

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

April 2, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, April 2, 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
CeCe Novinger, Asst. Treasurer

Professional staff present:

Randy Bailey, P.E., Wm. F. Hill Associates
Dennis J. Shatto, Solicitor

Authority staff present:

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

Visitors present:

B. J. Giangliulio, H. A. Thomson
John Melham, Melham Associates
Bob Johnson
Lee Wright
Robert Shaffer

Minutes

Upon a Novinger/Auxt motion, the Authority voted unanimously to table the March 5 and 10, 2014 minutes for further review.

Visitors

B. J. Giangliulio, H. A. Thomson

Mr. Giangliulio was present to discuss the Authority's insurance packages. He noted that the liability and property package policy was up for renewal on July 5th and the Workmen's Compensation policy was up for renewal on September 17th. He reviewed the Authority's current coverage. The members then informed him that a sewer extension installed along SR 11/15 would not affect the policy since it included only lines and no facilities. He was also informed that the Authority is planning an upgrade to the Sunshine Hill water system and would keep him informed about its status, so that those facilities can be added to the policy.

Mr. Giangliulo estimated that the cost of the liability package would increase by \$278.00, the property package would increase by \$73.00, and the workmen's compensation policy by \$73.00.

John Melham, Melham Associates

Mr. Melham represents Rock Morrison, who is re-locating his geothermal and excavating business to SR 11/15. He stated that Mr. Morrison would like to relocate the sewer main to the rear of his headquarters for the following reasons: PPL poles were not located correctly and the line will need to be moved, the proposed area is rocky and will be difficult to excavate, the relocation will serve the primary business, and the relocation will be closer to the easement that will be used for any future development. There was consensus of the members that relocation of the sewer main would not be a problem.

Bob Johnson, Perdix Fire Company (PFC)

Mr. Johnson was present to discuss a proposed farmer's market to be installed along SR 11/15 in Lower Cove. He asked what the costs of the tapping fee and wet well/ grinder pump will be. He was told that the tapping fee would be \$3,500.00 and the duplex wet well/simplex grinder pump with a simplex controller would be \$3,700.00.

There was discussion on the number of laterals already installed on that property. It has always been assumed that there was a lateral at each end of the property. However, every drawing the Authority is able to find shows only one lateral, at the Marysville end. Mr. Johnson was asked to let the Authority know if the PFC has any documentation showing the location of the second lateral. If PFC wants a lateral installed in a different location, the approximate extra cost will be \$900.00 for parts and labor.

Lee Wright

Mr. Wright was present to discuss his proposed farmer's market to be installed on the PFC property. He would like to install a pergola on the sidewalk which crosses the sewer easement. The consensus was that he be allowed to install the pergola. However, he was cautioned that if the Authority ever needs to access the easement, it will be his responsibility to do the restoration.

Engineer Report See written report dated April 2, 2014

The following items were discussed at this time.

Ward Low Pressure Sewer Extension

Engineer Randy Bailey reported that the contractor is waiting for favorable weather conditions to do the final restoration and expects to be done within two to three weeks.

The Engineer was asked to contact the Penn Township Supervisors about whether they felt that the restoration that had been done to Schoolhouse Road was suitable, or needed additional restoration.

Stone Mill Estates Development

The Engineer reported that the Stone Mill Estates plan review is on hold until the developer replenishes his escrow account.

Morrison Sewer Extension Project

The Engineer reported that Mr. Morrison replenished his escrow account on March 24th and inspection services were provided on that same day. While the inspector was on site, the contractor was pouring the concrete encasement around the 8-inch gravity line running past the existing water well.. The inspector observed the mandrel test and pressure test of all gravity sewer lines on Kinkora's property. The length of line from MH-18 to the existing MH prior to the wastewater treatment plant (WWTP) passed both tests.

A discussion was held on the timing between pouring the concrete and performing the inspection. There were concerns that the line didn't have time to settle and that pouring the concrete could have loosened the joints in the line. The Engineer will research the timing of events and the Authority will check to see if there are any regulations concerning the length of time needed between the installation of a line and its inspection.

2013 Flow Analysis Report

The Engineer reviewed the 2013 Flow Analysis report of the flows generated by Susquenita School District (SSD) and Kinkora WWTP. Regarding SSD, the Engineer adjusted the flows due to a water leak. He used January through March 2014 readings to compare to the leakage period of January through March 2013. Based on his calculations, he recommends that SSD be billed for 63 EDUs, a decrease of 4 EDUs.

Regarding Kinkora, the Engineer recommends that it be billed for 75 EDUs, an increase of 11 EDUs. This raised a concern with the Authority, as it will deplete the "cushion" of EDUs for any future development. Staff will do further research to see what could have caused the steep increase.

The Flow Analysis report will be further reviewed, and approved at a future meeting.

Sunshine Hill Water System Upgrade

The Engineer reported that he submitted the Public Water Supply (PWS) application to DEP on March 18th, and received a response that DEP has accepted the application for technical review. He stated that DEP has 120 days to review the application.

The Engineer then presented a drawing of revisions to be made to the 4-log piping previously installed. The revisions are necessary because the proposed location of the water storage tank has been changed

It was noted that Well #1 is still included on the drawings even though it is not being used. The Engineer stated that DEP requires two water supply sources; until the new facilities are in place Well #1 will be included.

There was also discussion that the drawings show a 6-inch main when the Authority uses an 8-inch main. The Engineer explained that it did not make financial sense to increase pipe size when there is only a small amount of head loss using the 6-inch main, and that he engineers for the most normal operating case.

Discussion was also held on the use of booster pumps versus a high flow pump for fire protection. The cost for 2 booster pumps and 1 high flow pump would be \$57,500.00 and would require 3-phase electric service. The cost of 4 booster pumps would be \$42,700.00 and would not require 3-phase electrical service. The Authority will discuss this further at its April 14th meeting.

Plant Operator Report

The Discharge Monitoring Reports for February 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.

DEP Violations

Ed reported that he prints out DEP's testing requirements at the beginning of the year. However, in mid-year of 2013, the requirements for the Sunshine Hill water system changed to include asbestos testing at the end point, as well as the entry point. There had never been a requirement for asbestos testing at Petersburg Commons; that was changed to require testing at the entry point. DEP issued violations for the lack of testing.

All testing has now been done and testing results showed that there was no asbestos in either system. Ed has a year to notify the customers of the violations. He will include it in the *Consumer Confidence Reports* that must be provided to the customers by July 1st.

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 feels that the problem is now resolved.

Field Representative Report See written report for March.

The following items were discussed at this time.

Mike Ward Property

Field Representative Sam Auxt reported that Mr. Ward called him regarding the pressure testing of the existing old sewer lines on his property. Mr. Ward said he would contact his excavator to determine a date for that testing. Sam has had no further contact with Mr. Ward.

Future Vacancy of Operator Position

Sam reported that Elmer, Jim, and Ed would meet with PA Environmental Solutions Inc. on April 3rd at 10:00 a.m. to discuss obtaining a quote for PESI to operate the Authority's WWTPs and water system.

110 Jefferson Street

Sam requested that Kline's be hired to find the lateral for 110 Jefferson Street, at a portal-to-portal cost of \$275.00 per hour. The request was granted by consensus.

Sewer Line Flushing

Upon a Novinger/Kocher motion, the Authority voted unanimously to approve flushing of 5,500 feet of 8-inch sewer line in Lower Duncannon and Little Boston, as well as the flushing of 4 wet wells, for a cost of \$3,400.00. Flushing will be done by Kline's Septic Service.

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

Sam relayed that the PTS Secretary informed him that the Porta-Potty at 1447 State Road has been removed.

Solicitor Report There was no written report.

Separate Rate District

The Solicitor reported that the Authority may establish a separate rate district for the sewer rental for the Mike Ward property. The district must be delineated, there must be a rational basis for the new rate, and documentation and justification for the rate increase.

Tap Fee Installment Payments

The Solicitor reviewed the accounts of customers who are delinquent with their tapping fee installment payments. His calculations revealed that, if consistent \$30.00 monthly payments were made as per the signed agreements, it would take the customers 9 ½ years to pay off the balance. Several customers are delinquent to the point that, because of the 1.5 % interest charged on the monthly balance, they now owe more than the amount of the original balance. Several other customers are only making sporadic payments. He offered three possible courses of action the Authority could take.

- Increase the monthly payment so that the balance will be paid off 9 ½ years from the date of the agreement.
- Require lump sum payments to bring the delinquent accounts current.
- Notify the customers that they have defaulted on their agreement and tell them that the Authority is going to enforce its lien on the property.

It was the consensus that the Solicitor follow the first option, but inform the customers that if they don't respond within the time frame set by the Solicitor, they will be considered to be in default and the liens on their properties will be enforced.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of March 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 \$5,349.58. Sewer delinquencies total \$50,148.32. The Authority will continue to take a hard line against delinquent customers.

Treasurer Report

Invoices and Expenditures

There was an Auxt/Novinger motion to approve payment of the March 31, 2014 invoices totaling \$68,226.45. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was an Auxt/Knaub motion to approve the Financial Report for March 2014, subject to audit. Motion passed by unanimous vote of the Authority. The March 31st balance of all accounts was \$560,128.83. However, \$192,691.85 is earmarked for escrows and future projects. An additional \$299,328.69 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$68,108.29 is available for operating expenses.

2014 Sewer Audit

Susan presented for Authority review, a spreadsheet showing the amount of EDUs purchased for non-residential properties versus the amount actually used in the past four quarters.

Unconnected Properties in Sewered Areas

Susan presented for Authority review, a spreadsheet listing all vacant lots in the sewered areas of the Township. The spreadsheet included what properties have paid the tapping fee and which have paid for installed laterals. She will continue to update the spreadsheet.

Executive Secretary Report See written report

The Executive Secretary report was reviewed without comment.

JOAC Report

The next JOAC meeting will be held on April 14th 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.

Ownership of Grinder Pumps

This item was tabled until the May 7th meeting.

Sheetz Unused EDUs

This item was tabled until the May 7th meeting.

New Business

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

2013 Financial Audit

Upon an Auxt/Kocher motion, the Authority voted unanimously to accept the results of the 2013 Financial Report.

2014 Community Development Block Grant (CDBG) Funding

The application for 2014 CDBG funding has been received. Elmer and Jim will work on getting the application ready for submission.

Adjournment

With all business completed, an Auxt/Novinger motion for adjournment was made at 9:50 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary