

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

October 2, 2013

The Penn Township Municipal Authority (Authority) met on Wednesday, October 2, 2013 in the Penn Township Municipal Building. Chairman Elmer Knaub called the meeting to order at 7:10 p.m. This meeting followed immediately after the 6:30 Public Hearing. At the hearing he 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
Jim Kocher

Professional staff present:

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, Alpha Engineering
Rock Morrison, Morrison, Inc.
William Bunt
John Melham, Melham Associates
Bob Johnson

Minutes

Upon a Kocher/Auxt motion, the Authority voted to approve the September 4, 9, and 16, 2013 minutes as presented.

Visitors

Jon Murphy

Mr. Murphy presented an update of Stone Mill Estates, a proposed development by Yingst Homes to be built off of SR 849.

The Authority had previously voiced two concerns with the design of the sewage facilities – access to the sanitary sewer facilities for flushing, maintenance, and repair, and the use of HDPE pipe. Mr. Murphy stated that the developer realizes that the plan calls for a lengthy gravity line over steep slopes and is re-thinking the design, possibly relocating the lines and including a pump station. He stated that he will report back next month with a plan that he hopes both parties are comfortable with.

Mr. Murphy also noted that Duncannon Borough's engineer has stated that it has capacity for the development in its wastewater treatment plant and conveyance lines.

William Bunt

Mr. Bunt was present as the attorney for Rock Morrison, who is building a new headquarters building for Morrison, Inc. off of SR 11/15. Mr. Morrison had been sent a letter stating that he had one hundred eighty days to complete construction of the sanitary sewer facilities after DEP approved the sewage module on February 19, 2013. When that deadline passed, the Authority opted to cite Mr. Morrison with a violation of Penn Township Ordinance 101, for failure to connect. That citation was filed earlier today.

Mr. Bunt requested an executive session to discuss the citation, but Chairman Knaub stated that he did not wish to enter into executive session without the full complement of members present. (CeCe Novinger could not attend tonight's meeting.) Mr. Bunt stated that he does not want Mr. Morrison to get into legal problems and that he would like to work with Solicitor Dennis Shatto to avoid a lawsuit.

Mr. Bunt then asked the Authority to reconsider its decision to file against Mr. Morrison with the District Justice. He presented a work timeline of the Morrison sewer project encompassing February 19, 2013 through October 1, 2013 and asked the Authority to consider granting an extension until the end of 2013. He invited the Authority to make an on-site visit to see what has been done. Jim stated that Sam and he had walked the length of the project about two weeks ago and saw where some boring had been done. He went back out today and noticed that some pipe has been installed, but that overall it did not appear that much has been done.

Mr. Melham stated that Mr. Morrison had asked in July to change from SDR pipe to HDPE pipe for the force line, but can not proceed until the Authority approves the change in materials. Engineer Randy Bailey stated that the developer was told on August 20th that, per the Authority's "Developer Specifications" (Specifications), HDPE pipe was not acceptable.

After a lengthy discussion on the amount of time it has taken Mr. Morrison to get this far on his project, there was an Auxt/Kocher motion to grant Mr. Bunt's request to suspend legal proceedings against Mr. Morrison with the District Justice until November 5, 2013. This is a good faith effort and Mr. Morrison must show substantial progress by that time. Further extensions will then be granted on a monthly basis. Motion passed unanimously. Susan will contact the District Justice office on Thursday and ask them to withdraw the citation. Mr. Morrison was asked to contact the Authority if circumstances arise that prevent him from getting this project completed.

The discussion then turned to the use of HDPE pipe in the force line. The Authority was shown samples of the pipe. After discussion, and upon an Auxt/Kocher motion, the Authority voted unanimously to approve the use of HDPE piping, contingent upon the Engineer's approval of the shop drawings.

The Engineer then stated that manhole (MH) covers called for in the Specifications are no longer available. He presented a revised "Detail 9" page showing his recommendation for a bolted/unbolted waterproof MH frame and cover. Upon an Auxt/Holman motion, the Authority voted unanimously to accept the revision for "Detail 9". This new page will replace pages for "Detail 10" and Detail 11", which will be removed from the Specifications.

Mr. Melham requested a modification of the gravity line that will be installed on the Morrison property. He requested that the line go from MH #5 to MH #2, bypassing the other two MHs. He explained that it doesn't change the engineering, the lines, or the inverts, but would save a few hundred feet of gravity line. If MH #3 and MH #4 are needed in the future, it would be a simple matter to connect to them. After a review of the plan there was a Holman/Kocher motion to approve the amended plan to bypass MH #3 and MH #4. Motion passed unanimously.

Field Representative Sam Auxt had previously stated that he felt that inspection of the Morrison project was outside his area of expertise. At that time the Authority had decided to have the Engineer do the inspections. Mr. Morrison was reminded that before any lines can be buried, he must contact the

Engineer. He was also encouraged to keep the Engineer informed whenever substantial improvements were made.

Mr. Bunt had asked the Solicitor who the Authority's point of contact for the project would be. It was decided that the Engineer would be the contact; the developer should contact him first, after which the Engineer would communicate with the Authority. Henry thought it would be beneficial if there was a weekly update.

Engineer Report

Duncannon Borough Market Street Bridge Replacement

The Engineer reported that PennDOT has issued a Bridge Occupancy License to allow the Authority to hang a sewer line on the side of the new Market Street bridge. He added that the \$172.85 payment to PennDOT for the permit application was returned since municipalities are exempt from permit fees.

Northern Low-Pressure Sewer Extension

The Engineer reported that specifications and plans have been completed and the project was advertised in The Patriot News on September 19th and 26th. Bids will be received until 2:00 p.m. on October 7th, at which time they will be opened in the Authority office. There are currently seven construction companies that have obtained the bid packets.

Discussion was held on the easement through the Ellenberger property. It was thought that the easement was only to be used for buried lines, and that no protuberances were allowed. The Engineer was asked to evaluate where the clean-out valves could be relocated closer to SR 11/15.

Sunshine Hill Water System Upgrade

The Engineer reported that he is in the process of developing the project drawings for the water system improvements.

Pumping Station Resolution

Glance Engineers is the Stone Mill Estates sanitary sewer consultant and has requested information regarding the Authority's specifications for the design of sewage pump stations. The Engineer presented a Resolution that would cover pumping, electrical and alternate submersible pumping equipment, along with requirements for the site, pump station building, wet well, spare parts, and ownership responsibilities. Sam asked if this Resolution would cover the pump station Mr. Morrison is proposing. He was told that this Resolution is for a pump station that has wet wells. After discussion, and upon an Auxt/Holman motion, the Authority voted unanimously to adopt Resolution #2013-03, "A program of uniformity for the design, construction, and maintenance of future pumping stations to be installed in the sanitary sewer service area."

Plant Operator Report

The Discharge Monitoring Reports for August 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 informed the Authority that he had been requested to show the water and sewer facilities to a company that would like to submit a proposal package for engineering services in 2014.

Field Representative Report See written report for September.

The Field Representative report was reviewed with the following comments.

Cove Centre

Sam reported that the owner of Cove Centre had replaced the Myers grinder pumps with two E-One retrofits earlier in the day. The work was done by Lenker's Excavating. Sam was asked to contact Mr. Lenker to see what the charge would be to change over seven Authority-owned Myers pumps.

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 was not able to attend tonight's meeting but sent a written report of items involving the Authority that were discussed at the September 25th PTS meeting. The report was reviewed with little discussion. Someone has approached the Township for approval to set up a food truck on Mike Ward's DeCoven property and will be disposing of the gray water in his private treatment plant. Since this involves a private sewer system, the Authority had no comment.

Solicitor Report There was no written report.

PennDOT Resolution for the Market Street Bridge Project

The Authority had approved and signed the paperwork for the Bridge project at the September meeting. However, PennDOT also requires a Resolution, which was now approved unanimously and executed by the appropriate officials on a Kocher/Holman motion. A copy of this Resolution, #2013-04, will be put into the Resolution book and the original will be forwarded to PennDOT. The Solicitor offered his opinion that the Resolution did not need to be notarized.

Sheriff's Sales

The Solicitor reported that he has completed the necessary paperwork to offer up two properties at the Sheriff's Sale to be held in January. He stated that he is working on preparing the paperwork for four additional properties.

Lincoln Street Properties

Sam reported that the Borough is in the process of disconnecting the sanitary sewer lines to three properties which are delinquent on their sewer bills. These properties have the distinction of being located in Penn Township, with the Borough getting the sewer revenue and the Authority getting the water revenue. He asked the Solicitor if it was true that these tenants of the Deimler Trailer Park can pay their sewer charge directly to the Borough, and then subtract that payment from their rent payment.

He also asked the Solicitor if the Authority should send a letter to the owners of the Deimler Trailer Park, informing them that they will no longer be permitted to connect additional units to the water or sewer system until their outstanding balance is made current or significantly reduced.

He then asked the Solicitor if, after notifying the owners and tenants, it is possible to shut off the water service until their outstanding balance is made current or significantly reduced.

The Solicitor will consider these issues and get back to the Authority.

Mandatory Water Connection

The Solicitor had emailed draft language for a mandatory water connection ordinance. Upon a Knaub/Auxt motion, the Authority voted unanimously to provide a copy of the ordinance to the PTS and ask them to consider adopting it.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of September 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 \$8,684.50. Sewer delinquencies total \$75,827.73. The Authority will continue to take a hard line against those customers.

Treasurer Report

Invoices and Expenditures

There was an Auxt/Kocher motion to approve payment of the September 2013 invoices totaling \$101,079.60. Motion passed by unanimous vote of the Authority.

Susan reported that the company that is interested in supplying engineering services to the Authority has asked to see the Engineer's invoices. She asked if they were part of the Right to Know law. The Solicitor stated that they are for public knowledge but suggested she call the Engineer to see if he is aware of any confidential information that should be redacted. The Solicitor stated that professional services do not need to be bid, and the Authority is not required to accept the company with the lowest bid. For example, professional services can be selected on the basis of timeliness of service or the knowledge of the staff.

Financial Report

After review, there was an Auxt/Kocher motion to approve the Financial Reports for September 2013, subject to audit. Motion passed by unanimous vote of the Authority. The September 30th balance of all accounts was \$583,561.34. However, \$217,609.49 is earmarked for escrows and future projects. An additional \$300,881.49 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$65,070.36 is available for operating expenses.

Executive Secretary Report See written report

The tapping fee installment payment report was reviewed, along with the written report. In her report Karen asked what she should do when someone with a payment plan misses payments. It was the consensus that the agreement would become null and void and the process would move to the next step of the collection procedure – the Solicitor. Members were asked to contact Karen if they ever have questions about office procedures or the reports.

JOAC Report

The next JOAC meeting is scheduled for October 14th at 6:30 p.m. in the Duncannon Borough building. The Authority will meet immediately following the meeting to award the bid for the low-pressure extension to the Ward property.

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 November 6th meeting.

New Business

Sam noted an article on the front page of the September 26th Duncannon Record in which Borough Council member Mike Bomberger questioned the way the Authority paid for its share of the recent Market Street sewer line replacement. After consulting with the Borough treasurer, the Authority treasurer wrote a check to the contractor for its share of the cost. The check was given to the Borough to be included with the check the Borough was sending the contractor for its share. Mr. Bomberger stated in the article that that was not the process that should have been followed. It was the consensus that staff should send a letter to the Borough, requesting a written copy of the procedure that the Authority should follow in the future for all projects with shared expenses.

Adjournment

With all business completed, a Kocher/Auxt motion for adjournment was made at 9:25 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary