

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

April 1, 2015

The Penn Township Municipal Authority (Authority) met on Wednesday, April 1, 2015 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  
Randy Bailey, P.E., Wm. F. Hill Associates

Authority staff present:

Ed Chism, Operator of Plants  
Susan Long, Treasurer, Recording Secretary

Visitors present:

Mr. and Mrs. Barry Rice  
Bob Shaffer  
Bob Johnson  
Paul McNiven

**Annual Insurance Review**

At 6:45 p.m., Andrew DeProspero of H.A. Thomson, presented a review of the Authority's insurance policy. He itemized the Authority's physical properties and their insured values, along with the coverage of the liability policy and workmen's compensation. Mr. DeProspero was informed of the upcoming upgrade to the water treatment system and asked to be contacted when construction begins so that the new facilities can be added to the policy package.

This was a only a review of the Authority's insurance policy. No decisions were made.

**Minutes**

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

## **Visitors**

Barry Rice, State Road

Mr. Rice was present to discuss the status of the abandonment of the septic system at 1109 State Road. The Solicitor informed him that a hearing was held before the District Magistrate on March 19, 2015 regarding the failure of the owner to abandon the on-lot septic system in accordance with Township Ordinance 101. The property owner did not appear at the hearing. The District Magistrate ruled that the owner was in violation of the Ordinance and fined the owner \$250.00. The owner has 30 days to appeal. If the issue is not resolved at that time, the Authority has the option to re-file.

Chairman Holman informed Mr. Rice that two members used the Authority's easement onto the property to make sure the grinder pump was functioning. He reported that as of that date the grinder pump was operational.

Mr. Rice stated that liquid is running out of a pipe on the bank of the property onto SR 11/15. Field Representative Sam Auxt presented a photo of the liquid, which appeared to be clear, that he had taken.

Mr. Rice was informed that the mortgage holder of the property has listed it on the April Sheriff's Sale docket. If it is sold, it is likely that the new owner will allow the Authority access to the septic system. At the present, the Solicitor recommends that no one from the Authority go on the property unless it is through the easement, which provides no access to the septic system. Any future owner will not be able to occupy the property until the septic system is abandoned.

The Solicitor also informed Mr. Rice that the Authority can choose to re-file with the District Magistrate on April 19<sup>th</sup> for violation of Township Ordinance 101. It can also file a proceeding in Common Pleas Court of Perry County, asking the Court for injunctive relief so that the Authority can enter the property. However, this is another process that requires appeals and could take several months. It was the consensus that the Solicitor pursue this filing with the Court.

CeCe questioned if the Authority could request that DEP, who is aware of the situation, put pressure on the owner. It was noted that DEP feels that it is a municipality's responsibility to resolve sewage issues.

There was discussion held on acquiring a meter that could be hooked up to the grinder pump to measure its "running time". Mr. Rice was told that, in the meantime, the Authority will again enter the property through its easement and open the grinder pump to see if it is being used.

Chairman Holman explained that all of the avenues discussed take time. He again thanked the Rices for their attendance and invited them to continue attending until the issue is resolved.

## **Engineer Report** See written report dated April 1, 2015

Sunshine Hill Water System Upgrade Project

Engineer Randy Bailey reported that the CDBG grant application for the Phase 2 water distribution improvements has been approved in the amount of \$250,000.00. The project has been advertised in The Patriot News. A mandatory Pre-Bid meeting for all interested contractors will be held on April 9<sup>th</sup> at 1:00 p.m. The Bid Opening is scheduled for April 23<sup>rd</sup> at 2:00 p.m. A special Authority meeting will be advertised for April 30<sup>th</sup> at 7:00 p.m. for members to review the proposed winning bid. If everything goes smoothly the Engineer anticipated that the project can be awarded by the middle of May.

According to the rules governing the grant funding, the project must be operational for the Sunshine Hill water customers by December 1<sup>st</sup>. The Engineer feels that the project can be operational by the middle of November, with the exception of the final restoration work (grading, seeding, and paving), which would be completed next spring.

Operator Ed Chism referred to a report of a recent DEP inspection of the water system which states that Well #1 is to be de-commissioned. However, Well #1 still appears in the construction drawings. The Engineer explained that he felt it should be retained, even if it only is permitted for 5,000 gallons per

day. In case of emergency it would provide some back-up water, and DEP likes to know that there is a supplemental water source.

Ed stated that keeping Well #1, which hasn't been used in years, as a back-up source will result in a cost of approximately \$6,000.00 for water testing the first year, and approximately \$500.00 every three years. He offered his opinion that investing money in a well with such a low output is a waste of money.

Chairman Holman offered his opinion that the Authority would need another back-up source that would also entail the same testing costs and felt that there was no reason to eliminate one water source and look for a replacement.

Sam noted that the Authority had decided at a previous meeting that Well #1 would be abandoned.

After discussion, and upon a Knaub/Kocher motion, the Authority voted to abandon Well #1 and begin looking for a site for an additional well. Chairman Holman voted against the motion. Since there is some time before Well #1 needs to be removed from the project, Ed will research what water tests would need to be conducted, and a more accurate cost of the tests, in case the Authority decides to reverse its decision.

The DEP water inspection report also noted that the Well #2 pit does not have an overlapping water-tight cover to prevent surface water from entering the pit. Upon an Auxt/Knaub motion, the Authority voted unanimously to remediate the pit for Well #2 and bring it to grade level.

#### Mike Ward Sewer Plan

The Engineer reported that Mr. Ward had been told at the January 2015 meeting that the materials for the project must be approved by the Engineer before he can begin construction for the project. The submittal received from Mr. Ward on March 4<sup>th</sup> does not follow the requirements of the *Developer's Specifications*. The Engineer contacted Mr. Ward and told him that the submittal will not be accepted for review and told him what he must do to correct the submittal. As of tonight, the Engineer has not received any further communication from Mr. Ward.

The Solicitor was directed to send a letter to Shawn Arbaugh at DEP, informing him that the Authority has done everything that it can to get Mr. Ward's property connected to the sanitary sewer, and asking for Mr. Arbaugh's help. Mr. Ward will be sent a copy of the letter.

Upon a Novinger/Auxt motion, the Authority voted unanimously to re-institute the ready-to-serve charge for the month of April. The charge will be for ten EDUs at \$60.00 per EDU.

#### Flow Analysis Report for 2014

The Engineer reviewed the Flow Analysis Report for 2014, which includes flows from Penn Township into the Duncannon Borough's wastewater treatment plant (WWTP), and flows into the Cove and Kinkora WWTPs. He noted that the calculated flow per Equivalent Dwelling Unit (EDU) has been gradually decreasing over the years. For 2014, the calculated flow was 108 gallons per day for an EDU. The Authority currently defines an EDU as a flow of 150 gallons per day.

The Engineer recommended that Susquenita School District be billed for 66 EDUs, up from 63 EDUs. He recommended that Kinkora Nursing Home be billed for 87 EDUs, up from 75 EDUs. The Engineer was requested to research what impact the increased flow from Kinkora Home has on the capacity of the Kinkora WWTP. Additionally, office staff was requested to compare the readings of the Kinkora WWTP flowmeter with the readings of Kinkora Home's water usage meter. Further discussion will be held at the May meeting.

Upon a Knaub/Kocher motion, the Authority voted unanimously to approve the Flow Analysis Report of 2014. The Engineer will forward a copy to Duncannon Borough.

## **Operator Report**

The Discharge Monitoring Reports for February 2015 were circulated for members' review. Members were asked to contact Ed at any time with questions about the reports or operation of the WWTPs and water system.

### **Petersburg Commons Curb Valve**

Ed reported that there is a curb valve at Petersburg Commons that is inoperable. It was discovered when a property owner had a water leak under his house (built on a cement slab with no basement) and needed to have the water shut off. The owner's contractor was able to fix the leak without shutting off the water, but Ed noted that the curb valve needs to be fixed. He recommended that it wait until additional work is needed at Petersburg Commons.

### **DEP Inspection of Sunshine Hill Water Company**

Ed reviewed DEP's Water Supply Inspection Report from March 10<sup>th</sup>. He discussed some of the items noted by DEP and asked the members to contact him if they had questions on the additional items.

He noted that the pump for Well #2, which is permitted for 55 gpm and supposedly has a maximum push of 60 gpm, was operating at 95 gpm. To resolve the issue, he throttled the pump back to 55 gpm. He noted that, because the chlorine requirement was high enough, the system met DEP's 4-log requirements and incurred no 4-log violations.

Ed noted that there is a large amount of "unaccounted for" water. The amount of water the master flow meter shows leaving the well is much higher than the amount of water usage as measured through each house's water meter. It was noted that the house meters are old and have a tendency to slow down as they age. Discussion was held on refurbishing the meters during the water system project. It was also noted that backflow prevention devices (check valves) are now required for all new construction and could possibly be installed during the construction project. Sam will contact H/B Water to see if there are meters available that have check valves built into them.

### **Field Representative Report** See Summary Report for March 2015

Field Representative Sam Auxt reported on several problems at the Main Street and Lower Duncannon pump stations. He also investigated a report of a sewer blockage on Pfautz Road. Inspection of the manhole determined that there was no blockage.

### **Master Meter Report**

The Master Meter report was circulated among the members with the comment that there were no problems other than those at the two pump stations mentioned previously.

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

There was no report.

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

Solicitor Dennis Shatto reported that he is working on a list of 9 property owners who will be notified what they need to do to avoid having their properties listed with the Perry County Sheriff.

At the March meeting the Solicitor was asked if the Authority could publish a list of owners with delinquent sewer and water balances. Tonight he reported that he contacted East Pennsboro Township to find how they listed the names of owners with delinquent sewer balances. He learned that it was The Patriot News that published an article about sewer delinquency balances in Cumberland County municipalities; East Pennsboro did not publish an itemized list.

The Solicitor reported that Saxonburg, Pennsylvania, plugs the sewer lines of its delinquent customers and charges \$1200.00 disconnect and \$1,200.00 re-connect fees to the property owners. In accordance with the PA One-Call Notification Law, the sewer line is marked with spray paint. That in itself appears to be a good deterrent for delinquencies. Saxonburg has only had to plug six sewer lines in the years the policy has been in effect. The Solicitor will find out more information on the policy for the members.

Sam asked if the Authority can legally prevent a landlord with a delinquent account from renting a vacant dwelling to a new tenant. The Solicitor will research the issue.

#### Enforcement of Ordinance 101

The Solicitor had previously presented a checklist of procedures to be followed when a need to enforce Township Ordinance 101, which addresses mandatory sewer connection and septic tank abandonment, arises. After discussion, there was consensus to follow the checklist, to ensure that nothing is missed in the legal process when enforcing the Ordinance.

#### Grinder Pump Ownership

Sam had previously presented draft language to revise Section 3.241 of the Authority's *Rates, Rules and Regulations* (R&R). The revision would turn ownership of a grinder pump over to a property owner if negligence, abuse, or introduction of a "banned" substance of the grinder pump necessitates a repair. In those cases, the owner would also be responsible for the cost of the repair or replacement. From that day forward, all grinder pump maintenance would be the responsibility of the owner. After discussion, and upon a Kocher/Novinger motion, the Authority voted unanimously to incorporate revised Section 3.241 into the R&R.

#### **Treasurer Report**

##### Delinquent Accounts

The list of accounts delinquent as of March 31, 2015 was reviewed. Water delinquencies total \$12,334.24. Sewer delinquencies total \$76,339.29. 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 Novinger/Kocher motion to approve payment of the March 31, 2015 invoices totaling \$61,690.23. Motion passed.

#### Financial Report

After review, there was an Auxt/Kocher motion to approve the Financial Report for March 2015, subject to audit. Motion passed by unanimous vote of the Authority. The March 31<sup>st</sup> balance of all accounts was \$419,380.30. However, \$7,951.67 is earmarked for escrows, and \$235,441.25 is earmarked for future projects. \$142,105.19 is available for capital projects – major expenses for equipment failures and replacement of infrastructure. The remaining \$21,453.04 is available for operating expenses.

#### Authority Share of Duncannon Borough WWTP Operation and Maintenance (O&M) Charges

Treasurer Susan Long suggested that the O&M charges due to the Borough be paid on a monthly basis, instead of quarterly. This would keep the Authority's monthly outflow on a more even basis. It was the consensus of the members to pay the O&M charges on a monthly basis.

## 2014 Financial Audit

Upon Susan's recommendation, there was an Auxt/Kocher motion to approve the 2014 audit. Motion passed by unanimous vote.

## **Executive Secretary Report**

The Executive Secretary report was reviewed discussed during the visitor's part of the meeting

## **JOAC Meeting**

The JOAC meeting will be held on Monday, April 13<sup>th</sup>, at 6:30 p.m. at the Duncannon Borough Office.

## **Old Business**

All Old Business items were discussed earlier in the meeting.

## **New Business**

### Taschek Property – Firehouse Road

The PTS is satisfied that the demolition of the fire-damaged dwelling on the property is complete. Karen will be asked to provide the Solicitor with a total of the liens, including the tapping fee lien. It is probable that the total of the liens placed on the property by the PTS and the Authority will be larger than the value of the property.

### Public Meeting for Sunshine Hill Water Customers

A public meeting will be held to advise the Sunshine Hill water customers of the summer construction to build a new treatment facilities building and water storage tank, and to replace water lines. This meeting will be held before construction begins at a date and time to be determined later.

### Proposal for Mailing of Sewer/Water Bills

Susan reported on a proposal from the billing software company to mail all sewer/water bills at a cost of \$.55 per bill. The annual cost would be about \$400.00 more than it currently costs the Authority. The proposal will be filed for future consideration if/when the number of customers significantly increases.

## **Adjournment**

With all business completed, a Novinger/Auxt motion for adjournment was made at 9:45 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary