

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

March 7, 2012

The Penn Township Municipal Authority (Authority) met on Wednesday, March 7, 2012 in the Penn Township Municipal Building. Chairman Sam Auxt called the meeting to order at 6:00 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

Henry Holman, III, Vice Chairman

Scott Smart, Secretary

Elmer Knaub, Asst. Secretary/Asst. Treasurer

CeCe Novinger

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

Stanley Mutzabaugh

Bob Johnson

Paul Soltis, Emergency Management Coordinator

**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 had been discussed at the Authority's February 1<sup>st</sup> meeting. At that meeting, the breakdown of costs contained in Exhibit "A" was discussed. These costs are for the connection of well #3, water storage tank, treatment building, testing, permitting, etc. It was the consensus that Exhibit "A" should show a breakdown of the costs between the Authority and the Developer.

Mr. Troutman now presented a revised letter agreement dated March 7, 2012, along with Exhibit "A" containing the new breakdown of costs. After a review by the Authority to ascertain that the breakdown was correct, there was a Knaub/Smart motion to accept the March 7, 2012 *Letter Agreement for Water Facilities* and for the appropriate officials to execute the Agreement. Motion passed unanimously.

The Stone Mill Estates engineer will start working on the design of the storage and treatment facilities and will keep in contact with Authority engineer, Ben Shull. The next scheduled meeting with

Mr. Troutman will be at 6:30 p.m. on April 4<sup>th</sup>, immediately preceding the scheduled monthly Authority meeting.

There was a Smart/Knaub motion to set aside or escrow \$235,165.00 of Capital Project funds for the Authority's share of the storage and treatment facilities. Motion passed unanimously.

### **Minutes**

Upon a Novinger/Knaub motion, the Authority voted to approve the February 1, 2012 minutes as presented.

### **Visitors**

Paul Soltis, Penn Township Emergency Management Coordinator

Mr. Soltis was in attendance as a follow-up to a meeting held on November 14, 2011 with Perdix resident Robert Harbold, Supervisor Brian Maguire, Authority members Scott Smart and Henry Holman, III, and himself. This meeting was held to discuss emergency procedures to be used during power outages as a courtesy to the Perdix sewer customers. A recap of that meeting was now discussed. Each outage will be addressed as it occurs. After 24 hours of a power outage, Mr. Soltis will contact PPL for an estimated timeframe for the power to come back on. He will then notify the Authority, which will make the call to have Porta-Potties installed at a location to be decided upon at that time. It was felt that four units would be sufficient – 1 handicapped and 3 regular – plus a hand washing unit.

Mr. Soltis requested that a letter be sent to him stating what was just discussed. Susan will send the letter.

Mr. Soltis informed the Authority that Perry County has a new emergency coordinator, Tom Bell.

Mr. Soltis was informed about the SwiftReach notification system and told to contact the Authority if he needed to use it during emergencies. He was told, however, that the database contained only sewer and water customers.

### **Engineer Report**

Sunshine Hill Water System 4-Log Piping

Engineer Ben Shull reported that the 4-Log piping has been installed. During installation of the new 8-inch diameter piping it became necessary to replace 60-70 feet of 6-inch diameter transite main along Eisenhower Boulevard. The transite was replaced with 8-inch diameter ductile iron and included 2 eight-inch diameter valves, which will appear as a change order to the project. Also appearing as a change order is the addition of an extra 20 feet of 6- and 8-inch diameter DR25 to increase contact time. The replacement necessitated a Boil Water notice to the customers, since the system was breached. Testing of the new piping will occur on Thursday, with the final tie-in occurring on Friday. Because the system will again be breached, the Boil Water advisory will remain in effect.

An old fire hydrant was removed and replaced with a tee and plug. It was the consensus to install a new hydrant on Thursday, rather than re-opening the line in the future. This will be another change order.

Ben will try to have all change orders (approximately \$19,891 with the hydrant) prepared and finalized for approval at the Authority meeting to be held after the JOAC meeting on March 13<sup>th</sup>. Although the total project cost is more than expected, it was explained that the work would have had to be done in the future and this puts the Authority "ahead of the game".

Ben reported that he called DEP to give them a heads-up that the project is being completed. DEP will issue an operational permit after bacterial testing is done and the completion certification is finalized.

### Cove Chapter 94 Report

Ben presented the annual Chapter 94 report for the Cove wastewater treatment plant (WWTP). This report is required by DEP to prevent hydraulic and organic overloading. After the review, there was a Holman/Smart motion to approve the 2011 Chapter 94 report for the Cove WWTP and have the appropriate officials execute the document, Motion passed unanimously. When questioned if he foresees any DEP requirements related to the Chesapeake Bay Initiative, Ben responded that those requirements are mainly for large WWTPs.

### Duncannon Borough (Borough) Chapter 94 Report

Ben presented the information that he will be forwarding to the Borough's engineer for its annual Chapter 94 report. This information includes a five-year projection of EDUs entering the WWTP, and the condition of the sewer system and pumping stations. The Borough will use this information as an addendum to its Chapter 94 report. Upon a Novinger/Knaub motion, the Authority voted unanimously to accept the Chapter 94 information for the Borough of Duncannon.

### Stone Mill Estates

Ben presented a copy of the comments he prepared as part of his review of the sanitary sewer and water system design for the proposed Stone Mill Estates. He forwarded a copy of his comments to the developer. He noted that the water distribution lines called for 8-inch PVC pipe when it needs to be ductile iron. One of the stormwater basins discharges within the Zone 1 wellhead protection, which is not allowed by DEP. Only some of the terminal ends of the water lines show a fire hydrant or blowoff when all of them need one or the other. He suggested that all water easements should be at least 15 feet, but that a 30-foot easement would be ideal.

### Northern Sewer Line Extension

Ben is going to review the Act 537 Plan to see what it says about connecting the DeCoven property to the sanitary sewer. In the meantime, he provided a rough estimate of \$70,000.00 to include piping and a pump station. If the Authority does not wish to install a separate line from SR 11/15 to Schoolhouse Road in its easement across the Ellenberger property, the costs will be approximately \$21,660.00 less.

### Lower Cove Low-Pressure Line

Engineer Ben Shull reported that the low-pressure line in the area of Norm's Tire and Repair has a higher psi reading than expected, which could mean a blockage of the line. He suggested that a pressure gauge be installed on the grinder pump at Dollar General for further evaluation. The Executive Secretary will send a letter to Cocca Development, the owner of Dollar General, for permission to install the gauge and to request that they contact the Field Representative for further information.

### Mutzabaugh Escrow

After this item was placed on the agenda, Mr. Mutzabaugh requested that the Authority retain his escrow funds because of additional work he would like to have done.

### Flow Analysis Reports

Ben stated that he would have the flow analysis reports for Kinkora WWTP and Susquenita School District prepared for the April 4<sup>th</sup> meeting.

### Morrison Headquarters Sewer Extension

Mr. Morrison has inquired about the possibility that the proposed sewer extension from his new headquarters to the Kinkora WWTP be considered a long lateral. Mr. Morrison would construct it as

designed and specified, but would be responsible for the maintenance of the entire run, not just the portion from the headquarters to the proposed manhole at the corner of the Kinkora property. This would include the portion inside the Authority's right-of-way. Henry offered his concern that the portion of the line inside the Authority's easement should be turned over to the Authority. It was added that the Authority is requesting bonding for the project to protect the part of the facilities that are installed across the property owned by the Kinkora Home, in case the project is started but never completed.

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

The Discharge Monitoring Reports dated January 2012 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 WWTPs and water system.

**Sunshine Hill Water System**

The elusive leak is still frustrating everyone who is trying to find the source. The latest estimate is that 15,000 gpd are being lost somewhere. Ed reported that PA Rural Water representatives spent another day trying to track the leak, to no avail.

**Field Representative Report**

See written report for February.

The following items were mentioned or discussed.

**Sunshine Hill Water System**

Field Representative, Sam Auxt, reported that he ordered the 2-inch diameter Sensus water meter with remote read-out at a cost of \$1,065.00, as previously approved. This meter will be used as a master water meter for the Deimler Trailer Park.

Regarding the water leak, Sam added that pressure gauges were put on the water tanks to see if they are leaking, but the pressure held, so they are not causing the problem.

**Bids for Water Vault Installation**

Two bids were received for the installation of a water meter vault at Deimler's Trailer Park. J.H.C. submitted an estimate of \$3,487.96 to include all materials, removal of fill, backfilling, rough grading, and purchase and installation of the vault. Lenker's Excavating submitted an estimate of \$6,320.00 for the same specifications. It was explained that the estimates were higher than anticipated due to the fact that the vault needs to be 4'x4'x8', which was larger than expected. Upon a Knaub/Novinger motion, the Authority voted to award the bid to J.H.C. Henry abstained due to his familial relationship with J.H.C.

Sam announced that he would not be available from March 19<sup>th</sup> through March 30<sup>th</sup>. He also reported that he would not be in attendance at the April 4<sup>th</sup> meeting and that Henry would need to chair that meeting.

**Master Meter Report**

The Master Meter report was circulated among the members without comment.

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

### **Odor Control Building**

CeCe noted that the property where the odor control building is to be installed is up for sale. She asked if the agreement with the current owner giving permission to the Authority to construct the building on that property was recorded with the Perry County Prothonotary. The Solicitor will research the question.

### **Property Liens**

CeCe reported that she heard that property liens were only valid for five years and can not be renewed. The Solicitor stated that municipal liens are good for twenty years. He stated he had not heard that the civil liens the Authority files were only valid for five years and will research that issue.

### **Sewer/Water Delinquencies**

CeCe reported that a resident has requested that the names of customers with sewer and water delinquencies be published. The Solicitor will check on the legality of publishing such a list. He did state that a request made to the office for a list of delinquent customers would fall under the Right to Know law and should be granted. CeCe added that she is questioned at every PTS meeting about the delinquencies and continues to invite the questioners to the Authority meetings to discuss the delinquencies.

### **1325 State Road Property**

Chairman Auxt asked if the PTS had considered the Authority's offer to donate the property at 1325 State Road to the PTS. CeCe replied that she had not seen any letter from the Authority making that offer. Susan will check to see if the letter was sent to the PTS.

## **Solicitor Report**

### **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 but has not yet had any reply.

### **Residential Grinder Pumps**

Discussion was held 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 whenever any transfer of title occurs. The Solicitor noted that it is highly unusual for a municipality to take ownership and responsibility for maintenance of grinder pumps like the Authority does. This action to slowly turn ownership over to the property owners is being done in an effort to keep expenses down so that rates can be lowered, or at least not increased.

Upon review of the draft language, there was a Holman/Novinger motion to amend the *Rates, Rules and Regulations* to transfer ownership of residential grinder pumps from the Authority to the new property owner whenever any transfer of title occurs. Motion passed unanimously.

### **Concrete Water Storage Tanks**

Action about allowing the use of concrete water storage tanks had previously been tabled pending a water facilities agreement with the developer of Stone Mill Estates. Since that agreement has now been signed, there was a Holman/Auxt motion to adopt a revision to the *Developer's Specifications for Sewer Facilities* concerning the use of concrete water storage tanks and to allow a concrete storage tank to be used in the Stone Mill Estates development. Motion passed unanimously. It should be noted here that the

adopted language is contingent upon each new development being individually evaluated for the use of concrete tanks.

Ben will be informed to incorporate the revision into the *Developer's Specifications*.

### **Billing Clerk Report**

#### **Delinquent Accounts**

The list of accounts delinquent as of February 29, 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 \$43,924.61.

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 requesting that the account be brought 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 February 2012 invoices totaling \$61,438.10. Motion passed by unanimous vote of the Authority.

#### **Financial Report**

After review, there was a Novinger/Holman motion to approve the Financial Report for February 2012, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$783,035.72. However, \$6,422.84 is earmarked for escrows. An additional \$599,301.57 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$177,011.31 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.

### **JOAC Report**

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

#### **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. Loysville Structures needs a lead time of four-six weeks for delivery of the building. The Operator will coordinate the delivery schedule.

### Susquenita Band Booster Concession Stand

It appears that construction of the concession stand is being delayed and that the date of connection to the sanitary sewer is unknown.

### Kinkora WWTP Inspection

Ed had earlier reported that DEP had inspected the Kinkora WWTP and commented on the condition of the blowers and motors. He informed DEP that the Authority would like to increase the size of the blowers and motors for improved aeration, decreased sludge content, and overall economic benefits. It was the consensus that he consult with Ben to discuss the advantage of increasing the size of the blowers and motors as opposed to requesting a DEP permit modification.

### Document Shredder

Upon a Novinger/Smart motion, the Authority voted unanimously to purchase a document shredder from Phillips Office Supplies at the Co-Stars cost of \$248.99.

### **New Business**

#### 1017 State Road

It had been reported at the February 14<sup>th</sup> meeting that the property at 1017 State Road has been sold. This property was never connected to the sanitary sewer, nor was the tapping fee ever paid. The Executive Secretary will send the new owner a letter informing him that he has six months to connect the property to the sanitary sewer and requesting his time frame for moving into the house.

### Water Rate Increase

Due to the increased water testing costs, an ad hoc committee was formed to research whether water rates should be increased. Also to be discussed by the committee is a bulk water rate for the Deimler Trailer Park once the master meter is installed. The committee, comprised of Elmer, Henry, Susan and Ed, will report back at the May 2<sup>nd</sup> meeting.

### 2011 Financial Audit

The draft 2011 Financial Audit was distributed for member review. The Auditor will be invited to the April 4<sup>th</sup> meeting to discuss the audit findings.

### Resolution for Disposal of Records

Approval of this resolution was tabled pending correction of several ending dates. It will be placed on the April 4<sup>th</sup> agenda for approval. This resolution is required under PA Records Laws when records are destroyed.

### Main Street Pump Station

Upon a Holman/Smart motion, the Authority voted unanimously to replace the piping at the Main Street Pump Station at a cost of \$3,030.00. The work will be done by Lenker's Excavating.

### Grease Trap Inspections

Letters have been sent to the commercial customers about scheduling their annual grease trap inspections. Sam reported that the inspections will begin the week of March 12<sup>th</sup>.

### Kinkora WWTP Reservation of Capacity

The Kinkora Home built the Kinkora WWTP and dedicated it to the Authority. Management has recently questioned how many EDUs they purchased, how many they are currently using, how many Rock Morrison has purchased, and if Mr. Morrison has reserved any EDUs at this time.

Research has found that Kinkora did not purchase any EDUs, since they built the WWTP. They are currently being billed for 59 EDUs. Mr. Morrison has purchased 1 EDU and has no EDUs reserved at this time.

The Engineer is currently compiling the 2011 flow analysis report for Kinkora Home. Once the amount of EDUs used by Kinkora Home is known, that number will become the base line and Kinkora Home will need to purchase any additional EDUs they might need for expansion. Upon a Holman/Smart motion, the Authority voted to put a freeze on the purchase or reservation of any addition EDUs at the Kinkora WWTP, until that information becomes available from the Engineer. Motion passed unanimously.

### **Adjournment**

With all business completed, a Smart/Novinger motion for adjournment was made at 9:42 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary