

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

March 4, 2015

The Penn Township Municipal Authority (Authority) met on Wednesday, March 4, 2015 in the Penn Township Municipal Building. Chairman Henry Holman, III, called the meeting to order at 6:30 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:
Dennis J. Shatto, Solicitor
Randy Bailey, P.E., Wm. F. Hill Associates

Authority staff present:
Ed Chism, Operator of Plants
Susan Long, Treasurer, Recording Secretary

Visitors present:
Bill Seigel, SEDA-COG
Bob Johnson
Lee Wright

Minutes

Upon a Kocher/Knaub motion, the Authority voted unanimously to approve the February 4, 2015 minutes as presented.

Visitors

Bill Seigel, SEDA-COG

Mr. Seigel administers the Community Development Block Grants (CDBG) for the Perry County Commissioners. He reported that the Authority had been awarded CDBG funding totaling \$196,610.00 for 2012 and 2013. The Authority was also awarded \$500,000.00 of state funding that is channeled through the Commissioners. He then reported that he is 99.44% sure that the Authority will be awarded an additional \$250,000.00 in state funding if it requests the funding. He then presented a letter from SEDA-COG to the Department for Community and Economic Development (CDEC) requesting that DCED increase the original grant funding to the Authority from \$500,000.00 to \$750,000.00. The additional funding would be used for Phase 2, replacement of additional water supply lines.

Upon a Kocher/Auxt motion, the Authority voted unanimously to approve and forward the letter requesting the funding increase.

Mr. Seigel then explained that none of the funding would be channeled through the Authority. All invoices would be submitted to DCED, who would approve them and then inform the Commissioners that they are approved for payment.

In the event that the amount of funding is larger than the delineated costs of the project, the remaining funds would be retained by DCED. In the event the project costs are greater than the available funding, the Authority can decide to borrow the difference, or forego the project.

Mr. Seigel then presented a contract between DCED and the Authority for the additional funding for Phase 2, should it become a reality. There was an Auxt/Knaub motion to accept and approve the contract and to have the appropriate officials execute it.

Mr. Seigel then stressed DCED's mandate that the project must be completed by the end of 2015 or the Authority will need to return all funding. This essentially means that the "new water must be flowing through the new pipes" by the end of the year. He asked the members to keep this constantly in mind. Mr. Seigel was told that the Pfautz Apartment complex was part of the original income survey and that it appears that the complex will become a bulk water customer. However, the Authority has no control over when the complex owners will complete their infrastructure. Mr. Seigel will check to see what impact this would have on the "mandate".

Barbara Hanilton, Tax Collector

Ms. Hamilton was not in attendance. Chairman Holman stated that, at the last Penn Township Supervisor meeting, she expressed her concern that the Township is losing money on its per capita tax because of not knowing the names of renters. She was supposed to attend tonight to ask the Authority for any help it could give her. Since the Authority bills owners, and not renters, it does not know who lives in rental units. It was discussed that the Authority could give her names of its customers who own multi-unit dwellings and the number of units they own.

Lee Wright, New Blooms

Mr. Wright has just finished building a business, Cove Farm Market, along SR 11/15. He reported on his discussions with DEP regarding drinking water requirements. He was told that he would be required to install a drinking fountain at the business. Additionally, because he expected more than 25 people, his business would need to be classified as a public water supply. This resulted in a whole new set of rules he had to comply with. He presented a document from DEP regarding public water supplies and asked the Authority to inform any individual thinking of starting a business to contact DEP, in order to prevent unforeseen problems. A copy of the document will be provided to the Penn Township Planning Commission, who usually sees potential builders before the Authority does.

Engineer Report See written report dated March 4, 2015
Sunshine Hill Water System Upgrade

Engineer Randy Bailey reported that on February 23rd, he met with Bill Siegel, the SEDA-COG representative, to discuss changes that would be necessary to incorporate any additional funding received from DCED. One change will be the requirement for an environmental audit relating to the Phase 2 water supply line replacements, which should be finished by the end of April.

The Engineer expects to advertise for bids early April, with the bid opening about three weeks later.

The Engineer stated that the total NET grant funding is approximately \$902,360.00. The Authority had previously committed itself to using \$128,790.00 of its own funds. Chairman Holman now asked Engineer Randy Bailey to come up with a rough estimate of an amount for contingencies related to change orders.

Mike Ward Sewer Plan

The Engineer reported that he has not received any submittals for the materials that will be used in the project. Mr. Ward had been told at the January 2015 meeting that the materials must be approved by the Engineer before he can begin construction for the project. He reported that Mr. Ward asked him on February 23rd what the format and content of the submittals should be.

It appears that, sometime today before the meeting, Mr. Ward dropped off a submittal; however, it does not follow the requirements of the *Developer's Specifications*. The Engineer will contact Mr. Ward and tell him what he must do to correct the submittal.

Mr. Ward also dropped off a check in the amount of \$12,000.00 – the agreed-upon down payment for his tapping fee. According to Solicitor Dennis Shatto, Mr. Ward told him that the tapping fee agreement was satisfactory, but he did not provide the Authority with his signed copy.

Regarding the monthly ready-to-serve (RTS) sewer charges, Mr. Ward had paid for November and December 2014. The Authority had decided to review monthly developments to see if additional RTS charges should be paid. The members will wait until the Engineer talks to Mr. Ward about his newest submittal and discuss the issue at the March 9th JOAC meeting.

Chapter 94/Flow Analysis Reports

The Engineer reviewed the 2014 Chapter 94 Report for the Cove Wastewater Treatment Plant (WWTP). After review, there was a Knaub/Kocher motion to approve and execute the Report and forward a copy to DEP. Motion passed unanimously.

Sanitary Sewer Connection of Perry County Beer

The Engineer was urged to continue to work on a plan that would enable the Authority to require Perry County Beer to connect to the sanitary sewer.

Operator Report

The Discharge Monitoring Reports for January 2015 were circulated for members' 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.

Ed commented on the BOD sampling process. He stated that he does not feel there is any need for BOD sampling at the Cove WWTP at this time.

Ed reported that there were two major leaks at the Deimler Trailer Park and a recent leak at 41 Eisenhower Boulevard. These leaks resulted in complaints of cloudy water from other customers, but water conditions are now normal and the customers understood about the leaks

Field Representative Report

Field Representative Sam Auxt reported on the leak at 41 Eisenhower Boulevard. It was a break inside a vacant house, the only house for which the Authority can not find the curb valve because it was covered up by nearby construction debris. As a result, the owner and Penn Township police were notified, the house was entered through an unlocked window and the water was shut off.

1109 State Road

Sam reported that he and Chairman Holman made a site visit to 1109 State Road to investigate complaints of sewage flowing onto SR 11/15. They entered the property, using the Authority's easement, and discovered that the grinder pump was turned off. (The owner stated that it was malfunctioning and he turned it off.) Lenker's Excavation was called in to replace the pump and at this time there is an operating grinder pump on the property. The hearing to discuss the violation of sewage

flowing out of the un-abandoned septic system will be held on March 19th. The Solicitor will contact the Penn Township Police Chief to coordinate information needed for the hearing.

Master Meter Report

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

Penn Township Supervisor (PTS) Report

There was no report.

Solicitor Report There was no written report.

The Solicitor reported that he is placing a property on the sheriff sale list and that the necessary checks are on the list of payments to be approved later this evening.

Enforcement of Ordinance 101

Discussion on this issue was tabled until the April 1st meeting.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of February 28, 2015 was reviewed. Water delinquencies total \$13,543.79. Sewer delinquencies total \$76,587.88. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Treasurer Report

Invoices and Expenditures

After review, there was a Kocher/Knaub motion to approve payment of the February 28, 2015 invoices totaling \$53,162.70. Motion passed.

Financial Report

After review, there was an Auxt/Kocher motion to approve the Financial Report for February 2015, subject to audit. Motion passed by unanimous vote of the Authority. The February 28th balance of all accounts was \$411,576.19. However, \$7,994.17 is earmarked for escrows, and \$237,719.99 is earmarked for future projects. \$142,105.19 is available for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$23,756.84 is available for operating expenses.

Executive Secretary Report

The Executive Secretary report was reviewed without comment.

JOAC Meeting

The JOAC meeting will be held on Monday, March 9th, at 6:30 p.m. at the Duncannon Borough Office. Jim stated that he could not make the meeting but would be available by phone, if needed.

Old Business

Grinder Pump Ownership

Discussion on this issue was table for one last time. A decision will be made at the April 1st meeting.

New Business**Annual Insurance Review**

The annual insurance review will be held at 6:45 p.m. on April 1st, prior to the scheduled meeting. Since this is an informative session only, it will not be advertised.

Tattered Flag Escrow Return

Due to a delay in plans, the owner of the proposed microbrewery, Tattered Flag, has requested a return of his unused escrow. Upon an Auxt/Kocher motion, the Authority voted unanimously to return the escrow funds.

Adjournment

With all business completed, a Kocher/Knaub motion for adjournment was made at 8:55 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary