

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

December 3, 2014

The Penn Township Municipal Authority (Authority) met on Wednesday, December 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
Sam Auxt, Asst. 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

Visitors present:
Pat Devlin
Tony DeLellis
Barry Rice
Bob Shaffer
Bob Johnson

Minutes

Upon a Novinger/Kocher motion, the Authority voted unanimously to approve the November 5 and November 10, 2014 minutes as presented.

Visitors

Pat Devlin, Tony DeLellis – Tattered Flag

Mr. Devlin stated that he had submitted plans to the Penn Township Supervisors (PTS) to start a small craft brewery called Tattered Flag. The brewery would be located at 1595 State Road, in the building formerly rented by Perry County Day Care. Mr. Devlin reported his understanding that the present property has two EDUs and that he would need to purchase one more. He estimated his effluent at 400 gallons per day.

Mr. Devlin was told he would need to set up an escrow account in the amount of \$2,500.00 to pay for any costs incurred by staff in reviewing his plan. He will submit a check to the office for the escrow amount, and submit a written report of his water requirements to Engineer Randy Bailey.

Barry Rice, 1107 State Road

Mr. Rice was present to discuss the status of the septic system at 1109 State Road that continues to discharge sewage onto State Road. The septic system was not abandoned when the property was connected to the sanitary sewer in 2006.

Mr. Rice was informed that the Authority had contacted a process server who delivered a letter to the owners on November 14th. The letter gave the owners a deadline of December 3rd to have the septic system pumped, abandoned, and inspected. Nothing was heard from the owners until this morning, when the office received a phone call from the wife stating that the tank will be abandoned and that documentation would be provided when it was done.

Since the deadline has expired, it was the consensus that Solicitor Dennis Shatto should start proceedings with the District Judge to fine the owners for violation of the Authority's *Rules and Regulations*.

Mr. Rice stated that he would continue to attend every meeting until this issue was resolved. Chairman Holman encouraged him to keep attending.

Engineer Report See written report dated December 3, 2014
Sunshine Hill Water System Upgrade

The Engineer reported that the PTS has granted the Authority a time extension until January 29, 2015 for the Land Development Plan for the upgrade to the water system on Sunshine Hill. He also reported that the Authority had applied for a variance request to modify the landscaping and screening requirements of the Zoning Ordinance. The hearing for the variance request will be held on December 11th at 7:00 p.m. Both Chairman Holman and Vice-Chairman Kocher will attend the hearing. The Authority's Solicitor is also the solicitor for the Zoning Hearing Board. He will recuse himself from this hearing and has arranged to have another solicitor present for the hearing.

The Engineer reported that the Perry County Conservation District still needs information before it approves the plan. One thing needed is a soil profile showing the depth to the bedrock or the seasonally high water table. He stated that this should be done in the next week and asked if the Township could be requested to use their backhoe to dig down to the bedrock. Chairman Holman stated that he would take care of getting a backhoe. He will also coordinate the PA One Call for the digging.

The Engineer stated that he still needed some input from the members for the water system upgrade. He was asked to submit a list of questions to be addressed at the December 8th meeting.

Community Development Block Grant (CDBG) Funding

The Authority has been the recipient of several CDBG awards. A SEDA-COG representative will attend the January 7th meeting to discuss the funding requirements and the necessary paperwork.

Mike Ward, Sewer Extension Plan

The Engineer reported that he had reviewed the latest submission from Akens Engineering for Mike Ward's sewer extension and had returned his review letter listing required revisions on November 14th. He has not received any revised plans from Akens Engineering.

Chairman Holman reported that he had spoken to Shawn Arbaugh of DEP, and informed him that the Authority has done everything in its power to get Mr. Ward to connect to the sanitary sewer. It is the Authority's feeling that it is now up to DEP to use its power to get the property connected.

Mr. Ward was billed \$600.00 for ten EDUs in Ready-to Serve Charges for the month of November and will be billed the same for each future month. The Penn Township Police were asked to file charges with the District Judge for violation of Township Ordinance 101, but it was not known if the charges were filed.

Plant Operator Report There was no written report.

The Discharge Monitoring Reports for October 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.

In the absence of Plant Operator Ed Chism, Sam updated the members about problems with the EQ pumps at the Cove WWTP. He also relayed information from Ed that Modern Pumps in Liverpool was selling EQ pumps at \$2,200.00 plus \$50.00 shipping. Upon an Auxt/Kocher motion, the Authority voted unanimously to authorize Ed to purchase two EQ pumps for a total of \$4,500.00.

Sam also relayed that the rails for the EQ pumps need stabilized at the Cove WWTP and the Lower Duncannon pump station. Ed will be told to obtain prices to stabilize the rails.

Field Representative Report See written report for November.

The Field Representative report was reviewed with the following comments.
Haldeman Landscaping

Field Representative Sam Auxt noted that Mr. Haldeman has not yet installed his water meter. Executive Secretary Karen Rhinehart will be asked to send Mr. Haldeman a reminder letter.

Master Meter Report

The Master Meter report was circulated among the members for review with the comment that there were no unusual readings.

Penn Township Supervisor (PTS) Report

CeCe had been in attendance at the last PTS meeting and noted the following.
Sewage Enforcement Officer (SEO)

CeCe stated that she has asked the Township Secretary to provide the Authority with the SEO's monthly report, in case anything on the report applied to the Authority.

Mike Ward Property

CeCe noted that the PTS discussed a request to replace an older mobile home on the Mike Ward property with a newer model. This would require an inspection of the sewer connection and the supervisors want to know what involvement the Authority wants to have with the replacement. It was the consensus to send a letter to the PTS, informing them that Mr. Ward has not yet connected to the sanitary sewer and is still serving his customers through an on-site WWTP. Therefore, the Authority has no involvement in this issue. It was also the consensus to send a copy of the letter to Mr. Ward and Shawn Arbaugh of DEP.

Solicitor Report There was no written report.

The Solicitor reported that he has started the next step of proceedings against the delinquent customers.

Billing Clerk Report

Delinquent Accounts

The list of accounts delinquent as of November 30, 2014 was reviewed. Water delinquencies total \$12,087.64. Sewer delinquencies total \$70,948.58. 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 Kocher/Auxt motion to approve payment of the November 30, 2014 invoices totaling \$89,434.61, with the exception of check #4872 made payable to Duncannon Borough in the amount of \$24,831.11. Motion carried. Check #4872 will be held until Duncannon Borough provides written verification that there is capacity in the line to connect the Perry County Beer Company. At that time, payment will be approved.

Financial Report

After review, there was an Auxt/Kocher motion to approve the Financial Report for November 2014, subject to audit. Motion passed by unanimous vote of the Authority. The November 30th balance of all accounts was \$444,430.20. However, \$159,993.32 is earmarked for escrows and future projects. \$243,941.89 is available for capital projects – major expenses for equipment failures and replacement of infrastructure. \$48,496.17 is available for operating expenses.

Executive Secretary Report

The Executive Secretary report was reviewed with the following comments.

39 Valley Street

It had been discussed at the November 5th meeting that the property at 39 Valley Street had been turned into two residential units. An invoice was sent to the owner in the amount of \$3500.00 for a tapping fee, as well as a \$60.00 charge for an additional monthly sewer rental.

An email from the owner was reviewed. The email stated that the property is a single family home, with one heat source and no “divisions” making it into two units.

The Authority will do more research into the number of residential units on the property.

JOAC Report

The next JOAC meeting will be held on Monday, December 8th at 6:30 p.m. in the Township building. One topic to be discussed will be the Authority’s share of the 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.

Grinder Pump Ownership

The present policy to turn over ownership of grinder pumps to customers who are three months delinquent was discussed. Because of medical or job-related circumstances, many customers who have a history of paying their monthly bills could become delinquent. It was suggested that grinder pump maintenance repair costs could be evaluated on a per case basis. Sam was asked to draft language to come up with a more equitable way of having the property owners take ownership of the grinder pumps.

New Business

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

Re-appointment for 2015

Upon a Kocher/Novinger motion, the Authority voted to recommend that the PTS re-appoint Sam Auxt for another five-year term to expire December 31, 2019. Motion passed with Sam abstaining.

2015 Financial Budget

Upon a Kocher/Novinger motion, the Authority voted unanimously to adopt the financial budget for 2015.

2015 Meeting Dates

Upon an Auxt/Novinger motion, the Authority voted unanimously to hold the 2015 monthly meetings on the first Wednesday of every month, at 7:00 p.m. in the Penn Township municipal building.

Adjournment

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

Susan E. Long
Recording Secretary