

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

June 4, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, June 4, 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
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:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Brian Peters, Penn Township Supervisor
Rock Morrison
John Melham, Melham Associates
Robert Shaffer
Bob Johnson

Minutes

Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the May 7 and 12, 2014 minutes as corrected.

Visitors

Joyce Hand

Ms. Hand called earlier today and asked to be removed from the agenda.

Mike Ward

Mr. Ward was not in attendance.

Gigi McDade Smith

Ms. Smith was not in attendance.

Rock Morrison and John Melham

Mr. Morrison stated that he had purchased ten EDUs of reservation of capacity, at a cost of \$300.00 per EDU. He now asked if he could purchase the ten EDUs at the tapping fee price of \$3,500.00 per EDU. The Engineer informed the members that the Kinkora wastewater treatment plant (WWTP) has the available capacity for this purchase but cautioned against selling any future EDUs.

Chairman Holman asked Mr. Morrison if he was aware of the ten-year time frame to use the EDUs and the buy-back price the Authority will pay for unused EDUs. Mr. Morrison stated that he was aware of the regulation.

Sam asked Mr. Morrison for his time-frame to use the ten EDUs and was told within two to four years.

After discussion, and upon an Auxt, Knaub motion, the Authority voted unanimously to approve the purchase of the ten EDUs Mr. Morrison had been reserving, at a cost of \$35,000.00.

Mr. Morrison paid for the EDUs at this time and was told that the expiration date would be June 4, 2024.

Chairman Holman expressed his appreciation that Mr. Morrison came to the Authority for approval of the purchase, instead of through the office staff.

Engineer Report See written report dated June 4, 2014

The following items were discussed at this time.

Ward Low Pressure Sewer Extension

Engineer Randy Bailey reported that, at its May meeting, the Authority approved the retainage payment of \$1,000.00 to the contractor, (DeTraglia Excavating, Inc.), contingent upon submittal of certified payrolls and a Maintenance Bond. These have been received and the check was sent to the contractor.

Sunshine Hill Water System Upgrade

Engineer Randy Bailey reported that he submitted the Public Water Supply (PWS) application for the Sunshine Hill water system upgrade to DEP on March 18th. He received a response on March 26th that DEP has accepted the application for technical review. He contacted Michael Hess of DEP on May 15th and learned that the application is still being reviewed. He informed the members that he does not want to get too far involved in the specifications of the upgrade plan, in case DEP has negative comments. He estimated that there would be a four-week turnaround time from when he receives DEP's comments until the project is ready to be submitted for bids.

Randy presented property deed information to Solicitor Dennis Shatto regarding an easement for the proposed water line. The information references a thirty-foot wide road, with a ten-foot wide utility lane on each side, located between the Rash and Eichelberger properties.

Stone Mill Estates Development

Randy reported that there has been no request for plan review services for Stone Mill Estates since February 2014.

Morrison Sewer Extension Project

Randy reported that there have been no further requests for inspection services since March 24th for the Morrison sewer extension project. It was noted that the manholes (MH) are on site, and Randy was requested to send an email to the members when the process of installing the MHs has started. Mr. Morrison's deadline for completion is June 30th.

There appears to be no problem with the restoration of the disturbed ground on the Kinkora Pythian Home property.

Market Street Bridge Replacement Project

Randy has reviewed three transmittals of shop drawings for the project for the Market Street bridge replacement. The bridge will be closed to traffic starting June 11th, when the demolition portion of the project will begin.

Ward Property Connection to the Sanitary Sewer

Randy stated that he had been contacted by Mr. Ward's engineer regarding information about installation of the grinder pump. The engineer was told that he would need a copy of the Authority's *Sewer Specifications for Developers*. Mr. Ward had previously received a time extension until June 19th for completion of the project.

2014 Perry County Community Development Block Grant (CDBG) Application

Randy reported that he informed Amy Davis of SEDA-COG that the 2014 CDBG application is for the next phase of the Sunshine Hill water system upgrade.

Sam reported that Ms. Davis picked up the income surveys needed for the PA-CDBG application for a \$500,000.00 state grant for the water system upgrade. He noted that, even if state funding is not received, the income surveys would still have been needed for the county CDBG application.

Well Head Protection Ordinance

At the May meeting, Operator Ed Chism suggested that the Authority explore drafting an ordinance that incorporates regulation of geothermal systems to protect the Authority's well head. Randy reported that there are ordinances available on-line that can be reviewed for Authority use. He also suggested that the Authority contact PA Rural Water Association for assistance. He noted that this ordinance could be a large undertaking and would require a hydrologist, and suggested that the Authority investigate funding sources to help in the cost of preparation of the ordinance. Sam suggested that the Authority could find out if Duncannon Borough has a well head protection plan. The Solicitor suggested that the Authority contact the PA State Association of Township Supervisors (PSATS) for any available ordinances.

It was decided to table further discussion until the Authority can determine what the Operator would like to include in the ordinance.

Plant Operator Report

The Discharge Monitoring Reports for April 2014 were circulated for the members to review. Members were asked to contact the Operator at any time with questions about the reports or operation of the wastewater treatment plants (WWTP) and water system.

Field Representative Report See written report for May.

The following items were discussed at this time.

Cove Farmer's Market

New Blooms is planning on starting a farm market on the Perdix Fire Company (PFC) property along SR 11/15. Sam asked whose responsibility it will be to inspect the sewer connection since this grinder pump (GP) will be the responsibility of the property owner and is no longer part of the sewer main. In the past, the Township's UCC inspector has inspected from the house to the GP. As Field Representative, Sam offered his opinion that the inspection should be from the house to the curb cock, and should be the responsibility of the Uniform Construction Code (UCC) inspector. CeCe agreed, stating that, since the Authority does not have a GP easement for this property, the inspection should be the responsibility of the UCC inspector.

After discussion, and upon a Novinger/Knaub motion, the Authority voted unanimously that, in future cases where the Authority does not have responsibility for GP maintenance, the Township's UCC inspector will have responsibility to inspect from the house to the curb cock.

The Authority will provide a copy of its *Rates, Rules and Regulations*, and *Developers Specification for Sewer and Water* to the Township's UCC inspector.

Water Line Flushing

Sam reported that the Borough would be flushing water lines on June 4, 5, 6th and that he would flush the line in Petersburg Commons when the Borough is in that area.

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

Supervisor Peters had no report. CeCe reported that the PTS Solicitor requested a copy of the letter sent to Mr. Morrison about his deadline for connection of the Morrison headquarters to the sanitary sewer. Authority Solicitor Dennis Shatto will take care of that.

CeCe stated that a letter is needed from the Authority stating that there is capacity in its transmission lines for the new Maguire's Garage showroom. Sam will see that the Penn Township Planning Commission gets the letter, with a copy going to the PTS.

CeCe reported that, during a pre-bid meeting of contractors for the demolition of the Taschek property it was reported that the septic tank was never emptied and crushed when the property was connected to the sanitary sewer. During periods of heavy rain, the septic system overflows. CeCe stated her concern that if this property was overlooked during the connection inspection, there may be other properties that have not abandoned their septic systems. She then stated that the PTS mentioned that possibly the Authority would be willing remove its liens on the property. She stated her opinion that she was totally against waiving any liens, as the Authority had tried working with the property owner for years, with no result. Chairman Holman stated his opinion that waiving these liens was not fair to the property owners who faithfully pay their charges and that he would not entertain the idea of waiving the liens. The Solicitor asked if the Authority should pump the system as a public service to the residents. Sam relayed that he had spoken to the chairman of the PTS, and that it could be part of the demolition process. Chairman Holman said that he would be willing to have the Authority pay for the pumping of the septic system, since it was not done when the property was connected to the sanitary sewer. This was during the time the UCC was being implemented and the Township's UCC inspector started doing the connection inspections. After it is pumped, the tank will be crushed during the demolition process.

Solicitor Report There was no written report.

Sheriff's Sale

The Solicitor reported that one of the properties offered up for Sheriff's sale was pulled because the mortgage lender (Members 1st) paid the delinquent charges and liens. In the future, the Solicitor will contact that lender directly when its mortgaged properties are offered up for Sheriff's Sale.

Another property offered up is being sold by the mortgage company.

The remainder of the other customers with a delinquency of more than \$850.00 have been notified in writing that they have thirty days to make their accounts current, or proceedings will begin against their properties.

Morrison Sewer Extension Project

The Solicitor stated that he sent a letter to William Bunt, counsel for Mr. Morrison, informing him that there would be no more time extensions granted to Mr. Morrison. He will forward a copy of that letter to the PTS' Solicitor, as well as a copy of the letter to DEP requesting its assistance in getting Mr. Morrison to connect.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of May 31, 2014 was reviewed. Water delinquencies total \$8,007.41. Sewer delinquencies total \$57,557.34. 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.

Treasurer Report

Invoices and Expenditures

There was an Auxt/Novinger motion to approve payment of the May 31, 2014 invoices totaling \$48,149.31. Motion passed by unanimous vote of the Authority.

Financial Report

Upon a Holman/Auxt motion, the Authority voted unanimously to earmark the \$35,000.00 received from Mr. Morrison towards upgrades to the Kinkora WWTP.

After review, there was an Auxt/Novinger motion to approve the Financial Report for May 2014, subject to audit. Motion passed by unanimous vote of the Authority. The April 30th balance of all accounts was \$554,651.86. However, \$176,249.85 is earmarked for escrows and future projects. An additional \$321,789.37 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$56,612.64 is available for operating expenses.

Executive Secretary Report

The Executive Secretary report was reviewed with the note that 113 income surveys were completed. Chairman Holman thanked Executive Secretary Karen Rhinehart and the members who did the leg work in contacting the customers and having them complete the surveys.

JOAC Report

The next JOAC meeting will be held on June 9th 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 July 9th meeting.

Unused Non-residential EDUs

There was no response to the letters sent to the non-residential customers on the old low-pressure system connected to the Cove WWTP. The letters asked if the customers would be willing to sell back

to the Authority their unused EDUs. It was now the consensus to send these non-residential customers follow-up letters asking for a “yes” or “no” answer. The letter would explain that the Authority is trying to plan for future use of the system and needs to assess the available capacity in the lines.

Agreement for Joint Use of a Sewer Lateral

Since the properties at 108 and 110 Jefferson Street will be using the same sewer lateral, the property owners were sent a maintenance agreement for their signatures. To date, neither owner has signed the agreement. Karen will be asked to send a follow-up letter to the owners, asking that the agreements be signed and returned.

New Business

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

Recognition of Visitors and Time Limits of Presentations

Currently, when a visitor 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 ahead of 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 the Report, Old Business, or New Business sections. 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)?

The members are also considering a time limit on the length of time allowed for discussion of a topic, (as is the policy at the Penn Township Planning Commission meetings). Supervisor Peters cautioned that the members should research any legal aspects of limiting the time for discussion. Both items were tabled until the July 9th meeting

GP Ownership of Delinquent Customers

The Solicitor was asked if the ownership of a GP can be turned over to a customer who is on the delinquent account list. It appears that several delinquent customers need service calls to repair the GPs servicing their property because of damages caused by the property owners' negligence. The Solicitor will review the issue and prepare a draft amendment for the *Rates, Rules and Regulations*. Further discussion was tabled until the July 9th meeting.

Inflow and Infiltration (I&I) Issue

There has been continued concern over the I&I at 1, 1-A, and 1-B Schoolhouse Road. It was suggested that Sam call the Authority's PRWA representative and see if he can offer assistance on how a smoke test could be conducted for the property, utilizing the Authority's existing easement.

After-Hours Emergency Contacts

This item was tabled until the July 9th meeting.

Appalachian Trail Parking Lot

The Appalachian Trail Commission would like to put a parking lot at the trail entrance on Inn Road. The gravel lot would be located on top of the Authority's sanitary sewer easement. After discussion, there was a consensus to send a letter to the Penn Township Planning Commission Secretary, informing her that the Authority has no problem with the proposed parking lot, and offering the following cautions. PA One Call needs to be notified before installation of the lot so that the sewer line can be marked. Also,

if repairs need to be made to the sewer line under the lot, the Trail Commission will be responsible for any restoration of the property needed after the repairs.

106 Firehouse Road

Previously there had been a house trailer on the property at 106 Firehouse Road. When the sanitary sewer was installed in Perdix, the owner paid the tapping fee. The GP was supplied and installed as part of the project. However, the trailer was never connected to the sewer and was subsequently removed. The Authority then removed the GP, since it was not being used. The owner of the property has now contacted the Authority and stated her intention to install a new trailer. Sam asked if the Authority should supply the GP or if the owner should be charged for its cost. It was the consensus that, since a tapping fee had been paid, the Authority should supply the GP. However, the owner will be notified that any ownership/maintenance of the GP will be her responsibility.

Adjournment

With all business completed, a Novinger/Auxt motion for adjournment was made at 9:20 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary