

**PENN TOWNSHIP MUNICIPAL AUTHORITY**  
**PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

June 5, 2013

The Penn Township Municipal Authority (Authority) met on Wednesday, June 5, 2013 in the Penn Township Municipal Building for a JOAC meeting with Duncannon Borough (Borough) Municipal Authority. Chairman Elmer Knaub 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. Minutes were the responsibility of the Borough.

Immediately following the JOAC meeting, the Authority held its regularly scheduled meeting.

Authority members present:

Elmer Knaub, Chairman  
Sam Auxt, Vice Chairman Auxt  
Henry Holman, 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:

Edward Chism, Wastewater Treatment Plant (WWTP) and Water Systems Operator  
Susan Long, Treasurer, Recording Secretary

Visitors present:

Mitch Himmelberger, Kinkora Home  
Rock Morrison, Morrison, Inc.

### **Minutes**

Upon a Novinger/Auxt motion, the Authority voted unanimously to approve the May 1, 2013 minutes as presented.

### **Visitors**

Mitch Himmelberger – Kinkora Home (Kinkora)

Mr. Himmelberger was present to discuss the recent findings of the 2012 Flow Analysis Study compiled by Engineer Ben Shull. Mr. Himmelberger had concerns over the calculation that Kinkora be billed for 66 EDUs, an increase of six. He stated that his readings of Kinkora's water usage were lower than the Authority's readings of the sewage flow meter, and that the water meter was installed five years ago. Operator Ed Chism noted that the 2011 Flow Analysis Study showed a discrepancy between the two readings. However, the sewage flow meter has since been repaired and been checked twice and he stands by the 2012 readings.

Mr. Himmelberger stated that he was willing to install an external reader on the water meter so that the Authority could compare both readings each month.

Mr. Himmelberger stated that he agrees that Kinkora should be billed for an additional four EDUs, but not six. After discussion, and upon an Auxt/Novinger motion, the Authority voted unanimously to adjust the billing for Kinkora to 64 EDUs and, after installation of the external water meter reader, to monitor Kinkora's well usage for one year.

Rock Morrison – Morrison, Inc.

Mr. Morrison was present to ask the Authority to reconsider its denial of his request to purchase ten EDUs of reserve capacity (ROC) in the Kinkora WWTP. Mr. Morrison had previously purchased one tapping fee and ten EDUs of ROC. However, at its May meeting, the Authority decided to deny his request because it wanted to decide how much capacity to retain for the Authority. It also was reluctant to sell capacity that might not be used for awhile, when another developer could use it immediately.

After discussion, and upon an Auxt/Holman motion, the Authority voted unanimously to allow Mr. Morrison to purchase ten EDUs of ROC, at a cost of \$300.00 per EDU; the ROC would be valid for one year from the date of purchase.

Mr. Morrison was asked when he planned to connect the Morrison Headquarters to the sanitary sewer. He stated that he has until the end of the month to make the connection.

Robert Harbold

Mr. Harbold had asked to be put on the agenda but did not attend the meeting. He had submitted a letter requesting abatement of sewer charges for his properties at 1209 State Road and 16 Firehouse Road, and stating the properties had been winterized, were vacant, the water had been shut off, and the power to the grinder pumps was turned off.

At the May meeting it had been decided to put a moratorium on any abatements other than for bereavement. It was now the consensus to send Mr. Harbold a letter denying his request.

## **Engineer Report**

Borough Market Street Bridge Replacement

Ben will supply PennDOT with the information needed to add a force main on the new bridge and install a lateral to the property currently occupied by Perry County Beer Distributor.

Sunshine Hill Water System Upgrade

Ben informed the Authority that he has received the results of the well testing samples and will proceed with determining the size of the new water treatment facilities for Sunshine Hill.

Northern Low-Pressure Line Extension

Ben reported that he is having difficulty finding the property marker at the corner of Susquenita School District (Susquenita) and the former Dale Ward properties. He will continue his efforts to establish where the easement will be. It was the consensus that the new LP extension will still run up to the edge of the DeCoven property, but that the end should be moved about five feet to get it out of PennDOT's easement. It was also decided to add two valves to the project – one on the existing 2"-inch line and one on the new line to be installed in the Ellenberger easement.

Kinkora WWTP Upgrade

Ben stated that, when the Authority needs to upgrade the WWTP, Act 57 allows the Authority to enact a special purpose fee that would be put into a non-interest bearing escrow account. The Authority would have seven years to make the upgrade and use the escrowed funds.

The Authority last did an Act 57 Study in 2005. Ben suggested it should be updated because of the amortized debt since then. He is also going to talk to the owner of his firm to find out what he said to Sam about increasing the amount the Authority charges for ROC.

#### NPDES Permits

Ben stated that the NPDES permits for Cove and Kinkora WWTPs will expire in July 2014 and suggested the Authority start the re-application in October. Ed suggested that the Authority should ask Ben for a bid proposal for the cost of preparing the application. He also suggested that this was something that staff might possibly be able to prepare.

#### **Plant Operator Report**

The Discharge Monitoring Reports for April 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.

#### Pfautz (Pfautz) Apartments Water Connection

Ed reported that he had preliminary talks with the manager of Pfautz about connecting to the Sunshine Hill water system. He gave the manager an estimate of \$12,000 - \$20,000 in upfront money (the difference depends on whether Pfautz decides to include fire protection), with a water charge of \$56,000 - \$60,000 per year. If Pfautz want fire protection, it will have to install a large enough pipe to Butchershop Road. The manager will take the information to the accountant and get back to Ed.

#### Odor Control Building

Ed reported that the equipment to reduce odor at the Cove WWTP was in fact reducing the odor. Unfortunately, the chemical is so corrosive that it ate through galvanized, and then stainless steel, piping. All piping is now PVC and the problem has been solved. Ed apologized for not monitoring the chemical's effect more closely.

#### **Field Representative Report** See written report for April.

The Field Representative report was reviewed with the following comments.

#### 1623 State Road

Field Representative Sam Auxt reported that Lenker's Excavating had to remove and re-install the grinder pump at 1623 State Road due to clumps of grease stuck in the impeller blades at the end of the pump. Because this is not the first time that service calls were made to the property due to user negligence, it was the consensus to charge the owner \$125.00 for the work done by Lenker's Excavation.

#### **Master Meter Report**

The Master Meter report was circulated among the members with the comment that there were no unusual readings.

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

CeCe reported that the PTS granted Stone Mill Estates a 90-day extension at its May 29<sup>th</sup> meeting. The Penn Township Planning Commission (PTPC) had requested information from the Authority as to the status of the water and sewer line connections as it related to the Authority. The Executive Secretary supplied the information on May 23<sup>rd</sup>. It was decided that the Solicitor would also send a letter to the PTPC, with a copy to the developer, updating the PTPC on the status of communications between the developer and the Authority.

It was noted that a letter was never sent to the developer, informing him that the Authority had water capacity to serve Stone Mill Estates. At the November 6, 2012 meeting, the developer's lawyer stated that no letter was necessary as long as it was noted in the minutes that water capacity was available.

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

**Delinquent Accounts**

The Solicitor reported that one of the customers had filed an appeal to Common Pleas Court, based on a decision received from the District Judge. The Solicitor will file a lien against the property with the Perry County Prothonotary and drop the claim with the District Judge.

Regarding customers who have violated their payment agreements, either by skipping a payment or not paying the entire amount agreed upon, they will be informed that proceedings for a sheriff's sale will be initiated.

**Billing Clerk Report**

**Delinquent Accounts**

The list of accounts delinquent as of May 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 \$8,325.59. Sewer delinquencies total \$62,358.87. 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 May 2013 invoices totaling \$55,015.43. Motion passed by unanimous vote of the Authority.

**Financial Report**

After review, there was an Auxt/Knaub motion to approve the Financial Reports for May 31, 2013, subject to audit. Motion passed by unanimous vote of the Authority. The May 31<sup>st</sup> balance of all accounts was \$639,665.85. However, \$227,457.19 is earmarked for escrows and future projects. An additional \$303,774.38 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$113,434.28 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**

Unless there is a need for a meeting, the JOAC meeting scheduled for June 10<sup>th</sup> is 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.

**Railroad Street Lateral**

This issue was tabled until the July 3<sup>rd</sup> 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.

### Bulk Water Rate and Water Rate Increase

This item will be discussed at a separate meeting, to be scheduled. Sam suggested 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 July 3<sup>rd</sup> meeting.

### Dedicated Trenching

Sam will compose draft language dealing with the number of utilities in one trench and the distance between trenches carrying different utilities.

### Water Connection of the Pfautz Properties

This issue was tabled until the July 3<sup>rd</sup> meeting.

### Submersible Water Pump Quotes for the Sunshine Hill Water Facilities

Karen had been requested to obtain prices of submersible pumps from Co-Stars. This issue was tabled until the July 3<sup>rd</sup> meeting.

### Sewer/Water Abatements

Other than estate abatements, there will be no future relief from paying the monthly sewer/water charges.

### **New Business**

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

### Mandatory Water Ordinance

This issue will be discussed at the special meeting to be set up for discussion of bulk water rates.

### Sewer Rate Schedule

Upon an Auxt/Novinger motion, the Authority voted unanimously to approve the amended sewer rate schedule which updates the costs of grinder pumps, wet wells and control panels. The schedule also gives the Authority the discretion to charge \$200.00 for a service call, plus parts and labor, if failure of a grinder pump is due to negligence.

### 2012 Audit

Members will be provided copies of the draft 2012 financial audit for review and possible approval at the July 3<sup>rd</sup> meeting.

### Sam Smith Subdivision Plan

Mr. Smith has presented a plan to combine two lots in Perdix into one lot. One lot currently has a house and grinder pump, and a tapping fee was paid for that lot. The other lot is the site of Haldeman's landscaping. This lot has a grinder pump; however, there is no bathroom in the structure and no tapping

fee was every paid. The house will be removed and the landscaping business will be enlarged and a bathroom will be added. No additional tap fee will be charged.

Sam will write a letter to the PTPC, informing them that there is sufficient capacity in the Cove WWTP for the flow from the proposed plan. Chairman Knaub will sign the letter.

### **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