

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

March 5, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, March 5, 2014 in the Penn Township Municipal Building. Chairman Henry Holman, III 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:

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

Mike Ward  
Rich Barr  
Tim Hake  
Rob Shaffer, Act One  
Tim Nolt, Act One  
Brian Peters, Penn Township Supervisor (PTS)  
Suzanne Hammaker, Pfautz Rentals  
David Hammaker

**Executive Session**

An Executive Session was held from 6:30 p.m. until 7:00 p.m. to discuss personnel matters. No decision was made during the session.

**Minutes**

Upon a Kocher/Auxt motion, the Authority voted unanimously to approve the February 10 and 19, 2014 minutes as presented.

**Visitors**

Mike Ward

Mr. Ward is the owner of the former DeCoven property along SR 11/15. The PTS had sent him a "Notice to Connect" his property to the sanitary sewer within sixty days, or April 4<sup>th</sup>. Due to the weather

conditions and the frozen ground making excavation difficult, he now requested a time extension for another sixty days.

He informed the Authority that he has been in contact with Shawn Arbaugh of DEP. He presented a copy of an email from Mr. Arbaugh stating agreement to a time extension as long as Mr. Ward puts forth a good faith effort to begin the project when weather conditions allow.

Mr. Ward asked if the Authority would require an engineer's design for the pump station he will install. He was told it was to his benefit to present as correct a design as possible up front, so that the Authority's Engineer would give a favorable review faster. Mr. Ward was told that the Authority had *Developer's Specifications* available. Mr. Ward was also told that he would need to supply accurate "as-built" drawings when the project is completed.

Mr. Ward is planning on installing a 5,000 gpd E-One grinder pump station, and expects the flow from his system to be nine to ten EDUs. Discussion was then held on the amount of inflow and infiltration (I&I) that may enter the system from the pipes where a mobile home park was once located. Chairman Holman expressed his concern that I&I during inclement weather will exceed the parameters of the pump station. He also offered his concern about taking over the pump station when the Authority has no idea on the amount of I&I that may occur. He stated that the last thing the Authority wants to do is shut down the pump station because the Authority's lines are overwhelmed. Field Representative Sam Auxt was asked to meet with Mr. Ward's contractors (who were present at the meeting) to see if they could determine a way to pressure test the lines that would be connected to the pump station.

After discussion, and upon a Kocher/Knaub motion, the Authority voted unanimously to grant Mr. Ward an additional time extension of forty-five days, until May 19<sup>th</sup>, to connect his property to the sanitary sewer. A letter will be sent to the PTS informing them of the time extension.

Rob Shaffer, Act One

Mr. Shaffer was present to hear which company would be selected to provide engineering services for 2014. This issue will be discussed later in the agenda.

Brian Peters, PTS

Mr. Peters stated that he will be attending the monthly Authority meetings. He was informed that there is a monthly agenda item, "PTS Report". Mr. Peters had no specific information to present this evening, but will present applicable items in the future to keep the flow of information going between the Authority and PTS.

Suzanne Hammaker, 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. As a follow-up to the February 25<sup>th</sup> meeting between DEP, Pfautz Rentals, and two Authority representatives, Ms. Hammaker stated that DEP has asked if an interconnection date of April 15, 2015 is feasible. Chairman Holman asked Engineer Randy Bailey if he could prepare a feasible time-frame for the members by Friday, March 7<sup>th</sup>; Ms. Hammaker was told that the Authority would discuss the Engineer's findings at its scheduled March 10<sup>th</sup> meeting and get back to her. Elmer will call DEP with the proposed interconnection date and send an email to DEP and Ms. Hammaker as a paper trail.

**Engineer Report** See written report dated March 5, 2014

The following items were discussed at this time.

Ward Sewer Extension

The Engineer stated that he would like to see any I&I problems corrected before the property is connected to the sanitary sewer.

### Sunshine Hill Water System Upgrade

The Engineer reported that the design of the water system upgrade is in process. A Public Water Supply (PWS) application must be signed by the Chairman and submitted to DEP along with an application fee of \$750.00. Upon approval from DEP, he will complete the construction drawings. The unknown factor is the length of time it will take DEP to approve the application. He reported that the CWS Demonstration of 4-Log Treatment Form is also required by DEP, and must be signed by Operator Ed Chism and notarized by the Township Secretary. Upon an Auxt/Novinger motion, the Authority voted unanimously to have the PWS application and 4-Log form signed, and approved the application fee of \$750.00.

Discussion was held on fire protection. The Engineer reported that the fire pump will require 3-phase electrical service. As an alternative, the Authority can add more booster pumps to the system, which would be cheaper. Chairman Holman reported that the generator to be installed provides 3-phase service and suggested that it be used for fire protection. The Engineer noted that all that would be needed was a interlock connection.

The Engineer clarified that the water storage tank would be 31-foot in diameter and 25-foot high.

### Stone Mill Estates Development

The Engineer reported that the plan review services are on hold until the developer replenishes his escrow account.

### Morrison Sewer Extension

The Engineer reported that the plan review services are on hold until the developer replenishes his escrow account.

### Chapter 94 and Flow Analysis Reports

The Engineer reported the Chapter 94 Report for Cove wastewater treatment plant (WWTP) needs to be approved by the Authority and submitted to DEP by March 31<sup>st</sup>. He expects to have the Flow Analysis Report available for Authority review at its April 2<sup>nd</sup> meeting. Upon a Knaub/Auxt motion, the Authority voted unanimously to approve and submit the Chapter 94 Report for the Cove WWTP.

### *Construction and Material Specifications for Developers (Specifications)*

After reviewing these for several months, and upon an Auxt/Knaub motion, the Authority voted unanimously to adopt the Specifications. Upon a Knaub/Auxt motion, the Authority voted unanimously to set a fee of \$25 each for the sewer and water Specifications.

### **Reorganization of Professional Staff and Field Representative**

Upon an Auxt/Novinger motion, the Authority voted unanimously to retain Cleckner & Fearen for its legal services.

Upon a Knaub/Auxt motion, the Authority voted to retain Wm. F. Hill and Assoc. Inc. for its engineering services. Jim told Rob Shaffer that he appreciated Act One's proposal for engineering services but had several issues with the firm.

Upon a Kocher/Novinger motion, the Authority voted to re-appoint Sam Auxt as Field Representative. Motion passed. Sam abstained from the voting.

Upon an Auxt/Kocher motion, the Authority voted to separate the position of Assistant Secretary/Assistant Treasurer, appointing Sam as Assistant Secretary and CeCe as Assistant Treasurer. Motion carried, with CeCe abstaining from the voting.

## **Plant Operator Report**

The Discharge Monitoring Reports for January 2014 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.

### **Myers Grinder Pumps**

Ed reported that new Myers grinder pumps used to sell for \$2,850.00 new. Heim Electric is selling them for \$1,900.00. He said that he ordered two of them as spares.

### **NPDES Permit**

Ed reported that the applications for the Cove and Kinkora NPDES permits have been submitted to DEP. He thanked the office staff for their help in compiling the information.

### **Sunshine Hill Water System**

Ed reported that the new well #2 pump runs so fast he had to quadruple the chlorine intake. He does not feel that it is worth keeping the old pump due to corrosion issues. Henry will take a look at it to see if anything can be done with it. It was the consensus to ask the PTS if it can use the galvanized piping that was replaced with the pump.

Ed reported that the pump was replaced on Friday and a boil-water advisory was sent to the customers. To lift the advisory there has to be two consecutive days of "good" testing results. He took water samples to the laboratory on Monday and Tuesday. Unfortunately, by 6:00 p.m. tonight, he had not yet heard from the lab. He will contact them tomorrow (March 6<sup>th</sup>) to see if the results were good and if the advisory can be lifted.

### **Cove WWTP Generator**

The generator at the Cove WWTP has had intermittent problems since the day it was installed, problems which the installer has never been able to rectify. Ed has been working with Tom Stephenson Generator Service, and it has finally been discovered that the control box was set up wrong when it was originally installed. He thinks that the problem is now resolved.

When questioned about generator maintenance, he stated that Tom Stephenson maintains them on a regular basis.

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

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. The PTS has offered to fill the generators and then bill us for the amount of fuel use. It was the consensus to let that happen.

### **Sunshine Hill Water System**

Sam reported that he investigated reports of low water pressure on Sunshine Hill and discovered that a line in one of the vacant trailers had frozen, then broke after it thawed. Water was shut off at the master meter for the trailer park, the owner fixed the pipe, the water was turned back on and water pressure went back to normal.

### **Master Meter Report**

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

Flow meters at the Cove and Kinkora WWTPs, and Cove and Lower Duncannon pump stations will be calibrated by Tri-Star in May.

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

There was no report

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

The Solicitor will start working on enforcing the collection of delinquent accounts.

The Solicitor reported that the Morrison hearing was postponed until April 16<sup>th</sup>.

### **Executive Session**

The Authority entered into executive session at 9:07 p.m. to discuss litigation matters. The meeting resumed at 9:13 p.m. with no action taken.

### **Billing Clerk Report**

#### Delinquent Accounts

The list of accounts delinquent as of February 28, 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 \$5,635.09. Sewer delinquencies total \$52,725.96. The Authority will continue to take a hard line against delinquent customers.

The Solicitor was asked if the Authority can terminate water services for water customers who have filed for bankruptcy. The Solicitor replied that, in general, you may not take adverse action against bankruptcy customers. He will research the issue.

### **Treasurer Report**

#### Invoices and Expenditures

There was a Novinger/Auxt motion to approve payment of the February 28, 2014 invoices totaling \$66,948.74. Motion passed by unanimous vote of the Authority.

#### Financial Report

After review, there was an Auxt/Kocher motion to approve the Financial Report for February 2014, subject to audit. Motion passed by unanimous vote of the Authority. The February 28<sup>th</sup> balance of all accounts was \$567,046.55. However, \$183,903.55 is earmarked for escrows and future projects. An additional \$291,243.11 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$91,899.89 is available for operating expenses.

#### 2013 Financial Audit

Susan reported that the fieldwork for the 2013 audit is almost completed.

### **Executive Secretary Report** See written report

The tapping fee installment payment report was reviewed. It was noted that several customers have defaulted on their tapping fee payment agreements. The Solicitor will contact the Executive Secretary and get a list of customers that need to receive a letter telling them to bring their accounts current.

## **JOAC Report**

The next JOAC meeting will be held on March 10<sup>th</sup> 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.

### **CDBG Funding Update**

According to SEDA-COG, the announcement regarding the municipalities that received funding is due to be announced in the beginning of March. To date, the Authority has received no word on the status of its funding.

### **Perdix Fire Company (PFC)**

Discussion on the Land Development plan submitted by the PFC was tabled until the April 2<sup>nd</sup> meeting.

### **Market Street Bridge Replacement**

It was noted that the four-inch diameter force main would be hung on the upstream side of the bridge.

### **Tapping Fee/Sewer Rental Rate for Ward Property**

Discussion was held on whether the Authority should establish a separate rate district for the Mike Ward connection. The Authority has spent over \$78,000.00 (not including the purchase of the easement across the Ellenberger property) on the project to-date. If Mr. Ward connects ten EDUs, the tapping fee would be \$35,000.00 and the monthly sewer rental charge would be \$600.00. There were negative feelings toward increasing the tapping fee. The Solicitor will check on the procedure for setting up a separate rate district.

### **Ownership of Grinder Pumps**

Penn Township is one of the few municipalities that maintain the customers' grinder pumps. The Authority has already voted to turn over ownership of non-residential grinder pumps to the property owner. Owners of new properties are now responsible for maintenance of the pumps. Additionally, responsibility for maintenance of residential grinder pumps is turned over to the new owner when a property changes hands. Members were asked to consider whether the Authority should turn over ownership of the remaining grinder pumps to the owners of the properties.

### **Sheetz Unused EDUs**

Last month, Sheetz sent a letter stating that it was not interested in selling any of the unused EDUs for its car wash. Susan was asked to compile information on the number of EDUs being used by all non-residential properties compared to the number of EDUs each business purchased.

## **New Business**

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

Porta-Potty Issue

It was reported that a Porta-Potty has been set up outside a residence in Lower Cove. Since the residence is connected to the sewer, it is possible that the sewer line from the house to the grinder pump froze. Sam will contact the PTS Secretary to see if a permit was issued for the Porta-Potty.

**Adjournment**

With all business completed, a Kocher/Knaub motion for adjournment was made at 9:45 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary