

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

November 7, 2012

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

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:

Susan Long, Treasurer, Recording Secretary

Visitors present:

John Melham, Melham Associates

Forrest Troutman, Yingst Homes

Jodi Rissinger

Roger Barrick

Bob Johnson

Stanley Mutzabaugh

**Rock Morrison Agreement for the Construction of Sewer Facilities (Agreement)**

At the Authority's October 9<sup>th</sup> meeting, questions had been raised about wording of the Morrison Agreement. Because Solicitor Shatto was not present at that meeting, discussion was tabled until this evening.

In Section 9, it was mentioned that the Authority would reimburse the Developer for "any increase in driveway restoration expense", which was thought to be vague wording. It was the consensus to keep the wording in place, as there would probably be minimum increase in cost.

In Section 10, there had been a question on whether there would be a schedule for inspections during the construction phase. The Solicitor explained that Section 10 is intended to be a notification from the developer of when construction will begin; it was not intended as a schedule for inspections. Chairman Auxt noted that it is to the developer's benefit to notify the Authority when construction is taking place, so that the project can be continually inspected. If the developer buries a line without inspection, the Authority has the right to require the line to be re-opened at the developer's expense. This wording will be kept in place, and a representative of the Authority will make daily inspections when the project commences.

In Section 12, there had been a question on how change orders would be initiated. The wording will be left in place. The developer can not effect a change order without the Authority's approval, which would be given after it is determined that the change is compliant with the Authority's *Rules and Regulations* or the *Developer's Specifications*.

In Section 14, there had been a question on performance bonds. It was explained that the performance bond is paid up front and is equal to a percentage of the cost of construction. Within sixty days after completion of the project, the developer will also put up a maintenance bond for a period of two years. The wording will be kept in place.

In Section 15, there had been a question on how the Authority would know if the facilities were being used before receipt of the "as built" drawings and operational manuals. Chairman Auxt explained that the Kinkora wastewater treatment plant (WWTP) operator would notice an increase in the amount of flow into the WWTP. Additionally, the pump station meter could be read on a regular basis and the staff could lift manholes and look for flow.

Also in Section 15, there had been a question as to when the Authority would take over the gravity system, with Henry offering that it should be taken over immediately, since it went over land owned by Kinkora Home. The Solicitor explained that the current wording allows for immediate acceptance of the gravity system upon completion of the project. Henry was not in attendance at this meeting but had sent an email stating that, after further review, he was satisfied with the agreement. The wording will be left in place.

The Engineer noted that the plan now shows the use of a quadraplex grinder pump, instead of the original duplex grinder pump, a change that had been approved by the Authority at an earlier meeting. He noted that he had some concerns over the depth of roadway restoration. However, the developer's engineer, John Melham, stated that he had no problem with a thicker depth.

Upon a Knaub/Auxt motion, the Authority voted unanimously to approve and authorize execution of the Agreement, contingent upon the Engineer's final approval of plans.

## **Minutes**

Upon a Novinger/Knaub motion, the Authority voted to approve the October 3 and October 9, 2012 minutes, contingent upon correction of the typographical errors.

## **Visitors**

Forrest Troutman, Yingst Homes

Mr. Troutman had previously asked the Authority for a letter stating that it did not have enough capacity at the Sunshine Hills water system to supply the proposed Stone Mill Estates development. Tonight Chairman Auxt informed Mr. Troutman that the Authority has authorized its engineer to draft plans to upgrade the Sunshine Hill water facilities, increasing the capacity so that the development could be served. Elmer asked for an estimate of the number of EDUs that could be expected from the development. Mr. Troutman responded that the developer would probably now go back to the original plans that called for 103 homes.

Regarding Well #3, located on the Stone Mill Estates property, Mr. Troutman relayed that Mr. Yingst is willing to discuss the issue but would not subdivide that lot and turn it over to the Authority until the Land Development plan is approved by the Penn Township Supervisors (PTS).

Mr. Troutman stated that he no longer needs a letter, but asked that it be entered into the minutes that the developer is not expecting a letter, based on the Authority's intention to supply water to the development.

Mr. Troutman then announced that he has tendered his resignation to Yingst Homes and thanked the Authority for working with him throughout this project. The Authority received the announcement with

mixed emotions, glad that he has accepted a more fulfilling position, but sorry that they will no longer be working with him.

Jodi Rissinger

Ms. Rissinger was in attendance to discuss a certified letter sent from the PTS to the tenant of Eagle's Nest. The letter was a Notice to Connect to the sanitary sewer. Ms. Rissinger asked what was the intent behind the requirement to connect and what is the tenant supposed to connect to. Chairman Auxt offered his assumption that the PTS was reviewing past minutes and decided to act on them. He noted that if a property is within 150 feet of a sewer connection, it must be connected. Ms. Rissinger asked what is supposed to be connected because there is no bathroom inside the premises. CeCe noted that the Porta-Potty permit was up for renewal, which triggered this issue. She offered that Port-Potties are to be used for specific events and temporary use, and this one has been on the property for years.

CeCe compared this to a resident who builds a house, but does not install a bathroom so it does not have to be connected, even though there is a sewer line in front of the house.

Ms. Rissinger asked where the requirement is that you have to have a bathroom. She stated that there is no requirement in the Uniform Construction Code, only a requirement that if a business has a bathroom, it must be handicapped accessible. She added that neither L&I nor DEP requires that a bathroom be installed in a business, and she has been told that there is no requirement for a pre-owned car lot to have a bathroom.

Chairman Auxt noted that, in 1992 when the sanitary sewer was installed in Lower Duncannon, residences with outhouses were required to connect. She asked to be shown the requirement. She stated that Perdux Fire Company (PFC) is willing to install the grinder pump but has nothing to connect it to. If a bathroom is required to be constructed, she would like to see the requirement.

Ms. Rissinger questioned if the recycling center on State Road has a bathroom. CeCe stated that there are restrooms in the building on the property and that the camper on the property is being used for an office. It was noted that Haldeman's Landscaping also has a bathroom in the other building on the property and that Road Hawg is connected to an on-lot system.

Mr. Robert Johnson was under the impression that, in 1996, the previous owner did not think it was deemed necessary to connect because it was a used car lot.

Regarding the size of the grinder pump, Chairman Auxt stated that the property would probably only generate one EDU. Ms. Rissinger asked what size grinder pump would be required and was informed that a simplex grinder pump would probably be suitable. She asked if capacity was available on the line and was informed that there was.

Roger Barrick

On July 9<sup>th</sup> and 10<sup>th</sup>, repairs were made to the grinder pump at Barrick's Early Childhood Center and Mr. Barrick was sent the bill. The Authority had previously sent a letter to all business owners stating that ownership and maintenance of the grinder pumps would be turned over to them. However, during the transition period this was forgotten and staff followed the usual procedure to make the repairs.

Mr. Barrick was present to question why the repairs were made without his notice. He was informed that our staff thought the staff of the day care had informed him of the problem and the repairs. Chairman Auxt explained that staff tried unsuccessfully to repair the grinder pump and had to install a new one. After discussion and upon a Novinger/Knaub motion, the Authority voted unanimously to waive all costs of the repair except for the cost of the grinder pump, which was \$2,538.48. After approval of the motion, Mr. Barrick wrote a check payable to the Authority in that amount.

## **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. He is still suggesting that the line should periodically be flushed.

### **Sunshine Hill Water System Upgrade**

Ben reported that he is in discussion with several companies regarding the treatment of iron, manganese, and arsenic for the proposed treatment facility on Sunshine Hill. The facility will be constructed large enough to service Stone Mill Estates when it comes on-line. He is also researching booster systems for the storage tank. He also intends to contact Operator Ed Chism about lab results of water tests.

Ben also explained that DEP likes a water system to have two sources. This recommendation does not change even if a system has a water storage tank.

The Authority will be installing a generator as part of the system upgrade. It requested Ben to research the price of a propane generator, and report back at the next meeting.

## **Plant Operator Report**

There was no Operator Report

The Discharge Monitoring Reports dated September 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 October.

The Field Representative report was reviewed with the following comments.  
Deimler Trailer Park

Field Representative Sam Auxt reported that the water vault has been installed and is functioning. The pit filled with water during Hurricane Sandy due to a clogged drain. Plumber Earl Noss was unable to snake the drain with his equipment. If a larger snake does not work, the drain will be dug up and a new drain installed.

## **Master Meter Report**

The Master Meter report was circulated among the members with the comment that the flowmeter portion at the Clark Street metering pit has been removed for repairs.

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

Appointment of Stan Crumlich

Upon a Knaub/Auxt motion, the Authority voted unanimously to recommend to the PTS that Stan Crumlich be appointed to the Authority, to fill the unexpired vacancy created by the resignation of Scott Smart.

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

#### Bankruptcies

The Solicitor reported that he is following up on two customers who have filed for bankruptcy. In order to “protect” the Authority, he had previously filed a required “Proof of Claim” for each customer, stating the amount of money owed by each.

#### Burley Road Lease

The Authority is leasing a property on Burley Road as a location of its odor control building. The owner is paid an amount equal to the monthly sewer charge, plus \$15.00. Susan asked if a 1099 form should be issued for the entire amount. The Solicitor suggested that she contact the Authority’s auditor.

#### **Billing Clerk Report**

##### Delinquent Accounts

The list of accounts delinquent as of October 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 \$8,776.65. Sewer delinquencies total \$63,206.52. 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 October 2012 invoices totaling \$54,283.39. Motion passed by unanimous vote of the Authority.

#### Financial Report

After review, there was a Novinger/Knaub motion to approve the Financial Report for October 2012, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$656,827.93. However, \$242,752.89 is earmarked for escrows and future projects. An additional \$245,685.95 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$168,389.09 is available for operating expenses.

#### Billing for Uninhabited Dwellings

Susan reported that Duncannon Borough has shut off the water at two residences. At 25 Mountain Street, the water pipe has been cut, and the water meter has been pulled. At 4 Watershed Drive, in addition to the water being shut off, the electric meter has been pulled. Upon a Knaub/Auxt motion, the Authority voted unanimously to abate the sewer charges at 25 Mountain Street and 4 Watershed Drive until the water is reconnected by the Borough. Susan will maintain contact with the Borough to monitor when the water is re-connected.

#### **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 November JOAC meeting is scheduled for Tuesday, November 13<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 but has not yet set a date for the work. Chairman Auxt will contact Mr. Lenker to schedule the project as soon as possible.

## **New Business**

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

### Community Development Block Grant (CDBG) Application

Chairman Auxt reported that the 2013 CDBG applications are not yet available.

### Eagle's Nest Grinder Pump

The Authority's *Rules and Regulations* will be researched to see what size of grinder pump would be needed for a non-residential property that is expected to use no more than one EDU.

### 126 Railroad Street

It appears that the newly-constructed house at 126 Railroad Street is inhabited, although no Occupancy Permit was issued, nor was a pressure-test conducted on the sewer lateral. It was the consensus to start billing the owner for the monthly sewer charge. The Authority will also follow-up with the PTS to ensure that the proper testing is satisfactorily completed.

### Petersburg Commons Water Usage

Chairman Auxt relayed that the Borough's monthly reading of the master meter for Petersburg Commons showed doubled the usage of last month. He offered that the increase could be due to two reasons. The Borough read the meter ten days later than usual; also the water restriction was lifted in October and people might have been washing the outsides of their houses. The Authority will wait another month and see if the next reading is back to normal. If not, the Authority will check for leaks.

### 2013 Budget

The preliminary budget for 2013 was distributed to the members for their review. It will be further discussed after the JOAC meeting on November 13<sup>th</sup>.

## **Adjournment**

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

Susan E. Long  
Recording Secretary