

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

October 1, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, October 1, 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:

Dennis J. Shatto, Solicitor

Authority staff present:

Susan Long, Treasurer, Recording Secretary
Edward Chism, Operator

Visitors present:

Mike Ward
Bob Shaffer

Minutes

Upon a Knaub/Kocher motion, the Authority voted to approve the September 3, 2014 minutes as presented. CeCe abstained since she was not at that meeting.

Visitors

Mike Ward, Sewer Extension Plan

Mr. Ward presented the Authority with a copy of his proposed plan for connection of his property to the sanitary sewer; he informed the members that he had sent an electronic version to the Authority's Engineer. Mr. Ward will open an escrow account when his loan is settled.

He has hired a track hoe operator to dig the pit for the wet well, and has hired JWF out of Mechanicsburg to do the boring for the sewer line. The electronics for the pump station will be installed in the existing brick building.

Chairman Holman again stated his concern that the inflow and infiltration (I&I) in the existing infrastructure might tax the capacity of the transmission lines. He informed Mr. Ward that he would need to install a flow meter to monitor the flow entering into the sanitary sewer. Chairman Holman will also notify the Engineer of the need for a flow meter.

Discussion was held on the time frame for Mr. Ward to connect to the sanitary sewer. After discussion, and upon an Auxt/Knaub motion, Mr. Ward was given until November 5, 2014 to connect to

the sanitary sewer. If the deadline is not met, Mr. Ward will be fined in accordance with Penn Township Ordinance 101 and will be charged a Ready to Serve charge of \$60.00 per EDU for 11 EDUs.

Engineer Report See written report dated October 1, 2014

The Engineer was not in attendance, but the following items were discussed.

Sunshine Hill Water System Upgrade

There has been no response to date on whether the Authority was granted a PA Community Development Block Grant (CDBG). However, it has received approximately \$200,000.00 in Perry County CDBG funding. Executive Secretary Karen Rhinehart will be asked to contact SEDA-COG to find out the status of the PA funding, and the time frame in which the Perry County funding must be used.

Currently, construction of the water storage tank and water treatment facilities, and the stream crossing along Butchershop Road are part of Phase One of the project. Operator Ed Chism noted that the water storage tank and treatment facilities can be constructed apart from the stream crossing. He suggested that Phase One be divided into two parts – A and B. Chairman Holman will contact the Engineer and see if there would be a problem making that change.

CeCe noted a letter from the Perry County Conservation District that listed information that was still needed for them to approve the plan for the water system upgrade. However, further review of the Engineer report seemed to indicate that these items are being addressed and will be re-submitted to the Perry County Conservation District.

Robert Kerlin Sewer Extension Plan

The Engineer has reviewed the sewer plan for the Kerlin property at 1620 State Road and has sent Mr. Kerlin's engineer, Act One & Associates, a review and comment letter.

Act One has requested that the Authority waive the requirement to install a duplex grinder pump (DGP) on the basis that the projected peak daily flow should not exceed one EDU. Based on the *Developer's Specifications* that a DGP is required only when usage is expected to be three or more EDUs, there was a Kocher/Novinger motion to grant the waiver, contingent upon the developer addressing the Engineer's comments. Motion passed unanimously. Since the Authority no longer takes ownership of non-residential grinder pumps, any future upgrades would be the responsibility of the owner.

Market Street Bridge Force Main

The Authority will need a letter from Duncannon Borough confirming that there is capacity in the lines that would service the Perry County Beer building.

Plant Operator Report There was no written report.

The Discharge Monitoring Reports for August 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.

Cove WWTP

Ed had earlier reported that the generator installed when the new Cove WWTP was built has had trouble with intermittent failure of the control package. He had been authorized to check with Stephenson Generator Services to see if there is a generic replacement control package available that would correct the problem. Ed now reported that Mr. Stephenson does not recommend a replacement controller, but recommends that the Authority contact the manufacturer to make a site visit to correct the

problem. In the meantime, Ed has stopped the generator from exercising on its own, and feels that it should start on its own in a power failure.

Cove WWTP Maintenance

Chairman Holman questioned what was involved with ground maintenance of the WWTP. Ed explained that it included mowing both the pump station and WWTP, weed control, and brush trimming.

Field Representative Report See written report for September.

The Field Representative report was reviewed with the following comments.

Cove Pump Station

Field Representative Sam Auxt noted that the electric cable from the emergency generator to the pump station control panel has weathered to the extent that the internal wires are now showing. Discussion ensued on encasing the cable in conduit. Chairman Holman stated that he would like to make a site visit to look at the cable.

Master Meter Report

The Master Meter report was circulated among the members with the comment that no readings were out of the ordinary.

Penn Township Supervisor (PTS) Report

CeCe had been in attendance at the last PTS meeting and noted the following.

Taschek Property Demolition

CeCe relayed that a discussion was held on the status of demolition of the fire-damaged dwelling on the Taschek property. After the building is demolished, the owner would like to build a new structure. Sam asked if there was anything the Authority could do to require the owner to pay off the delinquent balance before a new structure is built. This balance had accrued before the fire.

Solicitor Dennis Shatto stated that he is not pursuing collection of the unpaid balance while the Township is seeking to have the building demolished. He will start collection proceedings again after the Township has withdrawn its interest. The Solicitor will draft language for the *Rates, Rules, and Regulations* to the effect that, in cases of restoration, a property can not be re-connected to the sanitary sewer until the delinquent balance is made current.

Solicitor Report There was no written report.

110 Jefferson Street

The Solicitor reported that the owners of 108 and 110 Jefferson Street have signed the common sewer lateral agreement. He stated that Chairman Holman needed to sign the agreement, the Township Secretary had to notarize it, and Karen had to take it to the county's registrar to be recorded.

Morrison Property Deed of Dedication of Sewer Facilities

The Solicitor reported that the Perry County Recorder's Office did not like this document being referred to as a "Deed of Dedication". He will follow up and get the problem resolved.

Sam reported that the Authority has received two paper copies and one mylar copy of the as-builts for Mr. Morrison's sewer extension.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of September 30, 2014 was reviewed. Water delinquencies total \$18,010.79. Sewer delinquencies total \$66,979.80. Susan was asked to check if the water delinquency total was accurate. 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/Novinger motion to approve payment of the September 30, 2014 invoices totaling \$87,460.77.

Financial Report

After review, there was an Auxt/Kocher motion to approve the Financial Report for September 2014, subject to audit. Motion passed by unanimous vote of the Authority. The September 30th balance of all accounts was \$476,408.94. However, \$192,352.01 is earmarked for escrows and future projects. An additional \$207,445.03 has been set aside for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$76,611.90 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, October 13th 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.

Stone Mill Estates Sewer Line Flushing

Both the Authority and Duncannon Borough have sent a letter to the developer of the proposed Stone Mill Estates, stating that any further flushing/testing/televising in the Borough's or Authority's sewer facilities may only be done after notification and approval of both entities. The Borough has requested the developer to contact Pennoni Associates, the Borough's engineer, for approval.

Old Business

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

Delinquent Accounts and Grinder Pump Ownership

Discussion was held on the fairness of turning ownership of grinder pumps over to delinquent customers only and whether ownership of the pumps should be turned over to all residential owners whose properties are serviced by grinder pumps. Members were asked to consider how much the sewer charge should be reduced to compensate for maintenance responsibility if the customers owned the grinder pumps.

Abandonment of Septic Systems

Karen has finished researching the property locations in Perdix where the septic system had not yet been abandoned when the final connection was made to the sanitary sewer. A list of the locations will be made available to the Township's Sewage Enforcement Officer, to find out if the septic systems were ever abandoned.

New Business

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

Operator Employment

Ed reported that he would continue working for the Authority for 2015, but he is asking for his remuneration to double. He is giving notification now, to allow the Authority time to incorporate his costs into the budget or to find another Operator.

Adjournment

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

Susan E. Long
Recording Secretary