

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

January 8, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, January 8, 2014 in the Penn Township Municipal Building. Vice-Chairman Sam Auxt called the meeting to order at 7:00 p.m. 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:

Sam Auxt, Vice-Chairman
Henry Holman, Secretary/Asst. Treasurer
Jim Kocher

Professional staff present:

Randy Bailey, P.E., Wm. F. Hill Associates
Dennis Shatto, Esq., Cleckner and Fearen

Authority staff present:

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

Visitors present:

Bob Shaffer
Tim Nolt
John Andrews, McNees, Wallace and Nurik
John Murphy, Alpha Engineering
Todd Wilson, Alpha Engineering
John Zeivanos, Fishing Creek Valley

Minutes

Upon a Holman/Kocher motion, the Authority voted to approve the December 4, 2013 minutes as presented.

Visitors

Ed Chism

Mr. Chism stated that Pfautz Rentals (Pfautz) is interested in purchasing bulk water from the Authority for the apartment complex off of Butchershop Road. He has been negotiating on behalf of Pfautz. The following items have been agreed to conceptually.

- Pfautz is agreeable to pay a yearly fee of approximately \$46,000.00, based on current usage of 23,000 gpd.
- Pfautz will pay no tapping fee since it will be installing the infrastructure on its side of Butchershop Road.

- The Authority will install a fire hydrant, an 8-inch diameter pipe and a shut off valve on its side of Butchershop Road.
- Pfautz will be responsible to make the connection to the 8-inch diameter pipe as per the Authority's *Developer's Specifications*.
- Pfautz will determine if it wants to include fire protection.

Mr. Chism reported that Ms. Hammaker will be at the February meeting to ask the Authority for a signed agreement to present to DEP. The agreement would state that Pfautz will connect to the Authority's water system and that the Authority can supply the water, but that the connection will not happen until the Authority has installed a storage tank and a water treatment facility.

John Murphy, Alpha Consulting Engineers

Mr. Murphy was present to discuss Stone Mill Estates (Stone Mill), a proposed development by Yingst Homes to be built off of SR 849. He gave a brief overview of the history of the project and then reported that the developer had submitted a new plan dated January 6. Authority Engineer Randy Bailey has reviewed the plan and provided his comments to the developer. Mr. Murphy stated that the plan calls for a pump station and force main to be installed in the easement the developer purchased from Roy Krick.

Mr. Murphy noted that the developer needs a letter from the Authority to the Penn Township Planning Commission (PTPC) stating that the Authority can provide sewer service to the development and is in conceptual agreement with the plan. This letter is necessary so that the PTPC can recommend that the Penn Township Supervisors (PTS) approve the preliminary plan. Once preliminary approval is given, then discussion can be held on installing a gravity line along SR 849 and the use of a 30-foot easement for the water and sewer lines.

At present, the developer is leaning toward a pump station and force main through the Krick property. The Authority feels that, with the past and future improvements being made to the Market Street sewer line, that line will be able to handle the 73 EDUs proposed for the development.

After discussion, and upon a Kocher/Auxt motion, the Authority voted unanimously to send a letter to the PTPC, stating that the Authority gives conceptual approval to the plan and that it can provide sewer service to Stone Mill. Mr. Murphy requested that he receive a copy of the letter.

Engineer Report See written report dated January 8, 2014

The following items were discussed at this time.

Northern Low Pressure Sewer Extension

The Engineer reported that DeTraglia Excavating, Inc. has completed the installation of the low pressure sewer extension along SR 11/15 and the 3-inch force main in the Ellenberger easement to Schoolhouse Road. He offered that the contractor did a good job, in a timely manner. There are four items remaining to be done on the punch list, such as final grading and seeding, and exchanging the waster curb stop lid with a sewer one. He also reported that the final record drawings will be forwarded to the Authority when completed.

The contractor should have an invoice ready for approval of payment at the Authority's January 13th meeting.

The Engineer reported on his discussion with Kevin Callahan at E-One. He feels that there is capacity in the new extension for ten EDUs.

After discussion, and upon a Holman/Kocher motion, the Authority voted unanimously to request that the PTS send a Notice to Connect to Mike Ward, owner of the former DeCoven property. A copy will be sent to Shawn Arbaugh of DEP.

Sunshine Hill Water System Upgrade

The Engineer reported that the surveyors have located and sized off the existing water supply facility on Eisenhower Boulevard. To date the Solicitor can not find any record of an easement near the

Eichelberger property. However, he feels that effectively there is an easement because the Authority acquired the system and the water line was in the ground at that time.

The Engineer reported that he is in the process of designing and permitting the proposed upgrade.

The Engineer was told of the need to accelerate the process. The members were informed of a problem with one of the 50-year old storage tanks that happened over the weekend. The bottom drain had corroded and was barely attached. Operator Ed Chism thanked Henry and Jeff Holman for their work above and beyond the call of duty to replace the drain and valve and give new life to the tank. Vice-Chairman Auxt also thanked Ed and Henry for their efforts.

The Authority has applied for a PA Community Development Block Grant (CDBG) to help fund the needed upgrades to the water system. If upgrades have not been started by next winter, Henry suggested that the Authority put two temporary storage tanks above ground, ready to be used in an emergency. Sam offered that by next winter the Authority needs to have the standpipe and water treatment facilities installed. The Engineer was encouraged to provide a detailed status report for the upgrades by the February meeting.

The Executive Secretary will be asked to contact SEDA-COG and get the status of the CDBG application.

Stone Mill Estates

The Engineer reported that he had compiled his review comments as they related to the January 6th version of the proposed plan for Stone Mill Estates. Sam offered that he would like to see the developer connect by using SR 849 because the replacement of the Market Street sewer main will be completed before the first house is built in the development.

Although the Township's Subdivision and Land Development Ordinance (SALDO) allows the use of a 15-foot wide easement for sewer/water lines, the Authority feels that a 30-foot wide easement is more feasible. The Authority will send a letter to the PTS, requesting that it change that requirement when it updates the SALDO. Concerning the Authority's *Rates, Rules and Regulations*, the only requirement is for dedicated trenches for utility lines; no mention is made about the required width of an easement.

Morrison Sewer Extension

The Engineer reported that Mr. Morrison still has approximately 150 feet of low pressure sewer line to install. Henry noted that approximately 150 feet of gravity line also needs to be installed from the headquarters building to the pump station.

Regarding the line installed under the driveway, the Engineer stated that it "seems acceptable", subject to mandril testing, and verification of the alignment and slope. Henry noted his concern over "seems acceptable".

Susan reported that Mr. Morrison's escrow amount would be \$44.27 after approval of payment of December's bills. She stated that she sent Mr. Morrison copies of all invoices paid from the account since the last replenishment, along with a notice that the balance must be brought up to \$2,500.00. She was not sure if the letter notified him that staff would do no more work until payment was made. She will research this, and send him that notice if needed.

Construction and Material Specifications for Developers

The Engineer's draft format of the above specifications will be placed on the office table for the members to review.

Chapter 94 and Flow Analysis Reports

The Engineer was asked to provide a cost to prepare the Chapter 94 report for the Cove WWTP and the flow analysis reports for Kinkora WWTP, Susquenita School District, and the Duncannon WWTP. The Executive Secretary will be asked to email the Engineer the flow reports compiled each week by Field Representative Sam Auxt.

Additional Plans

The Engineer was asked to give a cursory review to the proposed plans for Haldeman Landscaping and Perdix Fire Company. He was told that there were no escrows set up by either developer and that they would be billed separately for his review.

Plant Operator Report

The Discharge Monitoring Reports for November 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.

Sunshine Hill Water System

Ed again thanked Henry and Jeff Holman for the work they did to repair the valve of the 50-year old water tank on Sunshine Hill. He was also impressed by the way the customers cooperated with his appeal to conserve water during the repairs.

Future Need for Operator

Ed stated that he would be resigning as Operator within the next 12-18 months and told the members to start looking for a replacement. Henry asked Ed to start making a punch list of replacements, upgrades, etc. that should be taken care of in the near future.

Odor Control Building

Ed reported that the odor control equipment has been taken off-line for the winter. He also reported that a small heater has been placed in the building to reduce humidity.

Field Representative Report See written report for December

The following items were discussed at this time.

Petersburg Commons Water Supply

Sam reported that, in the process of Duncannon Borough replacing two water valves, the water had to be shut off. This affected Petersburg Commons. Unfortunately, the Borough did not notify the Authority of the water shut-off. As a result, Petersburg Commons customers called the Authority, reporting that they had no water. It took the Authority awhile before it figured out why. Had the Borough notified the Authority, the Authority would have notified its customers in Petersburg Commons.

1623 State Road

Sam reported that he made three trips to 1623 State Road last week, two for a failed grinder pump and one for a thermal overload. Discussion was held on the fact that this property has had numerous repair calls due to negligence of the tenants. After discussion, and upon an Auxt/Holman motion, the Authority voted unanimously to install a re-built grinder pump and notify the property owner that future repair/replacement of the grinder pump will be his responsibility. The Executive Secretary will notify

the owner. Also included in the letter will be notification that the property owner needs to schedule an appointment for the Field Representative to see if any floor drains are connected to the sewer system.

Sewer Line Flushing

Upon a Holman/Kocher motion, the Authority voted unanimously to accept a bid in the amount of \$3,400.00 from Kline Septic to flush 5,5000 feet of 8-inch line and clean four pump stations/wet wells. The flushing will be done in the spring as per the flushing schedule.

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 present at tonight's meeting. Henry noted that the re-appointment letter he received from the PTS stated that it was for a four-year term. The Executive Secretary will be asked to contact the PTS office for a correction.

Solicitor Report There was no written report.

Owen/Moore Properties

When the sewer was installed on Jefferson Street, a lateral was installed to a vacant lot now owned by Patrick Owen. Since then, the owner of the adjoining property expanded his lot, with the result that the sewer lateral is no longer located on the vacant lot. The Solicitor prepared a right-of-way agreement to address this issue, which will give Mr. Owen the right to connect to the sewer lateral now located on the Moore property.

Eichelberger Water Line Easement

As discussed earlier, the Solicitor will continue the search to find a written copy of this easement.

Stone Mill Estates

The Solicitor noted that a great deal of sewer/water details still needs to be worked out with the developer of Stone Mill. He clarified that the Authority had only given conceptual approval earlier in the meeting when it voted to send a letter to the PTPC that it could supply sewer service to the development.

Northern Low-Pressure Extension

At the December meeting it was discussed that the extension along SR 11/15 was supposed to have been a 2-inch diameter line. However, when the contractor excavated to make the connection for the extension, he found that the existing line was only 1 ½-inch diameter. This created several problems. Since the as-built drawings showed that a 2-inch line was installed, the contractor had brought piping and couplings for that size. The Solicitor was requested to research whether the Authority could go back on the contractor who installed the 1½-inch line, since the as-built drawings were signed and sealed by his engineer as being correct.

The Solicitor now offered that, due to the short length of line involved, the Authority would put more money into going back on the contractor than it was worth.

Executive Session

At 9:05 p.m. the Authority went into executive discussion to discuss a contract issue. At 9:15 p.m. the meeting reconvened, with no action taken.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of December 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 \$5,656.53. Sewer delinquencies total \$61,356.35. The Authority will continue to take a hard line against those customers.

Treasurer Report

Invoices and Expenditures

There was a Holman/Kocher motion to approve payment of the December 2013 invoices totaling \$64,936.32. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was a Kocher/Holman motion to approve the revised Financial Reports for November 2013, subject to audit. Motion passed by unanimous vote of the Authority. The December 31st balance of all accounts was \$611,972.85. However, \$206,575.99 is earmarked for escrows and future projects. An additional \$322,749.74 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$82,647.12 is available for operating expenses.

Executive Secretary Report See written report

The tapping fee installment payment report was reviewed with no comment

JOAC Report

The next JOAC meeting will be held on January 13th at 6:30 p.m. in the Township building.

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 February 5th meeting.

Taschek Property, Firehouse Road

There was no further discussion on this issue because the Township's case for demolition of the property is still in the County court system. This item will be removed from the agenda.

New Business

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

Ward Property Tapping Fee and Sewer Rental Charge

Members were asked to consider whether there should be a separate rate schedule for the Ward property for both the tapping fee and the monthly sewer rental charge. This will be discussed further at the February meeting.

2013 Budget Summary

Members were presented with the December 31st balances of the 2013 budget income and expense categories.

Adjournment

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

Susan E. Long
Recording Secretary