

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

November 5, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, October 1, 2014 in the Penn Township Municipal Building. Vice-Chairman Jim Kocher 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:  
Jim Kocher, Vice-Chairman  
Elmer Knaub, Secretary  
CeCe Novinger, Asst. Treasurer

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

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

Visitors present:  
Jeff Haldeman  
Barry Rice  
Mike Ward  
Linda Gouse  
Bob Johnson

**Minutes**

Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the October 1 and October 13, 2014 minutes as presented.

**Visitors**

Jeff Haldeman, Haldeman's Landscaping

Mr. Haldeman was present to ask if he needed to complete a DEP sewer module to go along with the land development plan submitted to the Penn Township Supervisors (PTS). It was noted that this property has two structures on it, the landscaping business building, and a house. The house is connected to the sanitary sewer, the owner has been paying the monthly sewer charge, and the bathroom in the house is used by and will continue to be used by the employees.

After discussion, it was the consensus that no sewer module is necessary for this plan. The Authority will send a letter to the PTS stating the same.

Mr. Rice was told that non-residential customers are billed for sewer according to water usage and that the Authority would supply a water meter and a reading touch pad. He was told that it would be his

responsibility to install the meter and the touch pad. Ed offered to deliver the equipment to Mr. Haldeman.

Barry Rice, 1107 State Road

Mr. Rice was present to discuss what the Authority has done about the septic system at 1109 State Road that continues to discharge sewage onto State Road. The septic system was never abandoned when the property was connected to the sanitary sewer in 2006.

Mr. Rice was informed that the Authority had asked the PTS to have their Sewage Enforcement Officer (SEO) make a site visit. The SEO made the visit and submitted a sample of the effluent to Microbac Laboratories. The laboratory report indicated the presence of fecal coliforms. Mr. Rice was told that the Authority sent a certified letter to the owner on October 15<sup>th</sup>, giving him until November 3<sup>rd</sup> to present proof that the septic system was abandoned. To date, the Authority has not received notice from the Post Office that the letter was picked up by the owner.

Solicitor Dennis Shatto offered his opinion that the Authority can not file against the owner with the District Judge until there is proof that the owner received the letter. Susan will contact the Penn Township Police to find out if they are able to hand-deliver the letter to the owner. If not, the Authority will contact a process server to deliver the letter.

If, after being served, the owner does not abandon the septic system, there are several options the Authority can consider – filing with the District Judge to fine the owner for violation of the Authority's *Rules and Regulations*, obtaining an injunction from the Perry County Court system, or remediating the system and charging the owner for the costs.

Mr. Rice had notified DEP of the effluent. DEP representative Pat Bowen called Operator Ed Chism on Friday, October 31<sup>st</sup>. Ed informed him of what steps the Authority had already taken. Ed will call Mr. Bowen on Thursday November 6<sup>th</sup> and update him on the results of tonight's meeting

Mr. Rice was told that the Authority would keep him updated.

Mike Ward, Sewer Extension Plan

Mr. Ward was present to discuss his deadline to connect the DeCoven property to the sanitary sewer and to ask what was needed before he starts construction.

He stated that his engineering firm, Akens Engineering (Akens) had requested a current water usage report to provide to Authority Engineer Randy Bailey (Engineer). He also said he had been in discussion with Akens on the type of pump station he would need. He stated that he did not have a permit, so he could not start construction. He asked if he could start construction while the issue of the pump station was being finalized.

The Engineer stated that he received the sewer plan prepared by Akens on October 2<sup>nd</sup>. He reviewed the plan and replied to Akens on October 6<sup>th</sup> with twelve comments that had to be met to comply with Authority regulations. The Engineer stated that he had just received the revised sewer plan from Akens. He will review it and have his comments ready for the members for their November 10<sup>th</sup> meeting. The Engineer commented that the water usage information was necessary to make sure that there was enough capacity in the Authority's lines to handle the proposed flow. He stated that estimates were based on 10 EDUs but was concerned about possible inflow and infiltration (I&I) from the infrastructure of the old mobile home park increasing the flow. Mr. Ward responded that the lateral from the mobile home park has been disconnected and capped.

Mr. Ward was told that he could not start construction until he pays the tapping fee for ten EDUs and gets a connection permit. Mr. Ward replied that his understanding from a past meeting was that the Authority would put a lien on his property until the tapping fee was paid, so that the project could move forward. While that might have been suggested by Mr. Ward, no one could remember that it was approved. Susan will review the past minutes and give an update at the November 10<sup>th</sup> meeting.

**Engineer Report** See written report dated November 5, 2014  
Sunshine Hill Water System Upgrade

The Engineer reported that he has submitted the Sunshine Hill Water System Upgrade Plan to, and received comments from, the Penn Township Planning Commission (PTPC), Penn Township Zoning Officer, Perry County Planning Commission, Perry County Conservation District, and the Penn Township engineer. He has addressed the Township engineer's comments, the Conservation District's comments and re-submitted a revised stormwater management plan to the PTS engineer and the Conservation District. Upon approval of the stormwater management plan, the water system plan will be updated to address the PTPC comments. It will then be re-submitted to the PTPC for its review and recommendation for approval to the PTS.

The Engineer reported that the PTS held a public Conditional Use hearing on October 29<sup>th</sup> for the upgrade of the water system and that the Conditional Use was granted by the PTS.

The Engineer reported on a meeting with two board members and the Operator on October 17<sup>th</sup> to discuss project drawings and design requirements. There is still some information he wants to gather from the members.

The Engineer estimated that he can have the project ready to be advertised in January 2015, and that construction should be able to begin in March 2015.

Susan will contact Amy Davis on Thursday, November 6<sup>th</sup> to see if there is any official notification regarding the PA Community Development Block Grant application submitted by the Authority.

#### Robert Kerlin Sewer Extension Plan

The Engineer reported that he had reviewed the revised sewer plan for the Kerlin property at 1620 State Road and had sent Mr. Kerlin's engineer, Act One & Associates, a review and comment letter on October 20<sup>th</sup>.

Based on the revision to the plan, he has determined that is acceptable and in conformance to the Authority's *Developer's Specifications*.

Based on the Engineer's letter to the Authority on October 20<sup>th</sup>, the Authority will send a letter to the PTS informing them that there is capacity in the conveyance lines and the Cove wastewater treatment plant (WWTP) for the expected flow from the property.

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

The Discharge Monitoring Reports for September 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 WWTPs and water system.

**Field Representative Report** See written report for October.

The Field Representative report was reviewed with the following comments.  
Perdix Septic Systems

The flow of sewage from the septic system at 1109 State Road triggered the Authority to research how many other septic systems were not abandoned. A list was compiled and letters were sent to the property owners asking for verification that the systems were abandoned. It now appears that some records were never updated and many of those property owners had indeed abandoned their septic systems. Karen will be asked to update the list of those septic systems still not abandoned and provide it for the December 3<sup>rd</sup> meeting.

#### Master Meter Report

The Master Meter report was circulated among the members for review.

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

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

### **1152 State Road Property Demolition**

CeCe relayed that the property owner at 1152 State Road was given a 30-day time extension to demolish the existing fire-ravaged structure.

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

The Solicitor reported that he is putting three properties on the list for the January 2015 Sheriff's Sale and that he is filing 17 liens against delinquent properties. Susan noted that there was a check to the Perry County Sheriff in the amount of \$2,250.00 and one to the Perry County Prothonotary in the amount of \$86.55 for filing the three properties for the Sheriff's Sale. An additional check to the Prothonotary in the amount of \$328.27 is for the cost of filing the liens. These three checks will appear on the list with the other November expenses to be presented at the December 3<sup>rd</sup> meeting.

## **Billing Clerk Report**

### **Delinquent Accounts**

The list of accounts delinquent as of October 31, 2014 was reviewed. Water delinquencies total \$12,959.57. Sewer delinquencies total \$69,262.21. 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 a Novinger/Knaub motion to approve payment of the October 31, 2014 invoices totaling \$55,839.94.

### **Financial Report**

After review, there was a Novinger/Knaub motion to approve the Financial Report for October 2014, subject to audit. Motion passed by unanimous vote of the Authority. The October 31<sup>st</sup> balance of all accounts was \$482,758.50 However, \$172,030.50 is earmarked for escrows and future projects. \$257,998.60 is available for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$61,666.03 is available for operating expenses.

### **2015 Proposed Financial Budget**

Members were provided with a draft copy of the proposed 2015 budget. They were asked to review it for discussion at the November 10<sup>th</sup> meeting.

## **Executive Secretary Report**

There was no Executive Secretary report.

## **JOAC Report**

The next JOAC meeting will be held on Monday, November 10<sup>th</sup> at 6:30 p.m. in the Township building. One topic to be discussed will be the \$79,000.00 change order from Shiloh Paving and Excavating for the Market Street sewer line replacement project.

## **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.

#### **Delinquent Accounts and Grinder Pump Ownership**

Because only three members were in attendance tonight, it was decided to table discussion on this issue until a full complement of the Authority is present.

### **New Business**

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

#### **39/40 Valley Street**

Susan reported that the house at 39/40 Valley Street was originally two separate dwellings – a row house. When the property was purchased by Lee Loper, he turned it into one residence. His 1992 connection permit lists the address as 39 Valley Street. The property was subsequently purchased by Kirk Nace, who applied for a building permit from the PTS in 2012 showing that it was to be put back into two separate dwellings. However, Township records show that a Certificate of Occupancy was never issued.

Susan talked to the Borough office and received a call from the Borough Manager that one of the Borough employees has confirmed that there are two separate dwelling units.

After discussion, and upon a Novinger/Knaub motion, the Authority voted unanimously to send Mr. Nace an invoice in the amount of \$3,500.00 for a tapping fee, plus an additional \$360.00 for six months back sewer charges through October 2015.

### **Adjournment**

With all business completed, a Novinger/Knaub motion for adjournment was made at 8:30 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary