

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

August 6, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, August 6, 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:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Henry Holman, Jr., Penn Township Supervisor
John Melham, Melham Associates
Rock Morrison
Lamar Brouse
Jim Chrisman
Bob Johnson
Jodi Rissinger
Bob Sheaffer
Kent Durr
Karen Potteiger

Minutes

Upon a Kocher/Auxt motion, the Authority voted unanimously to approve the July 9, 2014 minutes as corrected, and the July 14, 2014 minutes as presented.

Visitors

Henry Holman, Jr., Penn Township Supervisor (PTS)

Mr. Holman stated that the plan for the Rock Morrison Headquarters has been on the table since 2010, but is still not ready for the Township to issue a *Certificate of Occupancy*. He stated that Mr. Melham had copied the Township Secretary with an email of a conference call held on July 31, 2014 between Mr. Melham, Mr. Morrison, Authority Engineer Randy Bailey, and Authority Solicitor Dennis

Shatto. The purpose of the call was to discuss the As-built drawings, the maintenance bond, and the Deed of Dedication and Conveyance for the Morrison project. Because of "being pounded" by the residents at the PTS meetings, Mr. Holman stated that he was present tonight to ask one question, "Is Mr. Morrison hooked up and using the sewer system?" The Engineer responded that the system was not being used at this moment.

Mr. Melham explained why the PTS Secretary was copied in the email. Mr. Holman then stated that the PTS needed a letter from the Authority stating that it was satisfied with the status of the sewer system before the PTS would issue any more permits to Mr. Morrison. Mr. Holman then left the meeting. Chairman Holman expressed his concern that neither the Solicitor nor the Engineer had copied the Authority members. Had this been done, the members would have had time to review the information before the meeting.

The following was discussed during the conference call:

As-built drawings – Mr. Melham added onto the plan the information on record for the 1995 easement the Authority had with Mr. Mumma, a 33-foot easement. This easement continues along Cove Road past the new Morrison easement, a 60-foot easement. The two easements overlap and there is no gap between them.

Maintenance Bond or Letter of Credit – The maintenance security to be posted is \$2,500.00, equal to 10% of the estimated cost of the gravity line. This security will maintain the line for a two-year period.

Deed of Dedication and Conveyance – It was agreed that this is not necessary at this time, as the Authority will not consider accepting the line until ten EDUs are connected. It was also agreed that it made sense to draft an agreement soon, to have it prepared for future implementation.

Cindy Radle

Ms. Radle had asked to be on the agenda, but was not present.

Matt Fritz

Mr. Fritz had asked to be on the agenda tentatively; he was not present

Engineer Report See written report dated August 6, 2014

The following items were discussed at this time.

Morrison Sewer Extension Project

The Engineer stated that he received the As-built drawings from Mr. Melham on July 16th, but they were revised after the July 31st conference call and he received the newest set this evening. He stated that he had talked to the Solicitor earlier in the day to make sure that all of the gravity line facilities were installed within the Authority's 60-foot easement.

The Engineer referred to Section E of the *Developer's Agreement for the Extension of Sewer Facilities* (Agreement), noting that it states the Authority shall not be obligated to accept the facilities until the flow is equivalent to ten EDUs. The Solicitor added that the Authority could execute the Agreement now, and then hold it until such time the Authority wants to accept the facilities. Mr. Melham stated that there is a chance that Mr. Morrison could reach the ten EDU threshold within two years.

Regarding the Maintenance Bond, Mr. Melham stated that the estimated cost of construction was between \$25,000.00 and \$28,000.00, and the consensus of the conference call was to set the Bond at \$2,500.00. He added that the Authority could set it higher if it wished. The Maintenance Bond pertains only to the gravity section of the project, along Cove Road.

CeCe asked if the water meter/flow meter is an issue. The Engineer replied that the water meter had been installed. Chairman Holman asked if there was a necessity for a deduct meter. Field Representative Sam Auxt stated that he was satisfied that a deduct meter would not be necessary.

CeCe noted that when the Engineer was asked if the sewer system was being used at this time, he said "no". She asked the question herself. He responded that the wet well was tested but was not being used because no *Certificate of Occupancy*" had been issued. A discussion was then held on whether or not a Porta-Potty is being used and whether it was permitted. However, Porta-Potties are governed by the PTS, not the Authority.

Market Street Bridge Force Main

The Engineer had earlier reported that the existing Duncannon Borough (Borough) sewer line/drop connection was not working properly, with sewage directly flowing from the drop connection overflow/vent pipe into the manhole (MH). He now reported that the contractor remediated that problem. The contractor has also completed the installation of the sewer force main with the inside drop connection to the existing Borough MH. The Engineer presented an inspection report dated July 28th for that work.

Sam asked if the lateral to serve the beer distributor was installed. The Engineer stated that the lateral had been installed and is included in another inspection report dated July 25th.

Sunshine Hill Water System Upgrade

The Engineer reported that geo-technical boring has been completed in the proposed area for the water storage tank and that he expected to receive the results in the near future. He is now working on the land development plan to be submitted to the Penn Township Planning Commission, and finalizing the DEP permit for the stream crossing on Butchershop Road.

The Engineer reported that there would be two contracts for this project – general construction, and electrical.

Sam informed the Engineer that there is an abandoned septic tank in the project area, possibly a remnant from an office when the development originally was built. He will show the Engineer the approximate location.

Ward Sewer Extension

DEP had given Mr. Ward an July 31st deadline to submit a written proposal giving the date when he would connect his property to the sanitary sewer. DEP would then approve or disapprove the proposed date, and could possibly tell Mr. Ward to immediately stop using his private sewage treatment facilities. Since the deadline has passed, Sam will contact Shawn Arbaugh at DEP to find out what the next step will be.

Plant Operator Report There was no written report.

The Discharge Monitoring Reports for June 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 WWTP and water system.

Field Representative Report See written report for July.

The Field Representative report was reviewed with the following comments.

Schoolhouse Road Sewer Odor

Sam received a complaint that odor was coming from the MH on Schoolhouse Road. The odor appears to be the result of sewage remaining in the new sewer extension to the Ward property. The MH will be sealed to eliminate the outside odor. Once the Ward property is connected and more flow goes through the line, the problem should correct itself.

Inflow and Infiltration (I&I)

When the Borough was testing for I&I in their MHs, the MH at the intersection of SR 274 and Valley Street showed a very large volume of running water after midnight. Sam checked with Stanley Mutzabaugh and found out that no large amounts of water are used by the store after midnight on any evening. Sam and Elmer will schedule a time to inspect all the MHs along SR 274 from Valley Street up to the end.

When 1 Schoolhouse Road was connected to the sanitary sewer, the grinder pump was not turned on for a month, and was not reported until a sewage backup was noticed. The question was, and still is, where did that sewage go? There is a lot of I&I being introduced into the sanitary sewer at this location. The Authority will continue its efforts to find the source.

Grinder Pump Alarm

Sam responded to an alarm at the pump station in Maguire's parking lot, and found a seal failure. He contacted Lenker's Excavating to make the repair. The pump was replaced and the pump with the faulty seal was sent out for repair.

Master Meter Report

The Master Meter report was circulated among the members without comment.

Penn Township Supervisor (PTS) Report

There was no PTS report.

Solicitor Report

There was no written report.

Delinquent Accounts and Grinder Pump Ownership

The members had asked the Solicitor to research whether the Authority could turn ownership of grinder pumps over to those customers who have a delinquent sewer account. He now presented a draft amendment for the Authority's *Rates, Rules and Regulations* for the members' review. This will be discussed further at the Authority's August 11th meeting.

Liens

The Solicitor reported that he will contact Executive Secretary Karen Rhinehart to find out the amount of the liens to be placed on the properties of customers with delinquent balances above \$180.00.

Morrison Sewer Extension Project

The Solicitor reiterated that the As-built drawings for the Morrison project include both the 60-foot and 33-foot easements. Since the plans show the location of the gravity line, he is satisfied with the drawings.

Regarding the Maintenance Security, Sam questioned that if it was for the gravity system, what would happen with the low-pressure system? The Solicitor replied that the low-pressure system is intended to stay private. If the owner changes his mind in the future, the Authority can decide if it wants to accept the low-pressure facilities. The substantial completion date was June 30th, 2014, the date when the two-year Security starts.

Chairman Holman noted that the intent is to get the Agreement worked out now, for when the ten-EDU threshold is met. However, he stated that the Authority wants to accept the gravity portion of the system (from MH 18 to the MH prior to the Cove WWTP) now, in case it wants to use it within the next ten years. The Solicitor stated that there could be two Deeds of Dedication – one for the gravity portion and one for the low-pressure portion.

After discussion and upon an Auxt/Knaub motion, the Authority voted unanimously to accept the As-built drawings, to set the cost of the Maintenance Security (bond or letter of credit) at \$2,500.00 for a two-year period beginning June 30, 2014, to accept the Deed of Dedication for the gravity flow conveyance system from MH 18 to the MH just prior to the Cove WWTP, and to issue a letter to the PTS informing them of the above after the Solicitor has drawn up the Deed of Dedication for the gravity system, and it has been approved and executed. If it is available by August 11th, action on the Deed of Dedication will be taken at the Authority meeting held immediately following that evening's JOAC meeting.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of July 31, 2014 was reviewed. Water delinquencies total \$11,041.75. Sewer delinquencies total \$60,067.15. 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.

Dennis will begin proceedings against several customers who had previously been turned over for sheriff's sale. These customers agreed to an installment payment plan and their properties were removed from the sheriff's list. However, the owners have again defaulted on their payments and they will be told that they must bring their accounts current or have their properties again turned over to the sheriff. There will be no payment plans available.

Treasurer Report

Invoices and Expenditures

There was an Auxt/Novinger motion to approve payment of the July 31, 2014 invoices totaling \$59,865.26. Included in the motion was approval of an additional invoice to SwiftReach received earlier in the day in the amount of \$30.55. This invoice will appear on next month's report. Motion passed by unanimous vote of the Authority.

Financial Report

After review, there was an Auxt/Novinger motion to approve the Financial Report for July 2014, subject to audit. Motion passed by unanimous vote of the Authority. The July 31st balance of all accounts was \$576,302.78. However, \$206,609.80 is earmarked for escrows and future projects. An additional \$294,593.43 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$75,099.56 is available for operating expenses.

Executive Secretary Report

There was no Executive Secretary report.

JOAC Report

The next JOAC meeting will be held on Monday, August 11th 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.

Perry County Community Development Block Grant (CDBG) Funding

The County is still deciding on which municipalities will receive local CDBG funding. There are 23 income surveys that still need to be completed by the Authority and submitted in order to be considered for state CDBG funding.

EDU Buyback and Unused EDUs

There is concern about the availability of capacity in Lower Cove. Several businesses bought EDUs years ago that are not being used. The Solicitor will research if there is any way the Authority can obtain those EDUs.

Agreement for Joint Use of a Sewer Lateral

This issue will be discussed in executive session after tonight's meeting.

Wellhead Protection Ordinance

This issue was tabled until the September meeting.

Taschek Septic Tank Abandonment

The Executive Secretary will be asked to write a letter to the PTS, asking for an update on the demolition of the Taschek house and abandonment of the septic tank. In an effort to improve communication between the Authority and the PTS, it was the consensus to provide the PTS with a copy of the Authority's draft minutes as soon as they are available after a meeting, and to request that the PTS does the same.

Long-Range Water/Sewer Improvements

Sam presented a spreadsheet showing improvements and costs for the water and sewer systems for the next ten years. The Authority reviewed and commented on the improvements.

New Business

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

Kerlin Property Sanitary Sewer Connection

Last month, Act One Engineering called the Authority to discussion connection of the northernmost building in the Kerlin complex along State Road to the sanitary sewer. Sam spoke by phone with an Act One representative and pointed out the connection location and the need for a DEP stream crossing permit. To date, there has been no follow up by Act One Engineering.

PTS Involvement

In order to keep the PTS current with the actions of the Authority, it was the consensus to provide draft copies of the current month's minutes as soon as they are prepared.

Adjournment

With all business completed, a Novinger/Kocher motion for adjournment was made at 9:35 p.m., with the note that an Executive Session to discuss legal issues would be held immediately following the adjournment and that no action would be taken. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary