

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

February 6, 2013

The Penn Township Municipal Authority (Authority) met on Wednesday, February 6, 2013 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
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
Edward Chism, Plant Operator

Visitors present:

Mike Ward
Todd Wilson, Alpha Engineering
Jodi Rissinger
Bob Johnson

Minutes

Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the January 2, 2013 minutes as corrected - on page 2, change "past and previous owners" to "present and previous owners". In the same motion, the Authority voted to approve the January 14, 2013 minutes as presented. Chairman Auxt abstained from voting because he was not in attendance at the January 14th meeting.

On a Knaub/Novinger motion, two corrections were made to the minutes of the December 5, 2012 meeting. On page 2, it was reported that a meeting "was attended by the PTS, Rock Morrison, and Mr. Morrison's solicitor and engineer...". It should have stated that a meeting "was attended by PTS Chairman Henry Holman, PTS engineer Rich Wagner, Rock Morrison, and Mr. Morrison's solicitor and engineer...". In the same paragraph, "Cornerstone Church" should have been noted as "Otterbein Church". Motion passed by a unanimous vote of the Authority.

Visitors

Mike Ward, Owner of the former DeCoven property

Mr. Ward was present to discuss the DeCoven wastewater treatment plant (WWTP) and its connection to the sanitary sewer. He stated his understanding that DEP is requiring Penn Township to extend its sanitary sewer service to his property and that he is required by Penn Township to connect to it. He stated that he is in favor of abandoning the WWTP on the property and would like to move forward in an amicable fashion. He thought this was happening very quickly and doesn't know why he wasn't made aware of this years ago. He questioned if he would have to pay a tapping fee for one hookup or eighteen hookups. Would he be paying the monthly charge based on the number of EDUs or dwelling units? Chairman Auxt explained that each unit is an EDU. Mr. Ward asked if the Authority would consider a relief of costs, such as him granting a right-of-way (ROW) through his property or reducing the number of EDUs charged. He stated that he possibly could take some EDUs off-line and, as a last resort, shut down his operations.

Chairman Auxt stated he had asked Mr. Ward to attend tonight's meeting so that DEP could be told that both parties are working on getting the property connected. He suggested setting up a future meeting with Mr. Ward, two Authority members, and Authority engineer Ben Shull. CeCe asked why it could not be an advertised meeting with all the members together to discuss the framework for connection. Mr. Ward did not feel that, logistically, there was enough information to merit a meeting.

Mr. Ward relayed that he met with the Township four years ago and was told there were not enough EDUs available for him to connect. However, in the past two weeks, everything has gone full circle and he was told to hook up to a sewer that is not even on his property. Up until then, he had no knowledge that connection was an option, even if he wanted to connect. CeCe stated that this has not happened very quickly, that he had his WWTP engineer involved within the past 2 years and knew there was trouble with the plant.

Henry informed Mr. Ward that the Authority has requirements that must be met before the Authority will take over ownership of a facility. He explained that one of the restrictions is on inflow and infiltration (I&I) and that the system must be airtight to within five feet of each point of connection. He suggested that Mr. Ward obtain a copy of the Authority's *Rates, Rules and Regulations* and the *Developer's Specifications for Sewer Construction*.

A fact-finding meeting was scheduled for Tuesday, February 12th at 6:00 p.m. in the Municipal building. Susan will contact the Patriot News about advertising the meeting.

Todd Wilson, Stone Mill Estates

Mr. Wilson provided an update on the proposed Stone Mill Estates development, located off of SR 849. He stated that Township zoning regulations do not allow the developer to disturb prohibitive steep slopes, but there was uncertainty as to whether precautionary steep slopes could be disturbed. He presented a plan that showed the sewer line relocated to the other side of the stream to avoid as many slopes as possible. The plan calls for five areas where the developer would bore under the prohibitive steep slopes, with the fifth area showing a 220-foot run at the collector end of the line. Mr. Wilson told the members that the depth of the lines was around 15 feet.

The members expressed concern over the bored sections, particularly because of the difficulty of access to repair any of those areas that became damaged, and asked for a guarantee that there would be a way to make repairs. Members were also concerned about the depth of the line and width of the easement.

Mr. Wilson noted that the developer did not want to draw up a more detailed plan until the issue of the steep slopes is resolved with the Township Planning Commission. However, he will talk to the contractor about the Authority's concerns and communicate the results with the Engineer.

Jodi Rissinger

Ms. Rissinger asked Solicitor Dennis Shatto if there were any updates to his research concerning Porta-Pottys and if he had spoken to Township Solicitor Rich Wagner about the Porta-Potty issue at Eagle's Nest. The Solicitor stated he had been in touch with Solicitor Wagner but was still researching the issue. He stated that he had slowed down his research because he had heard that vehicles were being moved from the lot. He told Ms. Rissinger that he would have a definitive answer at the March meeting.

Ms. Rissinger asked if the two laterals installed when the Perdix Fire Company (PFC) granted a ROW across the property were available. Chairman Auxt stated that the upper lateral was available but was unsure of the location of the lower lateral.

Regarding Porta-Pottys at other business locations, Ms. Rissinger noted that there was one at the recycling center on the former DeCoven property. CeCe stated that she had questioned its use and was told that it was on a trailer so that it could be moved around to different work locations, but was not used at the recycling center.

Ms. Rissinger asked if PFC could purchase its own grinder pump. She was informed that it would have to be an EOne or equivalent and could be purchased from Site Specific or Lenker's Excavating. The Authority also sells them for \$3,700.00.

Bob Johnson asked what the other connection costs would be to PFC. He was told that the tapping fee is \$3,500.00. After that was paid to the Authority, PFC would receive a connection permit to take to the Township office to obtain building and inspection permits. The cost of the Township fees was unknown.

Engineer Report

Morrison Land Development Plan.

The Engineer reported that Mr. Morrison incurred some building damage and lost his records, including the initial EDU calculation needed for his new business location and his land development plan. Authority staff will look through the files to see if it has a copy of the EDU calculation.

Ben reported that in April 2012 there were twenty-six EDUs of remaining capacity at the Kinkora WWTP. Mr. Morrison purchased one EDU, and purchased reservation of capacity for ten EDUs for one year in May 2012, leaving fifteen EDUs available. In May, the Authority will review whether it wants to retain these EDUs for its own use, or allow them to be purchased or reserved.

Sunshine Hill Water System Upgrade

Ben reported that the survey of the water facility lot on Sunshine Hill has been completed. He still needs to identify the elevation and survey the streets. He noted that the sewer line was much deeper than he thought it would be. Plant Operator Ed Chism stated that he might have information pertaining to the elevation. Ben stated that he also needs information on the pump in well #2.

DeCoven Property Sewer Connection

The Engineer presented cost analyses for two options to extend the sanitary sewer line to the DeCoven property - one calling for a 2-inch diameter line and one for a 4-inch diameter line. It was the consensus to utilize a two-inch line and use the existing Authority ROW through the Ellenberger property to connect to the manhole on Schoolhouse Road. It was questioned whether the 2-inch line should be buried in a sleeve so that a 3-inch line could be substituted at a later date. The Engineer responded that the Authority could install a three-inch line in the same ditch at a later date, if needed.

Plant Operator Report

The Discharge Monitoring Reports dated December 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.

Operator Ed Chism reported that he missed one of DEP's required tests in 2012. It was a BOC test for water on Sunshine Hill. He will have the water tested this month. When the Consumer Confidence Reports get mailed to the customers this summer, a note will have to be included informing them of the late test.

Cove WWTP

Ed reported that the EQ pump controls had failed in the new part of the Cove WWTP and new ones had been ordered.

Field Representative Report See written report for January.

The Field Representative report was reviewed with the following comments.

Supplies

Field Representative Sam Auxt reported that 100-feet of 1 ¼ -inch diameter HTPE pipe was ordered from Lenker's Excavating. He also purchased materials needed for the connection of the Susquenita Band Boosters concession stand and the lateral for the Magaro lot on Railroad Street.

9 Schoolhouse Road

Sam reported that the grinder pump top at 9 Schoolhouse Road was damaged. According to the owner, a TV cable truck turning in the driveway caused the damage. Sam reported that he ordered a replacement lid and that the repair was completed. It was the consensus that the owner should be sent the bill for the new lid, and that it his responsibility to recover the cost from the cable company or his insurance company. He will be given sixty days to pay.

1433A, 1433B, 1435, and 1437 State Road

Sam had reported last month about a grinder pump failure at this apartment complex that was caused by a buildup of excessive grease. The repair bills totaled \$7,553.35, making it the costliest repair of a residential grinder pump. It was the consensus to send the owner copies of the invoices and tell him that, because of negligence of the users, it was his responsibility to pay for the repair.

1623 State Road

While repairing this grinder pump in December, it was discovered that there was dry wall debris in the wet well. The owner had been sent a letter informing him to have the wet well cleaned and to forward a copy of the cleaning from the service company. Since there was no response to that letter, he will be sent another letter, giving him thirty days to have the wet well cleaned. He will also be informed that, if the time frame is not met, the Authority will have it cleaned and forward him the bill.

1134 State Road

The owner of 1134 State Road had previously been informed about an I&I problem at the residence. He will be sent a letter informing him that he has thirty days to respond with his schedule for remediation of the I&I.

Odor Control Building

The status of the odor control building on Schoolhouse Road was questioned. Sam reported that the electricity has been connected and that the remaining equipment and parts are on hand. All that remains

is to finish the installation at this site and at the Cove pump station. Henry noted that completion of the building should be moved up on the priority list. This will be put on the March 6th agenda under the Operator Report.

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.

Municipal Liens

The Solicitor reported that he had been contacted by Executive Secretary Karen Rhinehart about the possibility that he file municipal liens directly with the Prothonotary, as opposed to her waiting for a judgment from the District Judge before she can file the liens. The Solicitor explained that the reason the Authority turns an account over to the District Judge for collection is because it gets the customer's attention and results in payments for most of the cases. However, the process doesn't work for customers who are habitually delinquent.

After discussion, it was the consensus that, for habitual offenders, the Solicitor will file municipal liens directly with the Prothonotary, after consultation with Karen.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of January 31, 2013 was reviewed. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary. Water delinquencies total \$11,036.41. Sewer delinquencies total \$68,288.57. Concern was expressed over the large amount of the delinquencies. The Authority will continue to take a hard line against those customers. The Solicitor will contact Karen and will send letters informing customers with balances in excess of \$850.00 to bring them current or be turned over to the Sheriff for collection.

Account 1152 will be sent a letter reminding her of the Authority stipulation that it would abate current monthly sewer charges as long as her house was uninhabitable and as long as she continues to pay \$60.00 each month on the delinquent balance.

Treasurer Report

Invoices and Expenditures

Susan informed the Authority that the Cove WWTP gets a special discount from Direct Energy because it has a high kilowatt usage each month. She asked for permission to have the payments deducted automatically from the checking account, as is done for all the other utilities. Unanimous approval was granted on a Novinger/Holman motion.

There was a Novinger/Knaub motion to approve payment of the January 2013 invoices totaling \$72,947.51. Motion passed by unanimous vote of the Authority.

Financial Report

Susan reported that the \$8,800.00 monthly payment that is no longer due to Duncannon Borough would be put into the capital projects fund each month. After review, there was a Novinger/Knaub motion to approve the Financial Reports for December 31, 2012 and January 31, 2013, subject to audit. Motion passed by unanimous vote of the Authority. The January 31st balance of all accounts was \$615,140.55. However, \$241,593.10 is earmarked for escrows and future projects. An additional

\$253,641.712 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$119,905.74 is available for operating expenses.

Executive Secretary Report

The tapping fee installment payment report was reviewed. Members were asked to contact Karen if they ever have questions about office procedures or the reports. The Solicitor will contact Karen for an update of the accounts and will send letters reminding the customers that their installment payments are overdue.

JOAC Report

Members were reminded that the JOAC meeting will be held on Monday, February 11th at 6:30 p.m. in the Duncannon Borough office.

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.

Community Development Block Grant (CDBG)

It was reported that the 2013 application for CDBG funding has not yet been sent out to the municipalities. Regarding the 2012 funding, the Authority is still uncertain whether the funding it will receive must be used solely for installation of fire hydrants, or if part of it can be used for the infrastructure to connect the hydrants.

Emergency Generator Rental

The Authority had considered retaining a company that would supply emergency generators within one hour of their need. However, it appears that the Sunshine Hill water treatment facility will be constructed within a year and will include a generator. This issue of generator rental will no longer be considered.

Bulk Water Rate and Water Rate Increase

This item will be placed on the March 6th agenda for further consideration and discussion.

Long Range Project Work Sheet

The Long Range Project work sheet was reviewed briefly. Members were asked to bring any comments or questions to the March 6th meeting.

New Business

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

Connectors for Fire Hydrants

Upon a Holman/Crumlich motion, the Authority voted unanimously to give Sam the go-ahead to purchase three “STORZ” connectors at \$155.25 each for fire hydrants on Sunshine Hill. Before he makes the purchase, he will check with Duncannon Borough to see if they have updated their hydrants with this type of connectors.

“No Parking” Signs

Chairman Auxt suggested that “No Parking” signs be installed at the entrance to Petersburg Commons to keep the area of the water vault clear of vehicles. He reported that the Petersburg Commons Homeowners’ Association has no problem with the signs. Upon a Knaub/Crumlich motion, the Authority voted to send a letter to the PTS, requesting them to pass an ordinance prohibiting parking on the right side of the entrance to Petersburg Commons, in the area of the water vault. CeCe abstained from voting since she is a Township supervisor.

Tubby’s

It was noted that Tubby’s is advertising that it is now selling food. Several years ago the owners had signed an agreement that they would install an in-ground grease trap when they start selling more than microwavable food. They will be sent a copy of the agreement and informed that they now need to install the in-ground grease trap.

Duncannon Borough Manhole Survey

At last month’s JOAC meeting, the Borough stated that they would like to evaluate their manholes for leakage and maintenance issues. Since the Authority has shared lines entering into some of the manholes, the Borough asked for the Authority’s approval. There was a consensus to inform the Borough to proceed with the evaluation.

Duncannon WWTP Ford Ranger

At last month’s JOAC meeting, the Borough noted that, while they try to use the Ford Ranger for sewer issues only, it becomes problematic when they are using it and a water issue arises. Since the Authority paid \$4,000.00 for its share of the purchase cost, the Borough has offered \$2,000.00 to reimburse the Authority and buy out its share of the Ranger. It was the consensus to accept the Borough’s offer of \$2,000.00.

Replacement for Shade Reidlinger

At its January 11th meeting, the Authority accepted the resignation of Shade Reidlinger. Mr. Reidlinger read the water meters on Sunshine Hill and Petersburg Commons on a quarterly basis. He also maintained the water lot on Sunshine Hill. Upon a Holman/Knaub motion, the Authority voted unanimously to hire Karen Rhinehart to replace Shade Reidlinger at his rate of \$200.00 per quarter.

Pfautz Apartments

Chairman Auxt reported that he had been in contact with the manager of Pfautz apartment and learned that Pfautz is planning to upgrade its water system on Pfautz Road. He informed her that the Authority is doing the same thing and inquired if she would be interested in discussing the possibility of combining both systems. She later contacted Chairman Auxt and stated that she would be interested in discussing the situation. He will invite her to the March 6th meeting.

Motion to Extend Meeting

At 9:55 p.m. there was a Novinger/Holman motion to extend the meeting until all business was completed. Motion passed unanimously.

2013 Reorganization

The following appointments were made for 2013. Each motion passed unanimously.

Chairman – Elmer Knaub, on a Holman/Novinger motion
Vice-Chairman – Sam Auxt, on a Novinger/Holman motion
Secretary – Stan Crumlich, on a Holman/Auxt motion
Treasurer - Susan Long, on an Auxt//Knaub motion
Asst. Sec./Asst. Treas. – Henry Holman, III, on a Novinger/Crumlich motion
Executive Secretary – Karen Rhinehart, on a Auxt/Holman motion
Right-to-Know-Officer – Karen Rhinehart, on a Novinger/Holman motion
Legal Services – Cleckner and Fearen, on a Auxt/Knaub motion
Engineering Services – Wm. F. Hill, on a Auxt/Knaub motion
Depositories – Marysville Bank, PLGIT, Members 1st Credit Union, on a Holman/Novinger motion
Signatories – Sam Auxt, Henry Holman, Elmer Knaub, on a Holman/Novinger motion
Plant Operator – Edward Chism, on an Auxt/Holman motion
Back-up Plant Operator – John Cardamone, on an Auxt/Holman motion

Adjournment

With all business completed, a Novinger/Knaub motion for adjournment was made at 10:05 p.m.
Motion passed by unanimous vote.

Susan E. Long
Recording Secretary