

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

March 6, 2013

The Penn Township Municipal Authority (Authority) met on Wednesday, March 6, 2013 in the Penn Township Municipal Building. Chairman Elmer Knaub 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:

Elmer Knaub, Chairman  
Sam Auxt, Vice Chairman  
Stan Crumlich, Secretary  
Henry Holman, III, Asst. Secretary/Asst. Treasurer  
CeCe Novinger

Professional staff present:

Dennis Shatto, Esq. of Cleckner and Fearen, Solicitor

Authority staff present:

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

Visitors present:

Tom Brittelli, Tubby's  
Bob Johnson

**Minutes**

Upon a Novinger/Crumlich motion, the Authority voted unanimously to approve the February 6 and February 12, 2013 minutes as presented.

**Visitors**

Tom Brittelli, Tubby's

Mr. Brittelli was invited to the meeting as a result of last month's discussion of Tubby's. The members were under the impression that the new owner was now serving meals. If so, a recorded agreement with the previous owner requires the installation of an exterior grease trap.

Mr. Brittelli stated that Tubby's continues to serve only bar food, and showed the members the previous and present menus. He stated that the food is served in baskets with paper liners, not on plates, and is prepared with a fryer or microwave. He noted that the old oil is put into an exterior oil catch for recycling. When asked how the fryers were washed, he replied that the PA Board of Health calls for them to be brushed, not washed. Henry asked Field Representative Sam Auxt if he had noticed any build-up of grease in the wet well, and was told that no increase in grease had been seen. Mr. Brittelli noted that the under-counter grease trap is cleaned every two weeks, and the residue is put into the external oil catch for collection.

Chairman Knaub thanked Mr. Brittelli for his presence and his input, and told him the Authority would take the information into consideration and get back to him.

Ed Chism, Representative for Pfautz Rentals (Pfautz)

Mr. Chism stated that Pfautz has expressed interest in being included in the Authority's Sunshine Hill water system upgrade. He noted that Pfautz would need 23,000 gpd, and has 174 apartments. However, due to the plumbing arrangement, it would not be possible to meter each apartment – each six-unit building would be metered. Mr. Chism asked the Authority to consider asking its Engineer to provide an estimated cost to include Pfautz in the water system upgrade. A number of issues are unknown at this time – would the Authority take over the infrastructure, can the fire reserve in the proposed water storage tank supply Pfautz's daily need, would the water be treated on Sunshine Hill and then be pumped to the apartment complex, should the Authority have access to Pfautz's well for use as a redundant system, and how would the tapping fee be established?

After discussion, and upon a Novinger/Auxt motion, the Authority voted unanimously to authorize the Engineer to include the option of adding Pfautz into his study for the water system upgrade.

### **Engineer Report**

Engineer Ben Shull was unable to attend this evening's meeting.

Chapter 94 Reports for Duncannon Borough and Kinkora Wastewater Treatment Plant (WWTP)

Chairman Knaub will forward the two above-mentioned reports to the members for their review. The reports will be discussed at the meeting scheduled to be held after the March 11<sup>th</sup> JOAC meeting.

### **Plant Operator Report**

The Discharge Monitoring Reports for January 2013 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 February.

The Field Representative report was reviewed with the following comments.

Grinder Pump (GP) Issues

Field Representative Sam Auxt reported that a rebuilt Eone GP was installed for testing in the duplex GP at the Garden Seat Tea Room. He reported that all of the Authority's spare GP repair parts have been turned over to Lenker's Excavating, the GP service company. The members were informed that there are ten cores, twelve simplex GPs and wet wells, and one wetlands duplex GP in stock. Discussion was held on selling some of the simplex GPs, which are new. However, this is not feasible because they are the "old style" and are out of warranty.

Petersburg Commons

Sam reported that the area in Petersburg Commons that was excavated to fix the water leak would need to be re-seeded. He will contact the individual who did the restoration after the 4-log installation at the water system and see if he is interested in this restoration.

Line Flushing

Sam was given the go-ahead to get bids for the flushing of 4,764 feet of sewer lines and four wet wells. He noted that the Authority is on a five- to seven- year schedule for flushing gravity sewer lines. Low-pressure lines have not been flushed and are not expected to be until a pressure build-up causes GP failures.

1325 State Road

Sam reported that the building on the former Authority property at 1325 State Road has been demolished. This property has been sold to Penn Township for \$1.00.

### **Master Meter Report**

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

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

CeCe reported that the PTS received the Authority's request for installation of "No Parking" signs on Petersburg Lane but needs to know where to install them. Sam stated that the first one should be installed at the entrance and the second should be installed at the first light standard. He added that the Petersburg Commons Homeowners' Association was in agreement with the posting of the signs. Because some of the posted area borders a buildable lot, it might be necessary to alter the distance between the signs in the future.

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

#### **Eagle's Nest**

The Solicitor reported that he has done no more work on the legal issues of the Porta-Potty on the grounds of Eagle's Nest because he was informed that the business was removed, although another business is reported to be considering that location. CeCe noted that the Township has provided a Zoning permit application for change of use to the owner. The Solicitor offered that Eagle's Nest use of the property had been "grandfathered", while any new use will fall under the domain of the Unified Construction Code. No further action will be taken until it is ascertained if the new business has a bathroom.

#### **Municipal Liens**

The Solicitor reported that he will be in contact with Executive Secretary Karen Rhinehart, and will file any necessary liens. Additionally, he will send letters to those customers whose delinquent balance is more than \$850.00, informing them that they need to bring their accounts current or make a payment plan, and that failure to do so will result in their properties being entered into the next Sheriff's sale.

#### **DeCoven Property**

Sam relayed that the owner of the former DeCoven Property, Mike Ward, was not able to attend this evening's meeting, although Mr. Ward had stated that he had information that he would drop off for the meeting. Mr. Ward had stated at the February 12<sup>th</sup> meeting that he and his partners would make a decision by February 22<sup>nd</sup> about connecting the property to the sanitary sewer. The Solicitor will send a letter to DEP updating them on the status of the connection and informing them that the Authority can not proceed until it knows what Mr. Ward is going to do with his property.

Henry stated that the Authority has a limited time frame to install the sewer line in its right-of-way (ROW) across the Ellenberger property, offering that it should be installed while school is not in session and there would be less traffic on the back road. In addition, should the farmer who leases the land be ask to change his crop planting schedule or would the Authority compensate him for any crops damaged during the installation of the new sewer line. Henry also stated that there are three properties that could be connected when the ROW is installed. However, it was noted that all three are vacant lots.

#### **Community Development Block Grant (CDBG)**

The Authority has received a signed agreement from the Perry County Commissioners, informing the Authority that it has received CDBG funding in the amount of \$143,000.00. The funding is for the

installation of fire hydrants and necessary water line upgrades on Sunshine Hill and must be spent within eighteen months of the Authority signing the agreement. Upon an Auxt/Holman motion, the Authority voted unanimously to authorize the appropriate officials to execute the document.

### **Billing Clerk Report**

#### **Delinquent Accounts**

The list of accounts delinquent as of February 28, 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 \$9,569.50. Sewer delinquencies total \$65,355.81. The Authority will continue to take a hard line against those customers.

### **Treasurer Report**

#### **Invoices and Expenditures**

There was an Auxt/Novinger motion to approve payment of the February 2013 invoices totaling \$48,958.09. Motion passed by unanimous vote of the Authority.

#### **Financial Report**

After review, there was an Auxt/Crumlich motion to approve the Financial Reports for February 28, 2013, subject to audit. Motion passed by unanimous vote of the Authority. The February 28<sup>th</sup> balance of all accounts was \$624,264.33. However, \$237,029.19 is earmarked for escrows and future projects. An additional \$273,492.80 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$113,742.34 is available for operating expenses.

#### **2012 Audit**

Treasurer Susan Long reported that the fieldwork for the 2012 financial audit has been completed. She will forward draft copies of the final audit as soon as they are available.

### **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.

### **JOAC Report**

Members were reminded that the JOAC meeting will be held on Monday, March 11<sup>th</sup> 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.

#### **Railroad Street Lateral**

Sam reported that he has purchased the materials needed for the connection of the lateral for the vacant Magaro lot on Railroad Street. The materials are being stored in the odor control building on Schoolhouse Road until connection of the lateral is feasible.

#### 1433 – 1437 State Road

The owner of the apartments at the above address had been sent two invoices – one for \$4,220.00 for a tapping fee and the 2012 sewer charge for one of the apartments. The second invoice is for \$7,553.35 for GP repair. The owner had stated he wanted to be placed on tonight's agenda, but did not attend. He will be given one more month to pay the invoices, after which he will be informed that a lien for the charges will be placed on the property.

#### 1623 State Road

While repairing this grinder pump in December 2012, 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 was to have been sent another letter, giving him thirty days to have the wet well cleaned. He was also to have been informed that, if the time frame is not met, the Authority will have it cleaned and forward him the bill. The Authority has not received any communication from the owner; however, it is unclear whether a second letter was sent to him. Further discussion will be held at the next meeting.

#### 1134 State Road

The owner of 1134 State Road had previously been informed about an I&I problem at the residence. He had been sent a letter informing him that he has thirty days to respond with his schedule for remediation of the I&I. He has not yet responded.

#### Bulk Water Rate and Water Rate Increase

This item will be placed on the April 3<sup>rd</sup> agenda for further consideration and discussion.

#### Long Range Project Work Sheet

The Long Range Project work sheet had been presented at the last meeting. Members were reminded to review it and bring comments to the next meeting. Henry offered that he would like to have the Authority establish a time-frame for completing the Sunshine Hill water system upgrade.

#### 5 Woodland Avenue

It was mentioned last month that the owner of 5 Woodland Avenue had shut off the water and wanted an abatement of sewer charges. However, no written request was received and the property has since been sold. This item will be removed from the next agenda.

#### Morrison Planning Module

The Township has received the DEP planning module, date stamped February 19, 2013, for Rock Morrison's new headquarters. Mr. Morrison will be sent a letter informing him that the Authority has received notification that DEP has approved his planning module. He will be reminded that he agreed to complete his project within 180 days. He has already paid a tapping fee for one EDU.

#### Dedicated Trenching

Sam presented draft language for the *Rates, Rules and Regulations* (R&R) to the effect that the Authority shall not approve the installation of sewer/water laterals or mains in trenches intended to carry other utilities. Stan noted that trenches that cross each other should have one foot of separation. He was asked to compile new draft language for future review.

### Federal Guidelines Regarding Lead Amounts

Sam noted that L/B Water has a comment on its invoices, 'Effective 1/1/14, a new Federal law comes into effect making it illegal to install into any potable water system, a brass product containing more than .025% lead.' He asked if the Authority should be proactive and add that language to its R&R. Comments were made that the law could be referenced but would be hard to enforce. The Solicitor suggested that the Authority obtain a copy of the law and then discuss it further.

### New Business

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

#### Tubby's External Grease Trap

It was discussed that the Field Representative inspects the under-counter grease trap semi-annually, and also has not noticed any grease build up in the Main Street pump station. After discussion, it was the consensus to send Mr. Brittelli a letter informing him that he can continue to use the under-counter grease trap. The Authority will continue to conduct its semi-annual grease trap inspections and notify him if it notices any problems.

#### Resolution 2013-01

Susan noted that PA law requires a resolution to dispose of records. Resolution 2013-01 informs the public that the Authority intends to dispose of bank statements, invoices, checks, and customer payment records dated through 12/31/05; bank deposit slips dated through 12/31/09; and treasurer reports dated through 12/31/11. Resolution 2013-01 was approved unanimously on an Auxt/Novinger motion.

#### 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. This item will remain on the agenda until the work is completed.

#### 1323 State Road

CeCe stated that she has seen improvements being made to the Ireland property at 1323 State Road and noted that the property was approved for abatement of sewer charges. Susan noted that the abatement terminates at the end of March and the owner has been in contact with the office. She will check with Karen and get back to CeCe on the status of the property.

#### R&R

Sam asked if the Rate Schedule should include the cost of simplex and duplex GPs, along with the cost of wet wells. The Solicitor recommended that they be included and suggested that the Rate Schedule be approved every February as part of the annual re-organization.

#### Abatement of Sewer/Water Charges

Sam noted that the Authority went from no abatement of charges, to abatement if the only inhabitant of a property dies, to abatement upon disconnection of the GP. He noted that the Rate Schedule contains a \$100.00 disconnection fee but no re-connection fee. He suggested that, with the exception of estate abatements, the Authority charge a \$100.00 disconnection fee and a \$100.00 re-connection fee. Additionally, if the Authority is not notified that the property has become re-inhabited, the owner will also be responsible for all applicable monthly sewer fees as if there was no abatement granted. He will draft language for review and further discussion at the April 3<sup>rd</sup> meeting.

**Adjournment**

With all business completed, a Novinger/Crumlich motion for adjournment was made at 9:27 p.m.  
Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary