

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

August 7, 2013

The Penn Township Municipal Authority (Authority) met on Wednesday, August 7, 2013 in the Penn Township Municipal. 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  
Henry Holman, Secretary/Asst. Treasurer  
CeCe Novinger

Professional staff present:

Bill Hill, P.E., Wm. F. Hill Associates  
Randy Bailey, P.E., Wm. F. Hill Associates

Authority staff present:

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

Visitors present:

John Murphy, Fishing Creek Valley Assoc., L.P. (Yingst Homes)  
Jim Andrews, Yingst Homes  
Roy Krick  
Jamie Shrawder, SEDA-COG  
Amy Davis, SEDA-COG  
Bob Johnson

**Minutes**

Upon a Holman/Auxt motion, the Authority voted unanimously to approve the July 3, 2013 minutes as presented.

**Visitors**

John Murphy, Yingst Homes

Mr. Murphy was present to discuss Stone Mill Estates, a proposed development by Yingst Homes to be built off of SR 849. He stated his concern for this meeting was water service to the development, specifically what is feasible, what is the timeframe, and what is the cost of obtaining water service. He stated that the developer would still like to help the Authority with the Sunshine Hill water system, if it works for the developer. He also stated that he would be happy to meet with the Authority to get answers to the questions.

Chairman Knaub stated that it would be necessary for the engineers of the developer and Authority to meet and discuss design plans. Mr. Murphy asked for authorization to meet with the Authority's engineer.

Mr. Murphy explained that the agreement from 1½ years ago is no longer applicable as the development has been downsized to 72 units and he would like to start a new discussion on the water service. Henry and Sam voiced their concern and displeasure over starting anew, explaining that the Authority members worked long and diligently for several years to reach an agreement that was signed and sealed on October 5, 2011 and now are lead to believe that it was all a waste of time. Mr. Murphy apologized and stated that he does not want to waste anyone's time; he would like the two groups to get together and get the water issue resolved one way or another. It was the consensus that Chairman Knaub and Henry, along with the Authority's engineer would meet with Mr. Murphy. Mr. Murphy will contact Mr. Hill to find a suitable date.

Roy Krick

Mr. Krick explained that Mr. Murphy had contacted him in 2006 for an easement across his property to connect the proposed Stone Mill development with the Sunshine Hill water system. Since the easement went through the middle of his property, Mr. Krick was not interested. He stated that Mr. Murphy came back several more times and was told the same thing.

Mr. Krick stated that he was approached by an Authority staff member two years ago about granting an easement along the edge of his property, which was acceptable to Mr. Krick. He signed an option for an easement with Mr. Murphy shortly thereafter, and has heard nothing further since then.

Chairman Knaub explained that the easement was desired to tie the development and Sunshine Hill water system together, for shared storage and water treatment to benefit both parties. Sam added that the developer had run into problems with the Township's ordinances. Since the water system is in need of major improvements, and since the Authority had heard nothing from the developer, it is in the process of improving the system on its own behalf.

Mr. Krick was then informed that the Authority had received Community Development Block Grant (CDBG) funding from the Perry County Commissioners (commissioners) in the amount of \$140,000 for water upgrades. Additionally, the Authority will be asking the Commissioners to file an application on its behalf for state CDBG funding.

Jamie Shrawder, SEDA-COG

SEDA-COG has replaced Tri-County Planning Commission in the administration of the CDBG funding. Ms. Shrawder stated that she would be helping the Authority in its process of trying to obtain state CDBG funding. The Authority had previously sent a letter to the Commissioners requesting them to file an application on its behalf for the funding. Tonight they were asked to sign a replacement letter, updating the name of the contact person of SEDA-COG. Ms. Shrawder stated that she would fax the letter to the Commissioners the next day. She also stated that the Commissioners would be discussing the request at their monthly meeting on Monday, August 12<sup>th</sup> at 10:00 a.m. She recommended that the Authority have a representative there in case they had any questions. It was the consensus that Chairman Knaub and Operator Ed Chism would attend the meeting.

Discussion was held on the fact that Pfautz Apartments would be part of the CDBG project, if they decide that they want to purchase bulk water from the Authority, and Stone Mill Estates would not be part of the project since it has not yet been approved. It was also discussed that any emergency repairs that needed to be made to the Sunshine Hill water system during the application process would not affect the project.

Ms. Shrawder stated that the next step is to see if the Commissioners approve the submission of the application on the Authority's behalf. If approved, Ms. Shrawder will inform the Authority and begin

the application process. She informed the Authority that, if approved, it would need to come up with the amount of money it can contribute to the project.

### **Engineer Report**

Bill Hill, of Wm. F. Hill and Associates, introduced Randy Bailey, who will be the Authority's contact, replacing Ben Shull.

#### **Sunshine Hill Water System Upgrade**

Mr. Hill agreed that, with the unknown status of the Stone Mill Estates development and the known status of the condition of the Sunshine Hill water system, the Authority should proceed with the grant process and upgrade the system on its own.

#### **Northern Low-Pressure Sewer Extension**

Mr. Hill reported that the survey work has been completed and estimated a cost of \$24,000 - \$30,000 to install the lines necessary to get to the property line of the former DeCoven property. He stated he can get the project ready for bids within 30-90 days. Henry suggested that it would be best to do it when school is not in session, due to the traffic on Schoolhouse Road. He also would like the Authority to give a "heads up" to the owner of the property where the easement runs, as well as the person farming that land. Upon an Aux/Holman motion, the Authority voted unanimously to authorize the Engineer to get the project ready to bid.

#### **Stone Mill Estates**

The Authority has just received a new set of plans for the Stone Mill Estates. Mr. Hill will take them to his office and review them.

#### **Borough Market Street Bridge Replacement**

Randy reported that the plan for hanging a sewer line on the side of the Market Street bridge has been incorporated into the bridge rehabilitation project and is being reviewed by PennDOT. Upon an Aux/Novinger motion, the Authority voted unanimously to have the appropriate officials sign the Bridge Occupancy License. Upon a Holman/Auxt motion, the Authority voted unanimously to authorize a payment in the amount of \$172.85 to PennDOT for the permit application.

Randy noted that the Stream Crossing Permit application was submitted to DEP. There is no fee when the application is from a municipality. He also alerted the Authority that there would be an annual rental fee from PennDOT at an estimated cost of \$15.00.

### **Plant Operator Report**

The Discharge Monitoring Reports for June 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 Water Interconnect**

Ed reported that discussions to supply Pfautz Apartments with bulk water have been put on hold while its management concentrates on constructing a new wastewater treatment plant at one of its rental facilities.

#### **Susquenita School District (SSD)**

Earlier this year the Authority had approved the 2012 Flow Analysis Report. Calculations showed that there was an increase in the amount of water used by SSD over the previous year. When the Report

was approved, the Operator had requested that the Authority hold off on increasing SSD's sewer rates, stating that there was a leak somewhere on the school grounds. He now reported that SSD has replaced the faulty water main, and the water usage has dropped 12,500 gallons per day.

**Field Representative Report** See written report for July.

The Field Representative report was reviewed with the following comments.

**Sewer Issues**

Last month, Field Representative Sam Auxt asked if the Authority should remove all the unused air chambers on the main sewer piping. He now presented a proposal from Lenker's Excavating for their removal at \$335.00 per manhole. Since there are sixty manholes involved, it was the consensus to table this idea.

**Petersburg Commons**

Sam reported that the water liners on Petersburg Lane were flushed and Susquehanna Sprinklers performed the annual backflow prevention inspection.

Sam stated that, after the fire at Dersham's Repair Shop, it was rumored that the fire trucks were locked out of the hydrant at Petersburg Commons. He stated that the Authority does not have a lock on the fire hydrant on Petersburg Lane and that he was able to draw water from the hydrant the next day. He suggested that perhaps a different fire truck was pulling water from a hydrant in the Borough, thus severely reducing the pressure at the Petersburg Commons hydrant.

**1318 State Road**

Lenker's Excavating found a rather large cake of grease/laundry detergent in the wet well when they were investigating a malfunctioning grinder pump at 1318 State Road. The Authority notified the owner to have the wet well cleaned out. Sam reported that this has been done.

**Lower Duncannon Pump Station**

Ed reported that the alarm went off at the pump station located in the parking lot of Maguire's Ford. One pump was not working; the other was working erratically. Lenker's Excavating was called and found a towel wrapped around the impellers of the first pump and a tee shirt wrapped around the impellers of the second pump. The stainless steel cables used to hoist the pumps are corroding. One broke during this operation. There is fear that the cables might break when the pump is ten feet above the bottom of the wet well. Ed feels that the pumps need to be re-pulled and re-cabled. Henry will meet with Ed to look at the situation

**Master Meter Report**

The Master Meter report was circulated among the members with the comment that there were no unusual readings. Henry stated that he noticed a decrease in usage starting in May at all flow metering chambers of 10-15 EDUs; no one could come up with any substantial reasons for the decrease. It was noted that the Borough owns two of the meters and that the Authority has no idea how long it has been since they were re-calibrated.

**Penn Township Supervisor (PTS) Report**

There was no PTS report.

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

In the absence of the Solicitor, there was no report.

## **Billing Clerk Report**

### **Delinquent Accounts**

The list of accounts delinquent as of July 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 \$10,757.00. Sewer delinquencies total \$70,022.32. The Authority will continue to take a hard line against those customers.

## **Treasurer Report**

### **Invoices and Expenditures**

Susan noted that two checks for approval were not on the list of payments to be approved. The first was the check to PennDOT approved earlier in the meeting. The second was a check to the Prothonotary in the amount of \$7.95 to place a lien on a delinquent customer's property. There was a Novinger/Auxt motion to approve payment of the July 2013 invoices totaling \$119,310.18, plus the check for \$7.95. Motion passed by unanimous vote of the Authority.

### **Financial Report**

After review, there was a Novinger/Holman motion to approve the Financial Reports for July 2013, subject to audit. Motion passed by unanimous vote of the Authority. The July 31<sup>st</sup> balance of all accounts was \$568,185.28. However, \$221,027.16 is earmarked for escrows and future projects. An additional \$317,994.86 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$29,163.26 is available for operating expenses.

### **Executive Secretary Report** See written 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.

### **Office Copier**

The current copier lease terminates on September 1<sup>st</sup>. The members reviewed a spreadsheet comparing leasing and purchase prices for four different brands. It was noted that the current company, Oce/Canon, will require the Authority to pack up the copier and send it to New Jersey if they do not supply the new copier. They provided an estimate from a moving company in New Jersey in the amount of \$715.03.

After discussion, and upon the recommendation of the Executive Secretary, the Authority voted unanimously to lease a Kyocera for four years through Phillips, at a cost of \$113.20 per month. It was noted that Phillips will take responsibility for packing up the old copier and sending it to New Jersey and pass the charges back to the Authority.

## **JOAC Report**

The next JOAC meeting is scheduled for August 13<sup>th</sup> at 6:30 p.m. in the Duncannon Borough building. The Authority would like to have a meeting to discuss the status of the Market Street sewer line replacement. Elmer will contact the Borough and see if the meeting is still scheduled and will notify the members.

## **Correspondence**

Incoming/Outgoing correspondence was circulated among the members. Members were directed to request a copy of the correspondence if they so desired.

Henry noted an advertisement from PPL requesting that the Authority allow PPL to be its electricity provider. He suggested that the staff compare the rates of its present carrier against the rates offered by PPL.

### **Old Business**

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

#### **Railroad Street Lateral**

This issue was tabled until the September 4<sup>th</sup> meeting.

#### **Long-Range Projects Work Sheet**

Because several of the projects will be completed or altered by the end of the year, it was decided to remove this item from the agenda until 2014.

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

Quotes for a submersible water pump were reviewed from Eichelbergers, Inc. and Johnston Supply. Upon a Holman/Novinger motion, the Authority voted unanimously to authorize Sam to call Eichelbergers for a quote for a single-phase motor (instead of three-phase) and then make the purchase at his discretion.

#### **Sewer/Water Abatements**

Upon a Novinger/Auxt motion, the Authority voted unanimously to adopt changes to Section 7.10, "Abatement of Rentals or Charges." The changes would add inspection and re-connection fees and address the issue of re-inhabitation of the property without giving notification to the Authority.

#### **Authority Vacancy**

Susan reported that she contacted Jesse Boyer, III, about filling the vacancy on the Authority. Mr. Boyer will consider the offer and submit a letter if he is interested.

#### **Morrison Headquarters Sanitary Sewer Connection**

The Solicitor sent Mr. Morrison's attorney a letter that the deadline for connection to the sanitary sewer has passed and Mr. Morrison will now be billed a monthly Ready-to-Serve charge in the amount of \$60.00. It is the Authority's understanding that Mr. Morrison thinks the 180-day time frame for connection should start from the day he purchased ten EDUs of reservation of capacity. However, the Authority feels that it should start from the day that DEP approved its part of the plan. Staff will research the files for the date of the DEP approval to verify the beginning of the 180 days.

There was no one present who could answer the question as to who has the responsibility of imposing the fines for non-connection – the Township, since it approved Connection Ordinance #101, or the Authority.

#### **NPDES Permits**

Ben had earlier informed the Authority that the NPDES permits for Cove and Kinkora WWTPs will expire in July 2014. Ed is going to assist staff in preparing the applications for the permits.

#### **Sunshine Hill Water System Upgrade**

Earlier in the meeting, Ms. Shrawder asked the Authority to decide what financial contribution it could make as its share of the state CDBG funding, if it was approved. Upon an Auxt/Holman motion,

the Authority voted unanimously to contribute a total of \$100,000, with the understanding that the engineering fees are included in the \$100,000 amount.

#### Perdix Fire Company (PFC) Rental Property Connection

Henry asked Mr. Johnson for the status of the connection of the former Eagle's Nest property to the sanitary sewer. Mr. Johnson replied that the grinder pump will be installed whenever PFC can find a new tenant for the property. Henry asked Mr. Johnson to contact the Authority if he should run into any problems.

#### **New Business**

##### 2013 Financial Budget Update

Members were given a spreadsheet comparing projected versus actual revenues and expenses from January through June 2013. As of June 30<sup>th</sup>, revenue exceeded expenses by approximately \$9,000.00.

##### Newsletter Article

Information for the Township fall newsletter is due Friday. Henry has some suggestions that he will pass on to Karen.

##### Ordinance Requiring Township Notification Upon Property Transferal

It was noted that a property on Schoolhouse Road was sold with no notification to the Authority. Normally, during the settlement process, the Authority is contacted about charges owed by the seller. At that time the Authority asks for the name of the new owner and informs the settlement agency that the new owner will have the responsibility to maintain the grinder pump.

Since the number of non-notifications is increasing, it was suggested that the Township be requested to adopt an ordinance requiring notification when a property changes hands.

#### **Adjournment**

With all business completed, an Auxt/Novinger motion for adjournment was made at 9:13 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary