

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

October 3, 2012

The Penn Township Municipal Authority (Authority) met on Wednesday, October 3, 2012 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  
Henry Holman, III, Vice Chairman  
Elmer Knaub, Asst. Secretary/Asst. Treasurer  
CeCe Novinger

Professional staff present:

Dennis Shatto, Esq. of Cleckner and Fearen, Solicitor  
Ben Shull, P.E., of Wm. F. Hill Associates

Authority staff present:

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

Visitors present:

Bob Johnson  
Stan Crumlich  
Mike Rash  
Andrew Brown

**Minutes**

Upon a Holman/Knaub motion, the Authority voted to approve the September 5, 2012 minutes as presented and the September 11, 2012 minutes as corrected.

**Visitors**

Stan Crumlich was introduced as a potential member of the Authority, pending approval of the Penn Township Board of Supervisors.

Mike Rash, Morrison Excavating

Mr. Rash was in attendance to represent Rock Morrison and to discuss Mr. Morrison's plan for his headquarters located off of SR 11/15. He stated that the most recent draft of the Developer's Agreement has been approved by William Bunt, solicitor for Mr. Morrison, and was hoping that the Authority would sign the Agreement this evening.

Solicitor Dennis Shatto reported that he had received notice only yesterday that Mr. Bunt was satisfied with the Agreement. He acknowledged that he felt all changes which had been discussed over the past months were included in the Agreement.

No action was taken to approve the Agreement. None of the members had copies of it to review. Additionally, the Agreement referred to the Land Development plan, and the Authority was not sure it even had the newest set of plans. The Solicitor will email the members the latest draft of the Agreement. Chairman Auxt will check if the Authority has the newest plan, and the subject will be further discussed after the JOAC meeting to be held on Tuesday, October 9<sup>th</sup>. Mr. Rash was invited to come to that discussion, which should start around 7:15 p.m.

Andrew Brown, Firehouse Road

Mr. Brown was present to discuss the sewer certification letter he had recently received concerning inspections that are required whenever a property is transferred, sold, or re-financed. He was informed that the Authority has tabled the issue indefinitely for further review.

When asked why the inspections were being requested, the Authority explained that it was to reduce the inflow and infiltration (I&I) into the wastewater treatment plants (WWTP). Additionally, some structures have floor drains and downspouts discharging into the sanitary sewer.

Mr. Brown stated that when he connected to the sanitary sewer, he had all new piping from the house to the grinder pump, which passed inspection at that time. He questioned the necessity of another inspection. He also noted that, if a property is re-financed, it would need an inspection, and when it is sold, it would need a second inspection, which also seemed unnecessary. He also asked if there was a way to pinpoint areas where it was thought that I&I was occurring, rather than requiring inspections from everyone. He was told that could be done, but that it is more difficult in dwellings with grinder pumps.

The Authority noted that there were good points and bad points to its proposed requirements, and because of similar concerns like his, the issue has been tabled.

## **Engineer Report**

Lower Cove Low-Pressure Line

Engineer Ben Shull 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 also gave a high psi reading. There appears to be no other suitable location for attaching the pressure gauge and he suggested that the line be flushed to see if the blockage, if it exists, could be removed. No decision was made on his suggestion.

Sunshine Hill Water System Upgrade

Ben provided a rough draft cost estimate to upgrade the Sunshine Hill water system with a treatment building and facilities, generator, and a 132,000-gallon water storage tank. The estimated cost was \$387,341.90. During the discussion, members suggested, among others, the following items to be considered – the cost of a larger storage tank, inclusion of a green-sand filter for treatment of arsenic, installing the generator in the treatment building, inclusion of an alarm dialer. Ben will work on all the suggestions raised and will provide a revised upgrade at the November 7<sup>th</sup> meeting.

It is the consensus of the Authority that it must upgrade its facilities as soon as possible, but with an eye towards expansion for any future developments that may arise.

## **Plant Operator Report**

DEP Violation

Operator Ed Chism reported that the Consumer Confidence Reports (CCR) are required to be received by the customers by July 1<sup>st</sup> each year, and that certification that they were mailed out is required to be received by DEP by October 1<sup>st</sup>. He did not realize that DEP now also wants a copy of the

CCR by July 1<sup>st</sup>. Since it was not received, DEP has notified the Authority of a possible violation. Ed stated that they have now received their copy and that in future years a copy will be sent to DEP at the same time it is sent to the water customers.

#### Sunshine Hill Water System

Because of the installation of the water meter vault at Deimler's Trailer Park, a Boil Water Advisory was issued to the residents of the Park. He stated that he needed three consecutive days of "good" water samples before the advisory can be lifted, and expects that it will be lifted tomorrow, October 4<sup>th</sup>.

#### Odor Control Building

Ed reported that R-13 insulation has been attached to the walls of the odor control building on Schoolhouse Road. He asked for volunteers to help attach it to the ceiling. Ed stated that he still needed to meet with the contractor to have lines pulled. Responding to a question on whether the building will need heated in the winter, he responded that with the insulation, and aluminized armex as a vapor barrier, a small ceramic heater should suffice.

#### Water Line Flushing

Ed reported that he will contact Field Representative Sam Auxt to schedule a time to flush the water lines on Sunshine Hill. Since there is a flushing point at the end of Deimler's Trailer Park, it was decided to obtain a "before and after" reading from the master meter so that the Park owners do not get charged for water that was not used by the residents of the Park.

The Discharge Monitoring Reports dated August 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 September.

The Field Representative report was reviewed without significant comments or questions.

#### **Master Meter Report**

The Master Meter report was circulated among the members with the comment that the Cove Pump Station readings are affected by the power going off and coming back on quickly. A back-up battery supply to enable the meter to run for several hours during a power outage has been ordered.

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

##### Porta-Potty Issues

The PTS had previously tabled action on the request from Eagle's Nest to renew its Porta-Potty permit, pending the Authority's position on whether or not Eagle's Nest should connect to the sanitary sewer. It was noted that there is no bathroom inside the sales office and that the water source is outside and is only used for washing the cars.

The Solicitor reported that he has been remiss about contacting the Township solicitor and relaying the Authority's position that Porta-Potties should be permitted only for special events or circumstances.

Minutes from a 1996 PTS meeting indicate that the then owner of the property would connect to the sanitary sewer through the Citgo Station when the sanitary sewer became available. The Authority noted that the PTS has adopted mandatory connection for any business or dwelling within 150 feet of the sewer main and issues a "Notice to Connect". It questioned why the PTS did not follow-through the Eagle's Nest connection when the sewer became available.

The Solicitor will contact the Township's solicitor and recommend that the PTS issue a "Notice to Connect" to the owner of Eagle's Nest. In addition, he will relay the Authority's concerns that Porta Potty permits should be permitted only for specific events and holding tanks permitted only for unusual circumstances.

#### **Bankruptcies**

The Solicitor reported on two customers who have filed for bankruptcy. In order to "protect" the Authority, he has filed a required "Proof of Claim" for each customer, stating the amount of money owed by each.

**Solicitor Report** There was no written report.

#### **Authority Right-of Way (ROW)**

The Solicitor stated that he is researching the location of the Authority's sewer and water ROW from Eisenhower Boulevard to Butchershop Road.

#### **Billing Clerk Report**

##### **Delinquent Accounts**

The list of accounts delinquent as of September 30, 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 \$7,106.24. Sewer delinquencies total \$59,908.02. The Authority will continue to take a hard line against delinquencies.

#### **Treasurer Report**

##### **Invoices and Expenditures**

There was a Novinger/Knaub motion to approve payment of the September 2012 invoices totaling \$68,817.37. Motion passed by unanimous vote of the Authority.

Upon an Auxt/Novinger motion, the Authority voted unanimously to approve payment to Mysoftware Forms for new checks. When the amount is known, the check will be cut and then signed at the JOAC meeting on October 9<sup>th</sup>.

##### **Financial Report**

After review, there was a Novinger/Knaub motion to approve the Financial Report for September 2012, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$647,472.00. However, \$240,840.00 is earmarked for escrows and future projects. An additional \$253,651.21 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$152,980.79 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 September JOAC meeting is scheduled for Tuesday, October 9<sup>th</sup> at 6:30 p.m. in the Penn Township Municipal Building.

#### **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.

### **Uninstalled Lateral on Railroad Street**

The lateral onto the Magaro property on Railroad Street will be installed at the same time the lateral for the Band Boosters concession stand is installed, probably in the spring of 2013.

### **Re-piping of Main Street Pump Station**

Lenker's Excavating has been awarded the bid to re-pipe the Main Street Pump Station. Chairman Auxt will contact Mr. Lenker to schedule the project as soon as possible

## **New Business**

### **Early Education Center of Perry County**

On July 9<sup>th</sup> and 10<sup>th</sup>, repairs were made to the grinder pump at the Early Education Center. The Authority had previously sent Mr. Barrick, the owner of the property, a letter stating that ownership and maintenance of non-residential grinder pumps would be turned over to the business owners. However, in keeping with past practice, when the Day Care director informed the Authority that there was a problem with the grinder pump, staff called Lenker's Excavating, The repair was made and Mr. Barrick was sent the bill.

Mr. Barrick then sent an e-mail to the Authority stating that he had received the letter stating that he was in charge of maintenance and questioned who authorized the repair, who made the repair, and why he wasn't informed. He was sent a letter stating that the director of the day care center called the Authority, and it was assumed that she had notified him of the problem and repair.

Mr. Barrick has not yet paid the bill. He will be sent a duplicate invoice and invited to attend the November 7<sup>th</sup> meeting to discuss it.

### **Inter-municipal Agreement**

Chairman Auxt relayed that the Borough can not find their copy of the Inter-municipal Agreement and has requested that we supply them with a copy. It will be provided to them at the October 9<sup>th</sup> JOAC meeting.

## **Adjournment**

With all business completed, a Knaub/Novinger motion for adjournment was made at 9:20 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary