

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

September 3, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, September 3, 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

Professional staff present:  
Randy Bailey, P.E., Wm. F. Hill Associates  
Dennis J. Shatto, Solicitor

Authority staff present:  
Susan Long, Treasurer, Recording Secretary  
Edward Chism, Operator

Visitors present:  
Bob Shaffer  
Bob Johnson  
Brian Peters, Penn Township Supervisor (PTS)

**Minutes**

Upon a Knaub/Kocher motion, the Authority voted unanimously to approve the August 6 and August 11, 2014 minutes as presented.

**Visitors**

No one spoke.

**Engineer Report** See written report dated September 3, 2014

The following items were discussed at this time.

**Sunshine Hill Water System Upgrade**

Engineer Randy Bailey reported that the following permits and plans are needed for the Sunshine Hill water system upgrade:

- Land Development Plan for Penn Township and Perry County Planning Commissions
- Stream Crossing Permit (GP-5)
- Erosion and Sedimentation Control Plan

- Storm Water Plan

Upon an Auxt/Knaub motion, the Authority voted unanimously to execute the above-mentioned documents. The Engineer stated that he would be back on Thursday or Friday to pick up the signed and notarized documents and the accompanying checks, and would forward them to the respective agencies.

The Engineer submitted a copy of the report of the geotechnical investigation at the location of the proposed water storage tank. F. T. Kitlinski & Associates prepared the report, which states that bedrock was found at the six-foot level. The Engineer will use the foundation design requirements from the report to draw up the water storage tank specification for the general contract. Due to the size of the project, there will be two contracts – general construction, and electrical.

When asked how soon the Authority could start construction, the Engineer estimated that it would take 4-6 weeks for the plan reviews and design specifications to be completed. After that the project could be put out for bid.

Discussion was held on the condition of culverts in the Authority's easement from Butchershop Road to Eisenhower Boulevard. As part of the first phase of the upgrade, the existing water line in the easement will be replaced. Because the Authority does not own the culverts, and because the stream crossing permit would need to be revised to include new culverts, it was decided to stay with the original plan and leave the culverts alone.

Because of the current condition of the water system, the upgrade needs to be done as soon as possible. The Authority has applied for state grant funding to help with the costs. However, if the Authority starts the project now, it will appear that it has money and does not need the grant funding. The Engineer will contact Amy Davis, the Authority's coordinator of the funding application. He will inform her that the project should be ready to be bid out in six weeks and find out the status of the funding application.

#### Morrison Sewer Extension Project

The Engineer reported that the as-built drawings for the Morrison Sewer Extension Project were submitted to the Authority. However, only one paper copy was submitted. The Engineer will call Mr. Morrison's engineer and inform him that the Authority needs two more paper copies and one mylar copy.

#### Ward Connection to Sanitary Sewer

Supervisor Peters asked about the status of the Ward property's connection to the sanitary sewer. He was informed that the Authority contacted DEP representative Shawn Arbaugh after last month's meeting and that there has been no response from either DEP or Mr. Ward. It is the feeling of the Authority that the issue is now in DEP's control.

#### Market Street Bridge Force Main

Sam noted that the Market Street Bridge replacement project would soon be finished. He asked how soon could the Authority issue a Notice to Connect to the Perry County Beer Distributor? The Engineer will contact PA DOT to see when the sewer line will be turned over to the Authority.

#### **Plant Operator Report** There was no written report.

The Discharge Monitoring Reports for July 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.

### Lower Duncannon Pump Station

Ed reported that the pump at the Lower Duncannon pump station had failed and was replaced with a new one. The old pump has been in service since 1992 and was sent to Heim Electric for repairs. Heim Electric told Ed that that model is no longer available and the cost to repair the pump would be \$4,950.00. Ed informed the Authority that similar models are available, but would need modification. He recommended that the Authority have Heim Electric rebuild the pump; it would then have all new parts and would be like new. After discussion, and upon a Kocher/Knaub motion, the Authority voted unanimously to have Heim Electric rebuild the pump, at a cost of \$4,950.00.

### Sunshine Hill Water Issues

Ed reported that the pastor of the Duncannon Church of God (COG) had cloudy water at the parsonage. The property at 108 Jefferson also had cloudy water, but that apparently has cleared up. Ed feels that the cloudy water is a result of the Authority's recent line flushing, because that water line terminates at 108 Jefferson Street. He also reported that he expects to flush the water lines three times a year.

Since there is no flushing point for that area, a member of the COG is going to run the water at the COG for approximately 30 minutes, as an attempt to clear up the water at the parsonage. If this water usage causes a higher than normal water charge, the extra charge will be removed.

### Cove Pump Station (PS)

When the Cove PS was flushed several months ago, the flushing truck got stuck in the mud, causing damage to Randy Rohrer's property. Mr. Rohrer had mentioned to Field Representative Sam Auxt his concern that restoration of his property has not been completed. Ed reported that the man who maintains the grounds of the Cove WWTP had started filling in the holes. Sam reported that Kline's Septic has been asked to complete the restoration.

### Kinkora WWTP

Ed reported that new blowers and motors for the Kinkora WWTP have been budgeted for the past several years, but never purchased. He stated that the current blowers and motors have been in use since 1993 and that he is going to purchase new equipment with the funds in this year's budget. He said that new blowers and motors should reduce sludge removal costs, and that the Authority should recoup its expenses within several years.

### Cove WWTP

Ed reported that the generator installed when the new Cove WWTP was built has had trouble with the control package constantly failing. He was authorized to check with Stephenson Generator Services to see if there is a generic replacement control package available that would correct the problem.

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

The Field Representative report was reviewed with the following comments.

### Ward Sanitary Sewer Connection

Sam reported that he had received phone calls from both Shawn Arbaugh of DEP and Mike Ward regarding the abandonment of the DeCoven WWTP and connection to the sanitary sewer. He updated DEP on the status of the connection and has had no further contact from either Mr. Arbaugh or Mr. Ward.

### Schoolhouse Odor Control Building

Sam reported that he has finished installing the ceiling insulation at the odor control building. He noted that there is a problem with ants in the building, but nothing was discussed about their eradication.

### 1109 State Road

Sam followed up on a complaint of sewage running along SR 11/15 adjacent to 1109 State Road. He discovered that the septic system was never pumped out and abandoned as required by the Authority. When it rains the septic system overflows, resulting in a discharge of sewage.

The property was connected to the sanitary sewer on July 16, 2008. The Township's inspector noted on the installation inspection report that the septic system had not yet been pumped out, which the property owner was to have done.

The sanitary sewer system was installed during the time when the state was initiating the Uniform Construction Code (UCC), and inspection of the lateral connections and septic systems was passed from the Authority to the Township. Because of this transfer of responsibility to the Township's UCC inspector, abandonment of septic systems was not enforced as thoroughly as it could have been.

It was the consensus to have Executive Secretary Karen Rhinehart research all available inspection reports and compile the addresses of the properties that had not abandoned their septic tanks at the time of the connection inspection. It was also the consensus to send a letter and a copy of the inspection report for 1109 State Road to the PTS, and ask them to have the Township's Sewage Enforcement Official investigate the sewage running along SR 11/15. The letter will also inform the Township that the Authority will be forwarding a list of other properties where the septic systems were not abandoned.

### Authority Identification Badges

Sam will contact the Chief of Police about the possibility of obtaining photo IDs for Authority members and staff.

### **Master Meter Report**

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

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

There was no PTS report. Supervisor Peters apologized for his absence from the past several meetings but stated that he reviewed the recording of each month's meeting.

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

#### 110 Jefferson Street

Solicitor Dennis Shatto reported that he had contacted the solicitor for the owner of the property at 110 Jefferson Street and informed him there was nothing the Authority could do about the costs the property owner incurred during connection to the sanitary sewer.

The Solicitor reported that the property owner has not yet signed the joint sewer lateral agreement. It was mentioned that the property has been sold. The Solicitor will contact the realtor to see if settlement has occurred and to explain the ramifications of a shared sewer lateral.

### Unused Equivalent Dwelling Units (EDUs)

There are several non-residential properties that purchased more EDUs than they are currently using. Since capacity in the lines servicing their properties is limited, the Authority requested that the property owners sell back their unused EDUs. When there was only one response, the Authority asked the Solicitor if the owners could be forced to sell back the unused EDUs. The Solicitor stated that he is still researching the issue. One suggestion from the Authority was to start charging sewer rental for the

EDUs, on the basis that it is losing revenue because it can not connect new properties to the lines. The Solicitor will continue to research the options.

#### **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 three-month or more delinquent sewer account. At the August 6<sup>th</sup> meeting the solicitor presented draft language for the Authority's *Rates, Rules and Regulations* (R&R) for the members' review. At the Authority's August 11<sup>th</sup> meeting, the language was approved.

It has since been determined that the wording needed to be clarified, so the Solicitor presented new language for consideration tonight. After discussion, and upon an Auxt/Kocher motion, the Authority voted unanimously to replace the language of R&R Section 3.241 that was approved on August 11<sup>th</sup>, with the new language presented tonight.

#### **Billing Clerk Report**

##### **Delinquent Accounts**

The list of accounts delinquent as of August 31, 2014 was reviewed. Water delinquencies total \$10,001.45. Sewer delinquencies total \$63,335.48. 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.

The Solicitor has completed proceedings against several customers to offer up their properties for sheriff's sale, and has begun proceedings against a number of others.

#### **Treasurer Report**

##### **Invoices and Expenditures**

There was an Auxt/Knaub motion to approve payment of the August 31, 2014 invoices totaling \$124,669.13. Included in the motion was approval of four additional checks totaling \$1,557.70 needed to add two properties on the next sheriff's sale listing. These checks will appear on next month's report. Motion passed by unanimous vote of the Authority.

##### **Financial Report**

After review, there was an Auxt/Kocher motion to approve the Financial Report for August 2014, subject to audit. Motion passed by unanimous vote of the Authority. The August 31<sup>st</sup> balance of all accounts was \$510,475.39. However, \$189,922.89 is earmarked for escrows and future projects. An additional \$223,721.90 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$96,830.60 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, September 8<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.

Thank You Card from Karen Rhinehart

Chairman Holman apologized on behalf of the Authority for being remiss in not recognizing Karen's correspondence in the previous month's folder. Karen had sent a 'Thank You' note in appreciation of the Authority's floral expression of sympathy in the passing of her husband, Fred.

### **Old Business**

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

#### Agreement for Joint Use of a Sewer Lateral

The Solicitor will continue his attempts to obtain a signature from the owner of 110 Jefferson Street for the joint sewer lateral shared with 108 Jefferson Street.

#### Wellhead Protection Ordinance

This issue will be re-visited after the completion of the Sunshine Hill water system upgrade.

#### Long-Range Water/Sewer Improvements

Members were encouraged to continue thinking about long-range improvements that should be considered. One suggestion offered this evening was the addition of a sewer extension along SR 11/15 from Dollar General to Burley Road.

#### Kerlin Property Sanitary Sewer Connection

Sam reported that Rob Shaffer had contacted him, asking if there was capacity in the lower-pressure line to accommodate a connection for the northernmost property belonging to Robert Kerlin. Sam told him that Mr. Kerlin would need to set up an escrow account to pay for an engineering review of capacity in the line.

### **New Business**

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

#### Electronic Water Meters

Susan reported that two representatives of Rio Supply, Inc. were in the office to discuss a new water meter reading system. This system would enable the Authority's employee to get the water meter reading electronically just by driving past the residence. It was the consensus to contact the representatives and tell them the Authority is not interested. The following were reasons given.

- At least one hundred forty meters would need to be retrofitted to transmit the information.
- A receiver would need to be purchased.
- The billing software would need to be upgraded to accept electronic readings.
- The employee likes the exercise.
- It only takes one hour to input the readings into the computer under the current system.
- The cost would be better spent on other upgrades.

#### 1001 High Street

Sam reported on a call he received earlier that day from a resident at 1001 High Street in Duncannon Borough (Borough) who stated that the sewer had backed up into his house. When the resident called the Borough office, the Manager said that Penn Township was doing unauthorized work in the manhole and he should contact Penn Township. The caller informed Sam that Nav-Tech was the company doing the

work, and a worker told him that they were doing low-pressure flushing for the “new housing development”.

This subject will be discussed at the September 8<sup>th</sup> JOAC meeting so that the Authority can explain that the Authority did not authorize this work, and that the developer will be sent a letter stating that prior notice must be given to the Authority or Borough before any work involving the sewer facilities is started.

### **Adjournment**

With all business completed, an Auxt/Knaub motion for adjournment was made at 9:10 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary