

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

May 7, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, May 7, 2014 in the Penn Township Municipal Building. Vice-Chairman Jim Kocher called the meeting to order at 7:04 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:

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:

Mike Ward
Brian Peters, Penn Township Supervisor
Robert Shaffer

Executive Session

Vice-Chairman Jim Kocher announced that an executive session was held immediately before tonight's meeting at 6:30 p.m. to discuss legal issues. No action was taken at that time.

Additionally, an executive session was held at the end of the April 2nd meeting from 9:50 p.m. until 10:15 p.m. to discuss legal issues. No action was taken at that time.

Minutes

Upon an Auxt/Knaub motion, the Authority voted unanimously to approve the April 2 and 14, 2014 minutes as presented.

Visitors

Mike Ward

Mr. Ward was present to discuss the timeline for the connection of his property (the former DeCoven property) to the sanitary sewer. He had been given until May 19th to make the connection.

Mr. Ward presented documentation of a January 2014 commitment of a line of credit from Member's 1st Business Services. However, because of the underground gasoline storage tanks (removed by a previous owner), an environmental study is required. Perry Petroleum, the company that removed the

tanks, provided Mr. Ward with the paperwork from that procedure. The company doing the environmental study feels that the report is too old, and is requiring a Phase II study. This study is much more expensive than the Phase I study which would satisfy the bank.

Mr. Ward also presented documentation of an email from Shawn Arbaugh of DEP stating that the Department is agreeable to a time extension to make the connection due to the requirement of the environmental study. The Department does not anticipate any enforcement actions against Mr. Ward or Penn Township as long as a good faith effort to construct and complete the project is made.

Mr. Ward stated that he knows that he needs a connection permit but can not afford the tapping fees until the Members 1st financing is approved. He asked if the Authority could give him a connection permit but delay receipt of payment for the tapping fee. He would then go back to the partners and see if they could come up with enough money to cover the cost of the escrow account, the plan design, and the materials for the job. Then, when the financing is in place, he could pay the tapping fee.

After discussion, it was the consensus that the Authority is willing to work with Mr. Ward to move the plan forward, and to work on an agreement for installment payments for the tapping fee over a 2- to 5-year time frame.

After discussion and upon a Novinger/Auxt motion, the Authority voted unanimously to grant Mr. Ward a time extension until June 19th for completion of the project.

Engineer Report See written report dated May 7, 2014

The following items were discussed at this time.

Ward Low Pressure Sewer Extension

Engineer Randy Bailey reported that the punch list for final restoration of grading and seeding has been completed. Payment of the remaining \$1,000.00 due to the contractor is part of the invoices to be approved later this evening. Once the Application for Final Payment is received, the contractor will be sent the final payment.

Sunshine Hill Water System Upgrade

Engineer Randy Bailey reported that he submitted the Public Water Supply (PWS) application to DEP on March 18th, and received a response on March 26th that DEP has accepted the application for technical review. He has received no response from DEP. If none is received this week, he will contact DEP the week of May 12th.

Randy will incorporate the requirements from the last meeting into the upgrade design. This includes four booster pumps but no high-flow pump for fire protection, all underground piping will be 8-inch diameter, and the access road to the treatment facilities will be relocated.

It has been confirmed by the Solicitor that there is no documentation available or recorded for an existing water line easement near the Eichelberger property.

Stone Mill Estates Development

Randy reported that there has been no request for plan review services.

Morrison Sewer Extension Project

Randy reported that there have been no further requests for inspection services since March 24th.

On April 29th, Randy was notified that the remaining manholes (MH) have been ordered and will be on site within the next few weeks. These MHs will be installed near Mr. Morrison's headquarters building and were approved by the Authority as part of the adjustment to his plan at an earlier meeting.

Mr. Morrison is grading and seeding the part of the project that was installed on the Kinkora Pythian Home property. Randy reported that he drove by the site on the way to this meeting and that the restoration was looking good.

Randy informed Mr. Morrison's engineer that Record Drawings would be required for this project.

Plant Operator Report

The Discharge Monitoring Reports for March 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 wastewater treatment plants (WWTP) and water system.

NPDES Inspection Report

Ed reported that inspections of the Cove and Kinkora WWTPs was held on May 1st and provided a copy of the report. The reports contained no mention of any problems.

Water Source Protection Plan

Ed brought along his copy of the Water Source Protection Plan as a reminder that it is available and might require some updating. He also asked the members to consider approaching the Penn Township Supervisors to incorporate into an ordinance control over geo-thermal systems which could affect the quality of neighboring wells.

Flow Meter Calibration

Ed reported that Tri-Star had calibrated the Authority's flow meters on May 5th. While he has not yet received the written report, there was no indication that there was a problem with any of them. Flow meters calibrated were at the Cove and Kinkora WWTPs and the Cove and Lower Duncannon pump stations.

Cove WWTP Service

Ed reported that he, Field Representative Sam Auxt, and Lenker Excavating employees replaced the air lift equipment in the clarifier tank in the new part of the Cove WWTP. Debris was also removed from the diffusers in the older part. He stated that he was going to purchase aluminum rakes at an estimated cost of \$200-\$500 for removal of future debris to extend the life of the diffusers.

Field Representative Report See written report for April.

The following items were discussed at this time.

Grinder Pump (GP) Issues

Sam reported on a site visit to 1 Schoolhouse Road for a GP alarm. Repair was made by Lenker's Excavating later that day. He presented a photo of the damage, assumed to have been caused by marbles or something similar.

It was suggested that an article be included in the next Township newsletter regarding GP repairs. The article will apply to those customers who have responsibility for the maintenance of the GPs and will list the names and contact numbers of repair services.

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

There was no report.

Solicitor Report There was no written report.

Bankruptcy Discharges

Solicitor Dennis Shatto was asked about a property in Chapter 7 bankruptcy where the debts were discharged. He responded that he felt municipal liens were not covered under this type of discharge, and that the Authority would eventually receive the money owed to it.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of April 30, 2014 was reviewed. Water delinquencies total \$8,007.41. Sewer delinquencies total \$51,607.83. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary and continue to take a hard line against delinquent customers.

204 Firehouse Road

It was noted that the PTS is preparing for demolition of the property at 204 Firehouse Road and had asked Sam what needed to be done regarding the sewer connection. Sam told PTS Chairman Holman that the line from the house to the GP needs to be capped.

Treasurer Report

Invoices and Expenditures

There was a Novinger/Knaub motion to approve payment of the April 30, 2014 invoices totaling \$80,373.63. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was a Novinger/Knaub motion to approve the Financial Report for April 2014, subject to audit. Motion passed by unanimous vote of the Authority. The April 30th balance of all accounts was \$549,837.63. However, \$176,266.85 is earmarked for escrows and future projects. An additional \$312,279.74 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$61,291.04 is available for operating expenses.

2014 Sewer Audit

At the April 2nd meeting, Susan presented a spreadsheet comparing the number of EDUs purchased by non-residential customers compared to the number of EDUs actually used. She was asked to send letters to four of those non-residential customers in Lower Cove to see if they would be interested in selling back any of their unused EDUs. Susan reported that there had been no responses to the letters.

Several years ago, the Authority had sold ten EDUs to a developer with the condition that if they were not used within ten years, they would revert to the Authority. There was also a provision that the developer could sell them back to the Authority before the ten-year limit on a tiered cost basis. Members were asked to consider if they wanted to tell the Lower Cove non-residential customers that they would now be subject to a ten-year plan to use their EDUs.

Executive Secretary Report

There was no report

JOAC Report

The next JOAC meeting will be held on May 12th 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.

Morrison Hearing

An Auxt/Novinger motion was made with the following two provisions. The Solicitor will send a letter to DEP informing DEP of the outcome of the Morrison hearing and asking for assistance to get Mr. Morrison to complete the connection of the sanitary sewer for his business headquarters. The Solicitor will send a letter to Mr. Morrison informing him he has until June 30th to complete his connection. If he does not meet that deadline, the Authority will take legal action against him. Motion passed unanimously.

During the hearing, Mr. Morrison stated that a Porta-Potty was being used at his headquarters. Executive Secretary Karen Rhinehart will be asked to send a letter to the PTS, asking if this Porta-Potty has been permitted.

Ownership of Grinder Pumps

This item was tabled until the June 4th meeting.

Unused Non-residential EDUs

This item was tabled until the June 4th meeting.

Market Street Bridge

PennDOT has sent the Authority the material cut sheets for the sewer line and new water line involved in the Market Street bridge replacement project. Susan will email Henry to review the email and offer his comments.

Sewer/Water Plant Operator

Sam reported that PESI has submitted a quote of \$5,500.00 per month (\$66,000.00 annually) to operate the Sunshine Hill water system and the Cove and Kinkora WWTPs.

New Business

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

2014 Community Development Block Grant (CDBG) Funding

Elmer and Jim are continuing work to get the application ready for submission.

Perdix Fire Company (PFC) Land Development

Karen will be asked to send a letter to the PTS regarding the farmer's market that Lee Wright is proposing for the PFC property. The letter will state that, at the April 2nd Authority meeting, Mr. Wright was told that he could install a pergola on the sidewalk, which crosses the sewer easement. However, at that meeting, he was cautioned that if the Authority ever needs to access the easement, it will be his responsibility to do the restoration.

Agreement for Joint Use of a Sewer Lateral

The properties at 108 and 110 Jefferson Street will be using the same sewer lateral. Karen found a sample maintenance agreement for such cases. The members were asked to review the agreement for discussion at the May 12th meeting.

Backflow Preventer Testing

Sam presented a quote from Susquehanna Sprinklers in the amount of \$175.00 to test the backflow preventer at Petersburg Commons. This cost is included in the 2014 budget. There was an Auxt/Novinger motion to approve this expenditure. Motion passed unanimously.

Income Survey for State CDBG Funding

Regarding the application for \$500,000.00 in State CDBG funding, there was concern that the Authority was not informed earlier that an income survey of the customers to be served by the upgraded system was necessary. There was also concern that the customers would not want to provide their income level to members of the Authority, when they live beside, work with, worship with, or are friends with them. It was discussed that possibly the surveys could be mailed to the customers, along with stamped envelopes that they could use to mail their survey directly to Amy Davis, the Authority's advocate in the application process. Susan will contact Ms. Davis and get a response for the May 12th Authority meeting. Sam expressed his concern regarding not getting the income survey completed, stating that, at the least, it will be necessary for any future grant applications. He felt that it is imperative to get these surveys completed ASAP.

Recognition of Visitors Who Wish to Speak

Currently, when a person wishes to speak at the authority meeting, they can call the office, get placed at the beginning of the Visitors Section of the agenda, and speak before the people who simply walk in and sign the visitor's list.

Members were asked to consider if this procedure should be changed for speakers whose topic is already on the agenda under one of the other categories. In those cases, should the visitors be made to wait until their topic comes up on the agenda (as is the policy at the PTS meetings)? Members were also asked to consider if a time limit on presentations should be implemented (as is the policy at the Penn Township Planning Commission meetings).

Adjournment

With all business completed, a Novinger/Auxt motion for adjournment was made at 8:55 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary