

PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY
102 Municipal Building Road
Duncannon, PA 17020

May 1, 2013

The Penn Township Municipal Authority (Authority) met on Wednesday, May 1, 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
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, Wastewater Treatment Plant (WWTP) and Water Systems Operator
Susan Long, Treasurer, Recording Secretary

Visitors present:

Henry Holman, Jr.
Louis Beemer
John Melham
Bob Johnson

Minutes

Upon a Novinger/Auxt motion, the Authority voted unanimously to approve the April 3, 2013 minutes as corrected.

Executive Session

At 7:02 the Authority went into executive session to discuss legal issues. At 7:22 the executive session ended, with no action taken.

Visitors

Louis Beemer

Last month Mr. Beemer had asked for a waiver of the \$7,753.35 repair charges for repairs/replacement of his grinder pumps at 1433-1437 State Road. At that meeting, the Authority voted to reduce the charges to \$6,636.29. Tonight Mr. Beemer requested that the charges be reduced by 50%, because it was his first infraction and the letter he had originally received stated that first infractions are at no charge, while subsequent infractions are charged. (This had been the Authority's unwritten practice, but the extreme cost of this repair triggered the Authority to invoice the cost of this infraction.) Mr. Beemer also

requested that he be allowed to make installment payments on the final amount. Chairman Knaub informed Mr. Beemer that the Authority would take the invoice under advisement and get back to him.

Bob Johnson

Mr. Johnson stated that he had mis-spoke at the Penn Township Supervisors (PTS) meeting on April 24, 2013. At that meeting he had stated that both the northern and southern taps to the Eagle's Nest property had been found, when in actuality only the southern location has been determined.

John Melham, Engineer, Melham Associates

Mr. Melham is the engineer for Rock Morrison, who is building a new company headquarters off of SR 11/15. He requested that the Authority look favorably upon Mr. Morrison's request to renew ten EDUs in Reservation of Capacity (ROC) and to purchase an additional twelve EDUs of ROC. He stated that in all likelihood Mr. Morrison would not be using the original ten EDUs in the near future, but would still like to retain them for a possible future subdivision. The additional twelve EDUs would also be used for that subdivision.

Engineer Ben Shull reported that Mr. Morrison has already purchased one EDU of capacity at the Kinkora WWTP and that twenty three more EDUs are available.

The Authority had previously stated that it would like to retain some of the EDUs in the event that the Mumma development needs to go on-line in the future. After discussion, and upon an Auxt/Novinger motion, the Authority voted unanimously to return Mr. Morrison's check in the amount of \$3,000.00 for ten EDUs of ROC, pending further review of the capacity issue.

Engineer Report

Sunshine Hill Water System Upgrade

Ben informed the Authority that the survey work on Sunshine Hill is complete. In order to size out the treatment facilities, he needs to finish the well samples. Ed will provide him with the water analysis information.

Stone Mill Estates

Ben reported that he had reviewed the latest revision to the Stone Mill Estates Preliminary Subdivision Plan. He stated that little had been changed on the plan and that he had submitted his comments to the developer's engineer. The Authority is still concerned that the proposed boring will present a problem for future maintenance of the sanitary sewer and will have to decide if it will accept dedication of the sewer system as currently designed.

Duncannon Borough (Borough) Market Street Bridge Replacement

Pennoni Associates, the Borough's engineer, is working with PennDOT's engineer in the process of designing the replacement bridge. Pennoni is asking for input from the Authority regarding a low-pressure main to be attached to the bridge. It was the consensus that a 6-inch diameter main would be sufficient; Ben will relay the information to Pennoni. It was understood that the main can be attached to the bridge when needed and that the information is needed solely for design purposes.

Plant Operator Report

The Discharge Monitoring Reports for March 2013 were circulated for members' review. Members were asked to contact Operator Ed Chism at any time with questions about the reports or operation of the WWTPs and water system.

Ed reported that no additional talks regarding Pfautz Apartments connecting to the Sunshine Hill water system are scheduled until the manager recovers from surgery.

2012 Flow Analysis Report

Ed noted that the 2012 Flow Analysis Report recommended that the Susquenita School District (SSD) be billed monthly for an additional ten EDUs, based on its three-month peak flow rate. He stated that SSD has a water leak and cannot find its source. The leakage at this point is greater than SSD's usage and is not entering the sanitary sewer. He reported that SSD is going to replace the line between the high school and middle/elementary schools to solve the problem. Ed recommended that SSD's monthly sewer rates not be increased because the flow analysis is not an accurate record of the flow actually entering the sanitary sewer. Upon an Auxt/Novinger motion, the Authority voted unanimously to maintain the current sewer rate billing for SSD.

The 2012 Flow Analysis Report recommended that Kinkora Pythian Home (Kinkora) be billed monthly for an additional six EDUs, based on its three-month peak flow rate. Upon an Auxt/Novinger motion, the Authority voted unanimously to increase the monthly billing for Kinkora to coincide with the 2012 flow analysis report. Kinkora will be sent a letter providing them with the analysis and informing them that their monthly sewer charge will increase by \$360.00.

Pump Station Report

Ed reported that the capacitor was replaced on the #2 pump at the Main Street pumping station.

DEP Notification

Ed reported that DEP was notified immediately today when the Authority received a call that sewage was surfacing from the manhole near the intersection of Schoolhouse and Burley Roads. This manhole is the connection point for the Authority's odor control equipment, and one of the connections ruptured. Walters Environmental Services (Walters) was called immediately to pump out the manhole. When that was completed, the valve to the manhole was closed. Walters vacuumed the ground in the vicinity of the manhole and lime was applied, as per DEP's recommendation.

Ed stated that he would be in contact with DEP tomorrow morning (May 2nd) and also that all necessary repairs will be made tomorrow morning.

Ed reported that he is quite satisfied on how well the odor control equipment is working, and he has received no reports of odors emanating from the Cove WWTP.

Field Representative Report See written report for March.

The Field Representative report was reviewed with the following comments.

Water Line Flushing

Sam reported that the water lines on Sunshine Hill were flushed during the first week of April.

Sewer Line Flushing

Sam reported that Kline's Septic flushed 4,764 feet of 8-inch diameter sewer main and cleaned four wet wells. Mains on Eisenhower Blvd., Jefferson, Princeton, and Muhlenburg Streets were flushed with no outstanding issues being noticed.

Master Meter Report

The Master Meter report was circulated among the members with the comment that readings from the Little Boston and Main Street pump stations and the Jefferson Street meter have been added.

Penn Township Supervisor (PTS) Report

CeCe reported that the PTS has advertised an ordinance that would prohibit parking between the entrance to Petersburg Commons and the first light standard. This ordinance had been requested by the

Authority to keep the area at the water meter vault free from vehicles. The PTS has also accepted the resignation of Stan Crumlich from the Authority.

Solicitor Report There was no written report.

DeCoven Property/Act 537 Plan Update

The Solicitor reported that he had sent a letter to Shawn Arbaugh of DEP, updating him on the status of connecting the DeCoven property to the sanitary sewer. His letter included the Authority's proposal to contract for the installation of a sewer main from the Authority's existing facilities to Mr. Ward's property line and provide sewage capacity for up to eleven EDUs. The Solicitor has heard no response from DEP.

Upon an Auxt/Novinger motion, the Authority voted unanimously to install a 3-inch diameter low pressure line from the existing manhole (MH-SHA13) on Schoolhouse Road and across the Ellenberger right-of-way to the existing 2-inch low pressure line, and from the terminus of that existing line, to install a 2-inch line to Mr. Ward's property line. The Engineer will be contacted on May 2nd to prepare bid packages for the construction of the new line.

A letter will be sent to Mr. Arbaugh informing him of the motion, with copies of the letter sent to PTS and Mr. Ward.

Mr. Arbaugh had suggested that a mediator be used in the conversations with Mr. Ward. However, it was felt that no mediation was needed at this time.

Delinquent Accounts

The Solicitor reported that he had filed municipal liens and sent letters as directed by the Authority. Owner's who do not respond to the letters will be turned over to the Perry County Sheriff for collection. One property was turned over to the Sheriff for collection at last month's meeting.

The Solicitor was directed to send a letter to an additional property owner who has accumulated a sizeable sewer and water debt. The owner will be informed to bring the account current or that property will be turned over to the Sheriff.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of April 30, 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 \$11,747.41. Sewer delinquencies total \$69,046.74. 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 April 2013 invoices totaling \$59,773.88. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was an Auxt/Knaub motion to approve the Financial Reports for April 30, 2013, subject to audit. Motion passed by unanimous vote of the Authority. The April 30th balance of all accounts was \$628,666.68. However, \$227,999.56 is earmarked for escrows and future projects. An additional \$295,407.68 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$105,259.44 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.

JOAC Report

Members were reminded that the JOAC meeting will be held on Monday, May 13, 2013 at 6:30 p.m. in the 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

This issue was tabled until the June 5th meeting.

Community Development Block Grant (CDBG)

It was reported that the applications for CDBG funding for 2013 have not yet been sent out by the Perry County Commissioners.

1433 – 1437 State Road

Earlier in the meeting, Mr. Beemer had earlier asked for relief from the \$6,636.29 invoice for repair and replacement of two grinder pumps at his apartment units. Upon an Auxt/Novinger motion, the Authority voted unanimously to reduce the bill to \$4,263.19. He will be charged \$1,180.25 for pumping provided by Walters Environmental Services, and \$3,082.94 for the replacement of two grinder pumps. The Authority will waive \$1,819.60 for services provided by Lenker's Excavating and \$553.50 for labor incurred by the Field Representative.

Mr. Beemer will be sent a new invoice and informed that he can pay the new balance in six installment payments.

This action was taken because of the confusion on the unwritten policy that there is no charge for the first infraction due to negligence. The Rate Schedule will be amended to add that "charges for the first infraction will be at the Authority's discretion".

Bulk Water Rate and Water Rate Increase

This item will be placed on the June 5th agenda for further consideration and discussion. Sam requested that the Authority consider requesting the PTS to approve a new ordinance requiring mandatory water connection where public water is available.

Long Range Project Work Sheet

This issue was tabled until the June 5th meeting.

Dedicated Trenching

This issue was tabled until the June 5th meeting.

Water Connection of the Pfautz Properties

This issue was tabled until the June 5th meeting.

Grinder Pump Quotes

Karen had been requested to obtain prices of grinder pumps from Co-Stars. This issue was tabled until the June 5th meeting.

Sewer and Water Abatements

Upon an Auxt/Novinger motion, the Authority voted unanimously to place a moratorium on any future abatements, except for those offered for bereavement, as outlined in the *Rates, Rules, and Regulations*.

Board Vacancy

The Township will be requested to advertise the Authority vacancy on its website.

New Business

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

Authority Secretary Position

Due to the resignation of Stan Crumlich, and upon a Novinger/Auxt motion, the Authority voted unanimously to move Henry Homan, III, from the position of Assistant Secretary to the position of Secretary.

Levying of Personal Property to Settle Delinquent Accounts

The Solicitor explained that the Authority could levy, or seize, the assets of customers – i.e., cars, bank accounts, televisions. The disadvantage to this system is that the cars might have an encumbrance on them, and it might be difficult to locate bank accounts. It was the consensus that there would be no further discussion on this subject.

Adjournment

With all business completed, a Novinger/Auxt motion for adjournment was made at 9:15 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary