

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

December 5, 2012

The Penn Township Municipal Authority (Authority) met on Wednesday, December 5, 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 Auxt
Henry Holman, III, Vice Chairman
Elmer Knaub, Asst. Secretary/Asst. Treasurer
CeCe Novinger
Stan Crumlich

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:

Jodi Rissinger
Bob Johnson
Linda and Bob Gouse

Introduction of Stan Crumlich

Chairman Auxt welcomed Stan Crumlich as a member of the Authority, having been approved by the Penn Township Supervisors (PTS) at its November 28, 2012 meeting. He thanked Stan for taking an interest in and his willingness to be a member of the Authority.

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

At the Authority's November 7th meeting, the Authority voted unanimously to approve and authorize execution of the Agreement, contingent upon the Engineer's final approval of plans. This evening, Engineer Ben Shull reported that he had received a new set of plans last week, all his comments have been addressed, and everything is satisfactory. He also reported that while the pump station can handle four grinder pumps, only three will be initially installed, and only two of them will be configured at first.

The Solicitor will provide a copy of the Agreement for the Authority to sign and execute.

Henry asked if the wet well will accommodate the 8-inch diameter line. The Engineer stated he does not feel that it would handle more than 35 EDUs; however, the Authority's policy is that the developer would have to pay for any future upgrades.

It was relayed that the Penn Township Planning Commission (PTPC) would like to know if the Authority has any reason why the DEP sewer module should not be sent to the PTS for approval. The Authority had no reason, so it will be forwarded to the PTS by the PTPC.

Minutes

Upon a Novinger/Knaub motion, the Authority voted to approve the November 7, 2012 minutes as presented.

Visitors

Henry Holman, Jr., PTS Chairman Auxt

Mr. Holman reported on a meeting attended by the PTS, Rock Morrison, and Mr. Morrison's solicitor and engineer to discuss Mr. Morrison's plan for his company headquarters. Mr. Holman noted that Mr. Morrison was granted a request in 2010 to construct just the footers for his business headquarters. The request was granted so that he could construct them before winter weather precluded it, and because Cornerstone Church had also been granted the same request. However, Mr. Morrison went further and constructed the building, dug a well, installed a "Porta-Potty", and is sending a discharge from the inside sink onto the ground. His plan has still not been approved and he has still not received approval from DEP for his sewer module.

Mr. Holman stated that Mr. Morrison was told that the following items must be completed. The Agreement with the Authority must be approved, the DEP sewer module must be approved and forwarded to the PTS, and the plan must be signed and sealed. Upon completion of these items, the PTS will approve the plan. Mr. Holman urged the Authority to take whatever action it needed to take to speed up the process as quickly as possible. Chairman Auxt responded that the Authority has now approved the Agreement and given the go-ahead to the PTPC to send the DEP sewer module to the PTS for its approval.

Jodi Rissinger

Ms. Rissinger had been in attendance at last month's meeting 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. At that time, she noted that the office building was a movable trailer and had no bathroom. While there was a sink, it was not connected to a water source. There is a well on the property, but the water was used strictly for washing cars. She had asked what is supposed to be connected because there is no bathroom inside the premises. She had also 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. Since the Notice to Connect had been issued by the PTS, she was requested to direct her questions to them.

Ms. Rissinger now reported that the PTS sent her back to the Authority. After much discussion, the issue was turned over to the Authority's Solicitor, Dennis Shatto. He will research the PTS's minutes from 1996, decide if that agreement referred to carries over to the new owner, find out if a bathroom was required prior to the state-wide adoption of the Uniform Construction Code, consult with the PTS's solicitor, Rich Wagner, and report back to the Authority.

Bob Johnson reported that the current tenant is willing to remove the Porta-Potty and pay the monthly sewer charge, in lieu of installing a bathroom and a grinder pump and connecting to the sewer.

Upon a Novinger/Knaub motion, the Authority voted unanimously to request the PTS to grant a six-month time extension for the connection requirement, to give the Solicitor time to do his research.

Engineer Report

Sunshine Hill Water System Upgrade

Ben reported he is still working on prices for treatment options of iron, manganese, and arsenic for the proposed treatment facility on Sunshine Hill. He stated that the companies are interested in seeing a well analysis of materials that aren't normally tested. He estimated that the cost to analyze the whole list of items would be \$759.00 (the cost for Arsenic-3 is \$200.00). However, the Authority is currently testing for some of them and he will edit the list. Operator Ed Chism offered that the Authority should also get an analysis of well #3, located on Stone Mill Estates property. He felt that if the Authority thinks it might tie that well in, it should have both analyses so it can plan for the types of treatment that will be required. He suggested that the Authority find out if it can just put in additional storage, or will DEP require the Authority to install green sand filters at that time. If the filters are required, the Authority should proceed with all the tests. If not required, it should proceed with building the storage tank and a building large enough for the future, and then proceed with the testing.

The Authority had asked Ben to evaluate the benefits of installing the generator now, but he explained how that would not be cost-effective. He noted that Keystone Pump and Power supplies emergency pumps and generators on a contract basis. He will find out their daily costs for when the equipment is on site.

Ben will continue his work on obtaining estimates for storage capacity, treatment facilities, generators, and booster pumps.

Inspection of Morrison Property

Chairman Auxt, in his role as Field Representative, stated that he felt the inspection of the construction of the Morrison sewer facilities was beyond his expertise. It was the consensus to have Ben prepare a proposal for his firm to conduct the inspections. The cost of the inspections will be paid by the developer through his escrow account. It was estimated that construction should take approximately four weeks.

Act 537 and the DeCoven Wastewater Treatment Plant (WWTP)

Chairman Auxt reported on a phone call and follow-up email from Shawn Arbaugh of DEP. It appears that the DeCoven WWTP, which is privately owned, has not had a legal permit for operation for six years. DEP has been reviewing the Township's Act 537 Update Plan. Mr. Arbaugh would like to meet and discuss an implementation schedule. He will be invited to attend the February 6, 2013 meeting at 6:00 p.m. to discuss the issue.

Plant Operator Report

There was no written Operator Report

The Discharge Monitoring Reports dated October 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.

Cove WWTP

Ed reported that the roll-up garage door was repaired by Hershock's. The variable frequency drive (VFD) of one of the blower motors has failed. Heim Electric pulled it for repair; Ed estimated the cost at more than \$1,000.00. Heim Electric also took an EQ submersible pump for repairs.

Ed requested that an electric lift be purchased to aid in pulling the pumps. This will require that a new jib be fabricated, preferably out of stainless steel. Henry will contact Ed about fabricating the jib.

Tim Beitzel Electric was called to move some electrical boxes from snow level to the level of the existing boxes, at a cost of \$452.10.

Kinkora WWTP

Ed reported that the blower should be replaced. Money was placed in the 2013 budget for the expense.

Field Representative Report See written report for November.

The Field Representative report was reviewed with the following comments.

Deimler Trailer Park

Field Representative Sam Auxt reported that Earl Noss snaked the drain line at the meter vault about twenty feet. If the pit fills up again, it will be necessary to dig up the drain. The Authority was asked to think about a rate schedule for water billing, now that the master meter is in and it will not be necessary to read the individual meters.

Main Street Pump Station

Sam reported that Lenker's Excavating has finished re-piping the lines of the Main Street pump station with stainless steel piping at the quoted cost of \$3,030.00.

1325 State Road

Sam reported that he had removed the metal roofing from the building at 1325 State Road. It is being stored behind the building and can possibly be used to frame in some of the generator sheds.

Petersburg Commons Water Leak

It was reported last month that there was an increase in water usage at Petersburg Commons. This was attributed to the fact that Duncannon Borough had lifted its summer-long water ban and residents were washing cars and houses. A Borough employee notified the Authority on December 3rd that there was still an increase in water usage. A leak was found at 63 Petersburg Lane, where the owner had vacated the premises. A neighbor supplied a key and the water was turned off inside the house. When it was determined that water was still leaking, the curb valve for the residence was shut off. A letter was sent to the resident, advising her to turn off her water heater and to check for inside water damage. She was also informed that the water would not be turned back on at the curb valve until she had repaired the broken pipe between the valve and the house.

Master Meter Report

The Master Meter report was circulated among the members with no comments.

Penn Township Supervisor (PTS) Report

There was no report.

Solicitor Report There was no written report.

All items for the Solicitor were discussed earlier in the meeting.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of November 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 \$8,776.65. Sewer delinquencies total \$63,808.32. The Authority will continue to take a hard line against delinquencies.

Treasurer Report

Invoices and Expenditures

There was a Novinger/Holman motion to approve payment of the November 2012 invoices totaling \$77,962.63. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was a Novinger/Holman motion to approve the Financial Report for November 2012, subject to audit. Motion passed by unanimous vote of the Authority. The balance of all accounts was \$639,166.95. However, \$244,646.04 is earmarked for escrows and future projects. An additional \$242,124.40 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$152,396.51 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 December JOAC meeting has been cancelled.

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.

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. He stated that he has been gathering all the information from the 2012 application that may be helpful and asked for assistance with preparing the new application. It was the consensus that he pick one of the water upgrade phases previously discussed and apply for it.

Re-Appointment of Lucinda (CeCe) Novinger

Upon a Knaub/Auxt motion, the Authority voted unanimously to recommend to the PTS that CeCe Novinger be re-appointed to the Authority, for another five-year term.

2013 Meeting Dates

Upon a Knaub/Auxt motion, the Authority voted unanimously to hold its 2013 meetings on the first Wednesday of every month, at 7:00 p.m. Meetings will continue to be held in the Municipal Building at 102 Municipal Building Road.

24 Watershed Drive

The Authority received a letter from the owner of 24 Watershed Drive to receive an abatement of the monthly sewer charges until the spring of 2013. The Borough has shut off the water and the house has been winterized. There was a Novinger/Knaub motion to approve the request for abatement. Motion passed unanimously. Susan will remain in contact with the Borough; billing will resume when the water has been turned back on by the Borough.

2013 Budget

The proposed budget for 2013 was unanimously approved on a Holman/Novinger motion.

Adjournment

With all business completed, a Holman/Novinger motion for adjournment was made at 9:50 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary