

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

February 1, 2012

The Penn Township Municipal Authority (Authority) met on Wednesday, February 1, 2012 in the Penn Township Municipal Building. Chairman Sam Auxt called the meeting to order at 6:15 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  
CeCe Novinger, Asst. Secretary/Asst. Treasurer  
Scott Smart

Professional staff present:

Dennis Shatto, Esq. of Cleckner and Fearen, Solicitor  
Ben Shull, of Wm. F. Hill, Engineer

Authority staff present:

Susan Long, Treasurer, Recording Secretary  
Edward Chism, Plant Operator

Visitors present:

Forrest Troutman, Yingst Homes  
Steve Read  
Craig DeTraglia, DeTraglia Excavating  
Rod Frampton, Frampton Contracting

**Stone Mill Estates Water Agreement**

Mr. Troutman was in attendance to discuss a letter agreement for the water facilities for the proposed Stone Mill Estates. This agreement supersedes and renders null and void the agreement dated October 5, 2011. The agreement contained a spreadsheet (Exhibit A) delineating the costs for the connection of Well #3. The estimated connection costs are \$775,165.00, of which the developer is willing to pay \$540,000.00.

The Authority re-iterated its previous thoughts that it does not need Well #3, nor does it want to subsidize the cost of bringing it on-line. It felt that Exhibit A makes it look like the Authority is paying to bring Well #3 on-line.

There was discussion that it would be difficult to explain to the ratepayers why the Authority was paying the developer more to install water facilities than it would cost the Authority to install the facilities on its own property. However, it was explained that the Authority would be gaining 100+ water customers, would have a back-up well, and would find it easier to blend water for mitigation of iron and manganese.

The remainder of the discussion focused on a line-by-line analysis of the costs involved of installing a treatment building, storage tank, booster pumps, etc. Each item was discussed and a cost percentage was assigned to each party.

Mr. Troutman is going to rework Exhibit A, and provide several different versions breaking down the costs for each party. He will forward them to Chairman Auxt, who will see that the Authority members receive copies for review. Two dates were suggested for the next meeting to discuss the water agreement – March 7<sup>th</sup>, immediately prior to the monthly Authority meeting, or March 13<sup>th</sup>, immediately following the JOAC meeting

### **Bid Opening for DEP's 4-Log Initiative**

At 7:00 p.m., Engineer Ben Shull opened eleven bids received for work needed to comply with DEP's 4-Log Initiative.

1. DeTraglia Excavating	\$21,602.50
2. Frampton Contracting	\$37,273.00
3. M&J Excavation, Inc.	\$32,510.00
4. Trinity Excavating, Inc.	\$54,232.00
5. Strawser Excavation	\$22,759.49
6. Morrison, Inc.	\$24,890.00
7. Dave Gutelius Excavating	\$32,900.00
8. Wexcon, Inc.	\$31,865.00
9. E.K. Services, Inc.	\$23,543.00
10. G&R Charles	\$29,830.00
11. Mid-State Paving	\$24,784.00

The Engineer will review all bid documents, bonds, and agreements and confer with the Solicitor to make sure all paperwork is in order. Upon an Auxt/Novinger motion, and upon conditional approval of the Engineer and Solicitor, the award will be presented to the apparent low bidder, DeTraglia Excavating, at a cost of \$21,602.50. In the event there is a problem with that bid, the award would go to the next lowest bidder whose paperwork is in order. Motion passed unanimously. The Engineer stated there was a possibility that a Notice to Proceed could be issued by February 20, 2012. He will make sure that the apparent low bidder was aware of the disinfecting requirements for the new piping.

### **Bid Opening for Tree Removal**

In order to facilitate construction for the 4-Log Initiative, several trees will need to be removed from the water system lot. Three bids were received for the removal and cleanup of 6 trees, with the trees to be cut down flush to the ground.

1. JHC	\$700.00
2. Brad DiPaolo	\$950.00
3. Shade Reidlinger	\$650.00

Upon a Holman/Smart motion, the award for tree removal was given to Shade Reidlinger. Mr. Reidlinger will be informed that all work must be completed by February 15, 2012. Motion passed unanimously.

### **Minutes**

Upon a Novinger/Smart motion, the Authority voted to approve the January 4, 2012 minutes as corrected.

## **Visitors**

There were no visitor comments.

## **Plant Operator Report** There was no written report.

The Discharge Monitoring Reports dated December 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 wastewater treatment plants (WWTP) and water system.

## **Susquenita School District**

Ed reported that he had provided the flows from Susquenita School District to the Engineer for preparation of the annual Flow Analysis Report. He stated that he suggested that the flows be reduced by 10% - the District has a leak in its distribution system that is not entering into the collection system.

## **Generator Covers**

Responding to a question about the new generator covers, Ed replied that he thought they would help preserve the generators. He added that the Kinkora generator will be enclosed further. Chairman Auxt offered that he thinks the back of the Cove WWTP shelter should also be enclosed further.

## **Sunshine Hill Water System**

The elusive leak is still frustrating everyone who is trying to find the source. The latest estimate is that 17,000 gpd are being lost somewhere. Duncannon Borough is supplying its correlator and manpower on Thursday, February 2<sup>nd</sup> in an additional attempt to find the leak.

## **Field Representative Report**

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

### **Members 1<sup>st</sup> Credit Union**

Field Representative Sam Auxt reported that manhole (MH) #6 has been core drilled and the line has been extended. Work remains to be done on another MH, and the system needs pressure tested, mandril tested, and vacuum tested before it can be used.

### **Sheetz**

Sam reported that the Sheetz Store recently replaced its 1" diameter water meter with a 1 1/2" diameter meter. Unfortunately, the Authority's meter reader does not work with the new meter. He will contact Sheetz's representative to resolve the issue.

### **1106 State Road**

Sam reported that a double-wide trailer has been placed on this property and that it appears to be inhabited. He reported that the Township Secretary will follow through and see if someone is living there. If so, the owner will be billed the monthly sewer charge.

### **Susquenita School District Concession Stand**

Sam reported that the band boosters were informed that it would be their financial responsibility to make the connection from the concession stand to the sanitary sewer

### **State Road Property**

Sam reported that the owner of a vacant lot on State Road would like to put a recreational trailer on it and connect the trailer to the sanitary sewer. The owner was given the costs of the tapping fee and the

grinder pump. It has not been determined if the Township's ordinances will allow for an RV on the property.

### Sunshine Hill Water System

The Authority is considering installation of a master water meter for the Deimler Trailer Park. Sam reported that Jefferson Street has a 50' right-of-way (ROW). Measuring from the center line of Jefferson Street puts the current water vault in the ROW. Although no owner permission is required, the owner has been contacted and informed of the Authority's desire. The owner has requested that the top of the vault be able to be driven across, as it is part of the parking for one of the coaches.

Sam does not feel he has the expertise to order materials that will support vehicles. The Engineer stated that he thinks the *Developer's Specifications* addresses the rating needed for vehicular crossing. Sam will call several excavators/contractors to meet him on site for recommendations. Henry volunteered to meet with Sam on site to lend his expertise.

### Master Meter Report

The Master Meter report was circulated among the members with the comment that the Cove pump station flows were high. It was suggested that there might be I&I coming down from Susquenita Hills.

### Penn Township Supervisor (PTS) Report

CeCe reported that the Citizen's Group has requested a rate decrease. Unfortunately, the Authority feels that a rate decrease is not do-able for 2012, but hopes that rates can decrease somewhat in 2013. The Citizen's Group is also upset over the amount of sewer delinquencies (\$51,000.00) and wants that amount collected. CeCe stated that she explained the Authority's collection procedure to the group.

The Solicitor explained that the Authority's procedure of filing with the District Justice and then placing a lien against the property in the County Courts is the most effective way of collection. He did inform the Authority that it could skip the District Justice step and have him file the lien directly, but he still feels that the Authority gets its money faster by filing with the District Justice.

The Solicitor added that he checked with the PA Municipal Authorities Association and found out that 90% of its members shut off the owner's water to force payment of the delinquent sewer charges. This would not be as effective for our Authority since so many customers are served by private wells. He did not feel that the Authority could shut off the power to the grinder pumps for those customers.

The Authority feels that the collection process it is using is the most effective. It agrees that the process is slow and that, even with liens placed on their homes, many people do not pay. However, the only other alternatives are to use collection agencies and pay for those services, or attach bank accounts and personal property, which are cumbersome to do.

The Citizen's Group would also like to see a reduction for customers paying quarterly or annually. While this idea has merit, the Authority feels that those reductions can be offered for optional services, like cable, but not for necessary services like sewer.

### Engineer Report

#### Lower Cove Low-Pressure Line

Engineer Ben Shull reported that Kevin Callahan of Site Specific is still testing the low-pressure line in the area of Norm's Tire and Repair. That area had a higher psi reading than expected and after re-checking, still had a high reading. The Engineer said he did not realize that there were so many Myers grinder pumps on that portion of the collection system, and feels that might be having an adverse effect on the readings. The Field Representative is going to provide Ben with a list of businesses in the area and whether they use Myers or E-One grinder pumps.

## Chapter 94 Report

Ben needs a five-year projection of connections into the Duncannon WWTP. It was the consensus that it would be three years until houses are built at Stone Mill Estates and that no other large developments were in the foreseeable future, although several vacant lots might be developed. Ben will use past projections and just move them forward a year.

## Concrete Water Storage Tanks

Further discussion about allowing the use of concrete storage tanks was tabled pending a review of the final design for water facilities for the proposed Stone Mill Estates.

## Engineer Report Location on Agenda

The Engineer's Report will appear as the first report on all future agendas.

## **Solicitor Report**

### Residential Grinder Pumps

Discussion on draft language for the *Rates, Rules and Regulations* concerning the transfer of ownership of residential grinder pumps from the Authority to the new property owner when a property is sold has been tabled until the March 7<sup>th</sup> meeting.

### Morrison Sewer Facilities Agreement

The members had previously reviewed changes to the Morrison sewer facilities agreement that were forwarded by Mr. Morrison's attorney, Bill Bunt. The Solicitor sent the revised agreement back to Mr. Bunt for final approval. The Solicitor feels that the agreement should be ready to be acted upon at the March 7<sup>th</sup> meeting.

## **Billing Clerk Report**

### Delinquent Accounts

The list of accounts delinquent as of January 31, 2012 was reviewed. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary. Water delinquencies total \$7,087.93. Sewer delinquencies total \$51,370.72.

The Authority will continue to take a hard line against delinquencies. Once the delinquency reaches the \$850.00 threshold, a letter will be sent to the owner informing him to bring the account current or the property will be offered up for Sheriff's Sale.

## **Treasurer Report**

### Invoices and Expenditures

After discussion, there was a Novinger/Knaub motion to approve payment of the January 2012 invoices totaling \$55,608.20. Motion passed by unanimous vote of the Authority.

### Financial Report

After review, there was a Novinger/Knaub motion to approve the Financial Report for January 2012, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$786,399.52. However, \$37,084.51 is earmarked for escrows and the upgrade for the Duncannon Borough WWTP. An additional \$570,829.00 has been set aside for capital projects – unexpected major expenses for equipment failures and replacement of infrastructure. The remaining \$178,486.01 is available for operating expenses. It was the consensus to move the \$30,000.00 that was escrowed for the Borough WWTP upgrade into the capital project fund.

### Tapping Fee Installment Payments

After reviewing the tapping fee installment payments spreadsheet, it was the consensus that the Executive Secretary should send a letter to anyone who has not made a payment in three months and inform them that they are not following the conditions of the signed agreement.

### **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.

### **JOAC Report**

Members were reminded that the next JOAC meeting is scheduled for the Penn Township Municipal Building on Tuesday, February 14<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.

### **2012 Reorganization**

Upon a Knaub/Novinger motion, the following appointments were made for 2012. Motion passed unanimously.

Chairman – Sam Auxt

Vice-Chairman – Henry Holman, III

Secretary – Scott Smart

Treasurer - Susan Long

Asst. Sec./Asst. Treas. – Elmer Knaub

Executive Secretary – Karen Rhinehart

Right-to-Know-Officer – Karen Rhinehart

Legal Services – Cleckner and Fearen

Engineering Services – Wm. F. Hill

Depositories – Marysville Bank, PLGIT, Members 1<sup>st</sup> Credit Union

Signatories – Sam Auxt, Henry Holman, Elmer Knaub

Plant Operator – Edward Chism

Back-up Plant Operator – John Cardamone

### **Old Business**

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

Authority Property 1325 State Road

Upon a Knaub/Smart motion, the Authority voted to donate its property at 1325 State Road to the Penn Township Supervisors. CeCe abstained due to her position as a supervisor. The Solicitor will draw up all necessary documents.

Odor Control Building, Schoolhouse Road

The site at the intersection of Schoolhouse and Burley roads is being prepared for the installation of the building to house the chemical injection equipment for odor mitigation. A shed has been erected at the Cove pump station for additional chemical injection. It is anticipated that this site will be used only in warm weather.

## 2011 Year-end Budget Update

Susan presented the final budget for 2011. Revenues for 2011 totaled \$668,134.00 and expenses totaled \$693, 841.00, a \$25,707.00 shortfall.

## Ellenberger ROW

Chairman Auxt offered that the Authority should consider installing a line from SR 11/15 to Schoolhouse Road in the Ellenberger ROW. Henry volunteered to look at the as-built drawings to get an idea of what pipe sizing should be used.

## **New Business**

### Kinkora WWTP Inspection

The Operator had previously reported on DEP's inspection of the Kinkora WWTP. At that time, he discussed the possibility of a permit modification with DEP. He stated that he is now going to contact the inspector and get his opinion about upgrading the blowers, instead of modifying the permit.

### Document Shredding

Susan reported that there is a large box of documents containing copies of checks, account numbers, and social security numbers that needs to be disposed of. She will contact several shredding companies and investigate the cost of shredders to see which makes the most financial sense.

## **Adjournment**

With all business completed, a Novinger/Knaub motion for adjournment was made at 9:35 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary