

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

February 19, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, February 19, 2014 in the Penn Township Municipal Building. Chairman Elmer Knaub 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:

Elmer Knaub, Chairman
Sam Auxt, Vice-Chairman
Henry Holman, Secretary/Asst. Treasurer
Jim Kocher
CeCe Novinger

Professional staff present:

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

Authority staff present:

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

Visitors present:

Rob Shaffer, Act One
David Hammaker
Suzanne Hammaker, Pfautz Rentals
Rick Slautterback, Pfautz Rentals
Bob Johnson
Lee Wright

Minutes

Upon an Auxt/Kocher motion, the Authority voted unanimously to approve the January 8, 2014 minutes as amended and January 13, 2014 minutes as presented. The January 8th minutes were amended to clarify the Penn Township Supervisor (PTS) Report. At the January 6th PTS meeting, Henry Holman, III, was re-appointed to another 5-year term on the Authority. However, the re-appointment letter he received from the PTS stated it was for a 4-year term. The PTS office was contacted to send him another letter stating that his term was for 5 years.

Visitors

Rob Shaffer, Act One

Mr. Shaffer was present to hear which company would be selected to provide engineering services for 2014. Upon a Kocher/Auxt motion, the Authority voted unanimously to postpone the appointments of its professional staff until the March 5th meeting, to allow time for all the members to review the engineering firms' proposals.

Pfautz Rentals

Ed Chism introduced Rick Slautterback, office manager for Pfautz Rentals, and Suzanne Hammaker, managing partner of Pfautz Rentals. The Authority and Pfautz Rentals have been in communication regarding Pfautz Rentals purchasing bulk water from the Authority to serve its apartment complex.

DEP has requested a meeting with representatives of Pfautz Rentals and the Authority on February 25th, at which time it would like to have a signed letter of intent regarding the sale and purchase of the bulk water. Upon a Kocher/Novinger motion, the Authority voted unanimously to send Pfautz Rentals a letter of intent including the following – Upon completion of Phase One of the Sunshine Hill water system upgrade and completion of a signed agreement between the two parties, the Authority will have the capacity and the intent to sell bulk water to Pfautz Rentals. There will be no tapping fee for the existing apartment buildings because all infrastructures on the east side of Butchershop Road will be constructed and maintained by Pfautz Rentals. The Authority will install an 8-inch diameter tap with a shut-off valve on the west side of Butchershop Road, along with a fire hydrant. Pfautz Rentals will be required to connect to this tap based on Authority specifications. The signed agreement will include the details regarding the tap fee and installation specifications of the connection to the tap and the water meter vault.

Ms. Hammaker was informed that Elmer Knaub and Jim Kocher would attend the DEP meeting as representatives of the Authority.

Lee Wright

Mr. Wright is interested in leasing property owned by the Perdix Fire Company along SR 11/15 for an extension of his business, New Blooms. He noted that, according to the Authority's requirements, a business is required to install a duplex grinder pump (DGP). He stated that his projected flow is less than one EDU and asked the Authority to waive the requirement for a DGP and allow him to install a simplex grinder pump (SGP).

CeCe expressed concern about setting a precedent and asked how many other businesses had DPGs. She was informed that all businesses connected to the old system had a SGP. She then questioned what would happen if a SGP is installed and the business is later sold to a company that needed more EDUs. Sam offered that the new owner would need to upgrade to a DGP. Engineer Randy Bailey was asked how many EDUs a SGP could handle and answered that it could handle at least one.

Sam noted that Section 2.01A of the *Developer's Specifications* states that "for sewer connections involving three or more EDUs, a DPG unit shall be utilized." According to this, Mr. Wright would not need to install a DGP.

Henry expressed concern about installing a SGP when a DGP might be needed in the future. He asked how many DPGs the Authority had in reserve. Operator Ed Chism stated that there was one acquired in 2005 and never used. Although it was manufactured to be used in a flood plain, he stated that it could be installed anywhere. Henry suggested that the Authority sell Mr. Wright a DGP wet well installed with one SGP and a simplex controller at the cost of a SGP - \$3,700. If future expansion is needed, the owner could purchase another SGP and a duplex controller to put in the wet well.

After discussion, and upon an Auxt/Kocher motion, the Authority voted to send a letter to the Penn Township Planning Commission stating that the Authority has sufficient capacity in the transmission lines and wastewater treatment plant (WWTP) to handle the flow from the proposed business. Additionally, Mr. Wright will install a DPG wet well with a simplex controller system for the cost of a SGP. Motion carried, with CeCe voting in opposition to the motion.

Engineer Report See written report dated February 19, 2014

The following items were discussed at this time.

Northern Low Pressure Sewer Extension

The Engineer reported that DeTraglia Excavating, Inc. has submitted the revised payroll certifications to reflect current wage rates and has signed Change Order #1. He stated that DeTraglia will be completing the remaining punch list items this spring. Record drawings for the project were submitted to the Authority on January 23rd.

It was the consensus that the work done for the project was excellent, but that the paperwork procedures and the management style were not. A "Contractor" folder will be started and comments about this project will be included.

Stone Mill Estates Development

The Engineer reported that the PTS has approved the preliminary plan for the development. He stated that the developer would connect to the sewer system at Penn Township manhole (MH) #11.7A and discharge the flow at Duncannon Borough MH #166. He has determined that the Authority's collection system has adequate capacity to accept the proposed 12,275 gpd of wastewater generated by the development. The discharge will be metered at the point of connection with the Borough.

Sam offered that he is opposed to Authority ownership of the pump station to be installed on Stone Mills Estates property that would pump the effluent to MH #11.7A, citing that its maintenance would be an additional expense for the Authority. Additionally, the Authority has told the developer's engineer that it would like the developer to install the sewer line in the right-of-way along SR 849 and connect to the Borough in the vicinity of High Street. The engineer for Stone Mill Estates had stated that that route would be more expensive. He had been asked to provide a cost comparison for both points of connection, but has not yet responded.

Susan reported that a letter was sent to the developer on January 17th, informing him that his escrow account needed to be replenished, which has not been done to date. The Engineer was informed not to do any more work on the plan until he receives notice that the account has been replenished.

Morrison Sewer Extension

The Engineer reported that inspection services for the Morrison extension are on hold until the Morrison escrow account has been replenished. It was noted that there has been no work done by Mr. Morrison since before Christmas. Mr. Morrison had been cited for violation of the Township's Connection Ordinance and is appealing the citation. The hearing before the Magisterial District Judge has been postponed to February 27, 2014.

Chapter 94 and Flow Analysis Reports

The Engineer reported that he is in the process of completing the Chapter 94 Reports for Cove WWTP and Duncannon Borough, and the 2013 Flow Analysis Report.

Market Street Bridge Force Main Project

The Authority's force main project is incorporated into PennDOT's bridge project. Bid opening for the projected is scheduled for February 27th. It is anticipated the new bridge and sewer force main will be installed in June 2014. The Authority's cost for materials and installation of the force main will be approximately \$30,000.00.

Construction and Material Specifications for Developers (Specifications)

Revisions for the Specifications have been completed in draft format. The Authority was reminded that it will need to review, approve and adopt them.

Sunshine Hill Water System Upgrade

The Engineer reported that the project is on hold while the Authority considers design modifications. After a lengthy discussion, it was decided to go back to the design as originally drawn up for the Community Development Block Grant funding. The Engineer was asked to provide costs for booster pumps for the water storage tank and fire flow. He was also asked to provide the cost for the Ad Edge water treatment media, since the life of the media will decrease if water needs to be treated for Pfautz Rentals and Stone Mill Estates.

Plant Operator Report

The Discharge Monitoring Reports for December 2013 were circulated for the members to 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.

Kudos

Ed gave a public “Thank You” to the PTS and highway crew for opening up the entrances to the Cove and Kinkora WWTPs and the Cove pump station. He also thanked Gerald Johnson for his help in opening up the entrance to the water system and to Henry for digging out a path at the Kinkora WWTP.

NPDES Permit

Ed reported that the applications for the Cove and Kinkora NPDES permits are almost complete. Due to a problem getting some of the necessary lab reports, the applications were not submitted to DEP by January 31st. DEP has given a new deadline of March 15th to submit the applications.

WWTPs

Ed reported that the cold weather has affected both Cove and Kinkora WWTPs. The bacteria are not eating as much, with the result that more sludge needs to be removed.

Field Representative Report See written report for January

The following items were discussed at this time.

Diesel Fuel for Generators

Field Representative Sam Auxt reported that the PTS has purchased 100 gallons of diesel fuel for Authority use. Usage will be metered and the Authority will reimburse the PTS for the fuel.

Sunshine Hill Water System

Sam reported that the replacement of the water pump for well #2 is scheduled for Tuesday, February 25th. Customers will be notified in advance and requested to conserve water. After the replacement is finished, a Boil Water Advisory will be issued. This is required any time there is a break in water pressure.

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

The Township issued a Notice to Connect to Mike Ward, owner of the former DeCoven property. The receipt of the certified letter shows that it was received on February 5th. Mr. Ward has 60 days to connect the property to the sanitary sewer - April 6th.

Solicitor Report There was no written report.
The Solicitor was not available for tonight's meeting.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of January 31, 2014 was reviewed. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary. Water delinquencies total \$8,366.51. Sewer delinquencies total \$57,818.30. 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 February 19, 2014 invoices totaling \$211.23. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was a Novinger/Auxt motion to approve the revised Financial Reports for January 2014, subject to audit. Motion passed by unanimous vote of the Authority. The January 31st balance of all accounts was \$572,146.85. However, \$203,896.85 is earmarked for escrows and future projects. An additional \$283,013.14 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$85,236.86 is available for operating expenses.

Resolution 2014-01

Upon an Auxt/Novinger motion, the Authority voted unanimously to approve Resolution 2014-01. This Resolution allows for the disposal of Treasurer Reports dated through December 2012, bank statements, invoices and checks, and customer payment records dated through December 31, 2006, and bank deposit slips dated through 2010.

Executive Secretary Report See written report

The tapping fee installment payment report was reviewed with no comment. Regarding the delinquent account whose owner has been not making timely installment payments, Karen will notify the Solicitor to proceed with the next step for collection.

JOAC Report

The next JOAC meeting will be held on March 10th 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 March 5th meeting.

CDBG Funding Update

Karen will be asked to contact SEDA-COG for an update of the status of the CDBG funding application.

Tapping Fee/Sewer Rental Rate for Ward Property

The members were asked to consider whether the Authority should establish a separate rate district for the Mike Ward property. Further discussion will be held at the March 5th meeting.

New Business

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

Grinder Pump Report

Sam reported that the 2013 cost for grinder pump repair was \$25,218.00. There were 39 repair calls, although some were for the same location. The costs incurred were for only 7.8% of the customers; the remaining 92.2% of the customers helped to carry the cost.

Sam reported that there is one flood plain DPG in stock, along with 12 SGPs, for a value of \$53,900.00. Since 2006, 18 grinder pumps have been scrapped, mostly because of abuse, for a value of \$43,200.00.

Sheetz's Unused EDUs

Sheetz had purchased 8 more EDUs than it is currently using, so the Authority contacted Sheetz to see if it was interested in selling them back to the Authority. Sheetz sent a letter to the Authority stating that it does not want to sell the unused EDUs. Sam then read Section 6.8 of the *Rates, Rules, and Regulations*. "If the EDUs are not used within a ten-year period from the date of purchase, the Authority will buy back any unused EDUs {according to a tiered structure}." No action was taken.

Reorganization

Upon an Auxt/Novinger motion, the Authority voted unanimously to fill the following positions.

Chairman – Henry Holman, III

Vice-Chairman – Jim Kocher

Secretary – Elmer Knaub

Treasurer – Susan Long

Asst. Sec./Asst. Treas. – Sam Auxt

Executive Secretary – Karen Rhinehart

Right-to-Know Officer – Karen Rhinehart

Depositories – Marysville Bank, PLGIT, Members 1st Credit Union

Signatories – Sam Auxt, Henry Holman, Elmer Knaub

Plant Operator – Edward Chism

Back-up Plant Operator – John Cardamone

Adjournment

With all business completed, an Auxt/Novinger motion for adjournment was made at 9:30 p.m. Motion passed by unanimous vote.

Susan E. Long

Recording Secretary