

PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY

102 Municipal Building Road
Duncannon, PA 17020

June 6, 2012

The Penn Township Municipal Authority (Authority) met on Wednesday, June 6, 2012 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, Vice Chairman

Elmer Knaub, Asst. Secretary/Asst. Treasurer

CeCe Novinger

Professional staff present:

Ben Shull, of Wm. F. Hill, Engineer

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Andrew DiProspero, H. A. Thomson

Stanley Mutzabaugh

Minutes

Upon a Knaub/Holman motion, the Authority voted to approve the May 8, 2012 minutes as presented.

Visitors

Andrew DiProspero, H. A. Thomson

Mr. DiProspero was present to conduct the annual audit of the Authority's insurance package handled by H. A. Thomson. He reviewed the properties owned by the Authority and the amount of coverage on each, as well as the Authority's Liability, and Errors and Omissions coverage. He will add coverage of five recently purchased generator shelters and the soon to be installed odor control building.

Mr. DiProspero recommended that the Authority consider joining the PA Inter-governmental Risk Management Association (PIRMA), stating that, while it may not save the Authority a lot of money, it provides better coverage. PIRMA is a group self-insured insurance pool that offers comprehensive liability and property coverage to PA public entities. He is going to forward a copy of the contract required to join and suggested that the members research www.pirma.org for additional information on the services that are provided.

Stanley Mutzabaugh

Mr. Mutzabaugh has been present at a number of Authority meetings during which the subject of sheriff's sales has been held. He questioned the procedure that the Authority followed, stating that he

has filed a number of sheriff's sales on his own, without using counsel. He presented a flyer for a sale that listed the personal property that was to be sold at that sale and noted that the sheriff works out a payment plan with the individual. The members told Mr. Mutzabaugh that Solicitor Shatto has informed them of various ways of debt collection, including the sale of personal property, and seizure of vehicles and bank accounts, but has always felt that placing the property up for sheriff's sale is the better route to take.

The Authority is going to contact Solicitor Shatto, to ask him if there is a difference between the ways a municipality files for sheriff's sale versus the way Mr. Mutzabaugh files, and to ask him to further investigate the payment plan set up by the sheriff. The Authority thanked Mr. Mutzabaugh for his information and interest in helping the Authority reduce its delinquencies.

Mr. Mutzabaugh then asked if the Authority has come up with a way to make copies of its minute tapes. The Authority uses a microcassette recorder and can make a backup using an old recorder the Township no longer uses. While this works, the quality is not the best. Susan told Mr. Mutzabaugh that the Authority just purchased a digital recorder that can download the recording to a computer and then can transfer the information to a CD. She stated that the new recorder should make providing copies of the tapes a lot easier.

Engineer Report

Stone Mill Estate

Engineer Ben Shull reported that he had reviewed the plan for the proposed Stone Mill Estate. He stated that verification is needed that the lines of the low-pressure sewer system are correctly sized. He also stated that he has not yet received the design for the water system or the report on the draw-down of well #3. He is supposed to attend the Authority's meeting with Stone Mill's representatives after the JOAC meeting on Tuesday, June 12th, but does not wish to attend if that information is not available. Chairman Auxt will contact Forrest Troutman to see if the information will be available at that meeting.

Lower Cove Low-Pressure Line

The Engineer had previously 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 or a partly closed valve. A pressure gauge attached to the duplex grinder pump at Dollar General is also giving a high psi reading. He suggested that the gauge be placed in a cleanout on that line. However, the Authority was unsure if there are any cleanouts other than one at the end of the line at Dollar General. It was also determined that Rohrer Bus Service has the wrong type of grinder pump to attach a pressure gauge. The Engineer is baffled in that the model says that the line is not overloaded, but the high pressure readings contradict that finding. Henry asked that an answer on whether the line is at capacity be decided soon, so that the Authority can make the line available for future expansion.

Sunshine Hill Water System

While it was announced in the Duncannon Record that the Authority has received a \$140,000.00 Community Development Block Grant (CDBG) grant for the installation of fire hydrants on Sunshine Hill, there has been no official verification from the Perry County Commissioners. However, going on the assumption that it will receive the funding at some point in the future, the Authority will review the length of piping that needs to be replaced and the Engineer will provide the current cost per foot of ductile iron pipe. The Authority will also find out what the current static pressure is at several locations on Sunshine Hill. The Duncannon Fire Company will be contacted for suggestions of locations for the fire hydrants.

The master meter for the Deimler Trailer Park can not be installed until Monarch has cast the concrete meter vault. J.H.C. will install the meter vault; however, the price will be higher than originally thought because of necessary valving that will need to be done.

The Engineer was asked to research and provide names of companies that can help find the leak that has plagued the Authority for months. The Authority has used the assistance of PA Rural Water and Duncannon Borough representatives, along with leak detectors and correlators, and can not find the source of the leak.

Kinkora WWTP Letter Amendment

The Engineer reported that he has not yet received approval from DEP representative, Martin Ferry, regarding the Authority's request to increase the size of the blowers and motors for improved aeration, decreased sludge content and overall economic benefits.

Plant Operator Report See written report for May.

Operator Ed Chism was not in attendance. His written report was reviewed without comment.

The Discharge Monitoring Reports dated April 2012 were circulated for members' review. Members were asked to contact Ed at any time with questions about the reports or operation of the WWTPs and water system.

Field Representative Report See written report for May.

The Field Representative report was reviewed with the following comments.

Lateral Installations

Field Representative Sam Auxt reviewed pricing from L/B Water to install laterals for the new Band Booster's concession stand and for the vacant Magaro property on Railroad Street. The lateral onto the Magaro property was to have been installed when the sewer main was installed in 2006, but was overlooked. Since it is the Authority's responsibility to install the lateral, it was felt that installing it at the same time as the lateral for the concession stand would save money. There was also concern that none of the current members would be on the Authority when the owner decided to develop the property at some future date.

MH PH#5

Sam had earlier reported that, during line flushing and televising, roots were found to be growing in the manhole at the intersection of Kristen and Rebecca Drives. His research determined that Orange Development had dedicated those facilities to the Authority in 1992. Henry volunteered to meet with Sam on-site to determine the best way to fix this problem.

Missing Curb Valve Lids

Sam reported that the curb valve lids at the Church of God and its parsonage have disappeared for the third time. It was the consensus that he will replace the valves and that Executive Secretary, Karen Rhinehart, will send a bill to the Church.

Master Meter Report

The Master Meter report was circulated among the members with the comment that there were no unusual readings.

Penn Township Supervisor (PTS) Report

There was no PTS report.

Solicitor Report See written report of June 1, 2012

In the absence of the Solicitor, his report was reviewed without comment.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of May 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 \$5,262.66. Sewer delinquencies total \$54,552.48. The Authority will continue to take a hard line against delinquencies.

Treasurer Report

Invoices and Expenditures

After discussion, there was a Novinger/Knaub motion to approve payment of the May 2012 invoices totaling \$64,197.10. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was a Novinger/Knaub motion to approve the Financial Report for May 2012, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$708,971.92. However, \$244,003.70 is earmarked for escrows and future projects. An additional \$292,806.55 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$172,161.67 is available for operating expenses.

Executive Secretary Report

There was no written report. Members were asked to contact Karen 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, June 12th at 6:30 p.m. The Authority will meet immediately afterwards with Forrest Troutman to discuss the water facilities at Stone Mill Estates.

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.

Discounts for Prepayment of Sewer Accounts

A property owner had previously asked the Authority to consider offering discounts to those customers who prepay their sewer accounts. Henry offered that sewerage falls under the same environment as other necessary utilities like electric and phone, which do not offer discounts. He stated he did not feel it was in the best interest of the Authority to offer discounts. The Authority was in agreement with his explanation that the Authority has a structured budget which is kept as lean and tight as possible. The members are always looking for ways to cut expenses so that rates can be reduced for all customers across the board. They feel that reducing income is not conducive to reducing rates.

Threshold for Debt Collection

Currently, when a customer's delinquent account reaches \$250.00, the customer is notified that a payment plan can be set up to reduce the outstanding balance. If the customer chooses not to pay off the balance or take advantage of the payment plan, the account is turned over to the District Judge for collection. The \$250.00 threshold was set up when sewer rates were \$70.00 per month. Now that the rates are \$60.00 a month, the balance is over four months delinquent before the customer is notified. Upon a Novinger/Auxt motion, the Authority voted unanimously to lower the threshold to \$180.00, at which time the customer will be notified of the options available.

Currently, when a customer's delinquent account reaches \$850.00, the customer is notified that the account must be made current or the property will be offered at sheriff's sale. Upon a Knaub/Holman motion, the Authority voted unanimously to establish \$720.00 (a delinquency of one year) as the threshold when the property will be offered at sheriff's sale.

Both of these motions will become effective with the next billing cycle.

Odor Control Building, Schoolhouse Road

The site at the intersection of Schoolhouse and Burley Roads has been prepared for the installation of the building to house the chemical injection equipment for odor mitigation. The building is expected to be delivered on June 13th. There was a discussion on the location of the electrical service, with Henry suggesting that the electric meter be installed on an anchor pole attached to the side of the building.

Kinkora Home

Upon a Knaub/Holman motion, the Authority voted unanimously to bill Kinkora Home at a monthly rate based on 60 EDUs of usage, an increase of one EDU. This action was taken based on the 2011 Flow Analysis Study performed by the Engineer. Susan will prepare a letter informing them of the change and include the pertinent information from the Study.

The same motion set a capacity base of 60 EDUs. In the future, if the usage at the Home goes above 60 EDUs, the Home will have to purchase additional EDUs at the rate in effect at that time. Karen will send a letter to Mitch Himmelberger, director of the Home, informing him of the decision.

Work Day

Discussion was tabled on setting up a day to do work at the plants. Members are to be thinking about what work needs to be completed that can be done by them.

4-Log Project, Sunshine Hill Water System

Chairman Auxt reported that he had requested quotes to reseed and restore the area excavated during the 4-Log project. The following bids were received.

Perry Landscaping - \$950.00.

Gary Hilbish - \$863.51

Shade Reidlinger - \$2,350.00.

Upon a Knaub/Novinger motion, the Authority voted unanimously to award the bid to Gary Hilbish. He will be paid \$432.00 up front and the balance upon completion and approval of the job. Karen will notify him that he has 60 days to complete the work. She will also notify the other two bidders that they were not chosen.

Susquenita Band Boosters Concession Stand

Chairman Auxt reported that questions posed by a representative of the Band Boosters have been answered and that an escrow account has been set up.

1325 State Road Deed Transfer

Last month the Solicitor had provided a copy of an Indenture to transfer the property at 1325 State Road from the Authority to the PTS. Members had no comment on the Indenture other than that a copy should be provided to the Chairman of the PTS

Chairman Auxt reported the J.H.C. does not feel that the basement of the house is big enough to push the debris into when the building is demolished. The PTS will reimburse the Authority for the cost of demolition and the hauling away of extra debris.

Petersburg Commons Backflow Preventer

Chairman Auxt reported that Susquehanna Sprinklers will charge \$125.00 to perform a certification test of the backflow prevention valve in the water vault at Petersburg Commons. It will be necessary to shut off the water to Petersburg Commons for one-half hour during the certification process. It was suggested that the Authority ask the Borough if the meter could be by-passed with a hose during the process, so that the water will not need to be shut off. This subject will be brought up at the June 12th JOAC meeting.

New Business

Members' 1st Escrow Account

A check for the unused escrow for Member's 1st was approved with the payment of the bills earlier in the meeting. Susan will check with the Solicitor and Engineer to see if they have any outstanding invoices for Members' 1st. If not, she will send the credit union the check.

June Monthly Close Out

Susan reported that, due to leaving for vacation on June 28th, she will close out the month and mail the sewer bills on June 27th. Quarterly water bills will be mailed July 9th instead of July 1st.

Morrison Land Development Plan

The PTS Secretary had sent the Authority a letter requesting the status of the Morrison plan. According to the Engineer, the Authority is waiting for the DEP Planning Module, so that it can be completed. Karen will send a letter to the PTS Secretary.

Duncannon Wastewater Treatment Plant (WWTP)

Chairman Auxt reported on a letter stating that the Borough is considering the repair of the sludge pumps at its WWTP. The cost for time and materials for one pump is estimated at \$11,851.91. Upon a Holman/Knaub motion, the Authority voted unanimously to present its approval of the repair at the June 12th JOAC meeting.

Signature Stamps

Karen will be requested to get the price of signature stamps, three for the check signers and one for herself.

Document of Certification

The Authority had earlier passed a resolution that, prior to the sale of property, the line from the house to the grinder pump must be air-pressure tested. The members were presented a draft Document of Certification that includes a checklist of items needed to be completed before a property can be sold. This document will be discussed further after the June 12th JOAC meeting.

Adjournment

With all business completed, a Knaub/Novinger motion for adjournment was made at 9:00 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary