for one year, or until the Borough turns the water back on, whichever comes first. Susan will keep a tickler file as a reminder to monitor when the water is turned back on.

### Master Meter for Trailer Park on Sunshine Hill

The Authority is considering installing a master meter to measure the amount of water used by the trailer park. This would eliminate the need for maintaining and reading individual water meters. Sam will call L/B Waters for the price of 2- and 3-inch Sensus meters and installation of a doghouse pit. Further discussion will be held at the January 4<sup>th</sup> meeting.

### **Adjournment**

With all business completed, a Knaub/Holman motion for adjournment was made at 8:40 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary