

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

June 3, 2015

The Penn Township Municipal Authority (Authority) met on Wednesday, June 3, 2015 in the Penn Township Municipal Building. Chairman Henry Holman, III, called the meeting to order at 7:10 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:

Bob Johnson  
Dan Greene, SEDA-COG  
Bill Seigel, SEDA-COG

**Executive Session**

The Authority met in executive session at 6:00 p.m. to receive a report from SEDA-COG. No decisions were made.

**Minutes**

Upon an Auxt/Knaub motion, the Authority voted unanimously to approve the April 30, May 6, and May 11, 2015 minutes as presented.

**Engineer Report** See written report dated June 3, 2015

Sunshine Hill Water System Upgrade Project

Engineer Randy Bailey reported that the Authority received bids for the Sunshine Hill water system upgrade on April 23<sup>rd</sup>. The lowest bid for the General Contract was submitted by Pumping Solutions, Inc. in the amount of \$1,440,228.53. The lowest bid for the Electrical Contract was submitted by Hickee Associates, Inc. in the amount of \$159,768.00.

The Engineer reported that SEDA-COG had reviewed the bids for both contracts and found that they would be acceptable for the Community Development Block Grant (CDBG) funding.

The Engineer reported that Pfautz Apartments (Pfautz) has decided not to enter into an agreement with the Authority to purchase bulk water. Since Pfautz was an integral part of the grant funding, the Authority may need to find alternative funding for the project. The grant funding requires that the project be operational and substantially completed by December 1<sup>st</sup>. Restoration work, however, can be completed in the spring of 2016.

The Engineer estimated the cost of a scaled down project – constructing only a water storage tank, a treatment facilities building, and the necessary electrical work – at \$954,000.00. Discussion was held on how much financial ability the Authority has to do the work on its own. The result was that the Authority is not able to finance the project on its own, and that there is a severe limit to the amount of debt structure that it can take on at this time.

At the executive session, the SEDA COG representatives volunteered to discuss the grant funding with Department of Community and Economic Development (DCED) representatives. They said they would ask DCED to consider the funding without Pfautz because providing fire protection for Pfautz is still part of the project. The installation of a fire hydrant on Butchershop Road would still be completed. Upon a Novinger/Kocher motion, the Authority unanimously authorized SEDA-COG representatives to contact DCED to see if the grant funding can still be salvaged.

The Engineer reported that the Authority has sixty days from the date of the bid opening (April 23<sup>rd</sup>) to award to contract. However, in cases where the project is based on receiving grant funding, an additional sixty days is allowed. Because of the uncertainty of the funding, and upon an Auxt/Novinger motion, the Engineer was unanimously authorized to exercise the sixty-day extension for the General and Electrical Contracts. He will notify the low bidders of the Authority's decision.

#### Mike Ward Sewer Plan

Engineer Randy Bailey reported that the plan submittal received from Mr. Ward on March 4<sup>th</sup> did not follow the requirements of the *Developer's Specifications*. The Engineer contacted Mr. Ward on March 5<sup>th</sup> and told him that the submittal will not be accepted for review and told him what he must do to correct the submittal. Tonight the Engineer reported that Akens Engineering has been in contact with him. They advised him that they are in the process of preparing the submittals in the required format and will forward them to him in the near future.

At last month's meeting, the Authority had requested the Solicitor to send a letter to DEP, informing them that Mr. Ward has not yet connected to the sanitary sewer, and asking DEP to close down Mr. Ward's operation. The Board of Supervisors had also been requested to send a letter to Mr. Ward, informing him that he was in violation of the Connection Ordinance and giving him ten days to become compliant. Both letters were sent; the Authority will wait to see the results.

Mr. Ward had been billed \$1,200.00 for Ready-to-Serve (RTS) charges for April and May. This has not been paid. It was the consensus to bill him another \$600.00 for RTS charges for June.

#### Flow Analysis Report for 2014

The flow meter for the Kinkora wastewater treatment plant (WWTP) was calibrated on May 6<sup>th</sup>, after the Flow Analysis Report was generated. The calibration showed that the flowmeter readings were higher than the actual flows passing through the meter; therefore, the flow analysis information used for billing purposes was inaccurate. Operator Ed Chism asked the Authority to wait for a few months and review the new readings before taking any action on revising Kinkora's billing.

Chairman Holman asked Ed if he thought the flowmeter should be calibrated more than once a year. Ed replied that he did not think it was necessary.

There had been also been a question of the accuracy of the information regarding Susquenita School District's (District) flow information. Ed reported that the information he forwarded to the Engineer based on peak flows was correct. Upon a Kocher/Novinger motion, the Authority voted unanimously to accept the recommendation of the Engineer to bill the District an increase of 3 EDUs, for a total of 66 EDUs a month.

### **Operator Report**

The Discharge Monitoring Reports for April 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.

#### **Kinkora WWTP**

Ed reported that the blowers and motors at Kinkora have been working 24/7 since 1992. He stressed that it was imperative that they be replaced. He suggested that it would be better to increase the size of the blower and buy one, instead of two smaller ones. Upon an Auxt/Knaub motion, the Authority voted unanimously to authorize Ed to get estimates for a blower, motor and the cost of installation.

#### **Sunshine Hill Water System Lot Maintenance**

Ed reported that he was asked by the nephew of the owner of the adjoining property if he could mow the grass at the water lot. Ed reported that he authorized the nephew to do the work, at the current rate of \$400.00 per year.

#### **Cove WWTP**

Ed reported that the daily flows into the WWTP increase by 30,000 to 40,000 gallons when two inches of rainfall occurs. The daily average is 55,000-60,000 gallons per day. Chairman Holman asked if there were any additional E-One grinder pumps that could benefit from the installation of risers, to prevent infiltration.

#### **1109 State Road**

Ed had been requested to put an hour meter on the grinder pump at 1109 State Road to measure whether the pump was being used. He reported that his attempt failed. He will need a different type of meter that measures amperage draw. Sam mentioned, for the record, that the grinder pump is online operational.

#### **Lower Duncannon Pump Station**

Ed reported vandalism at the Lower Duncannon pump station. Someone crossed a chain link fence and then another chain link fence and removed the electrical cords from the spare submersible pump. Ed contacted Heim to pick up the pump and repair it. He estimated that the repair cost would be at least \$2,000.00. Sam reported that he had filed an incident report with the Penn Township Police, as a precursor to filing an insurance claim.

#### **Odors in Lower Cove**

Ed relayed that he has been informed of a foul odor coming from the car wash. CeCe said that she would make Sheetz aware of the problem.

**Field Representative Report** See Summary Report for May 2015

**Sewer Line Flushing**

Upon a recommendation from Sam, there was a Novinger/Knaub motion to have Kline's Septic vacuum 5,500 feet of sewer lines (locations to be determined) and clean four wet wells at a cost of \$3,400.00. Motion passed unanimously.

**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 PTS report.

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

Solicitor Dennis Shatto noted that, at last month's meeting, Larry Miller had requested the Authority to waive all penalties on the property at 206 Railroad Street in exchange for immediate payment of the charges through August 1, 2014 in the amount of \$1,080.00. After review of the delinquencies, there was a balance of \$180.00 due for the past three months. The Authority voted unanimously to grant Mr. Miller's request, contingent upon the following. Mr. Miller was given thirty days to pay \$1,260.00.

Tonight the Solicitor reported that Mr. Miller had sent a check for \$1,080.00. The tenant is paying the delinquent balance of \$180.00 but has not yet paid it in full. Additionally, there is a \$7.95 lien removal fee to be paid. The Solicitor will contact Mr. Miller.

**Treasurer Report**

**Delinquent Accounts**

The list of accounts delinquent as of May 31, 2015 was reviewed. Water delinquencies total \$15,026.84. Sewer delinquencies total \$78,263.97. The Solicitor is starting the process of Sheriff's Sale on a number of these properties. 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 an Auxt/Knaub motion to approve payment of the May 31, 2015 invoices totaling \$66,912.70. Motion passed.

**Financial Report**

After review, there was an Auxt/Knaub motion to approve the Financial Report for May 2015, subject to audit. Motion passed by unanimous vote of the Authority. The May 31<sup>st</sup> balance of all accounts was \$368,345.88. However, \$7,698.42 is earmarked for escrows, and \$213,772.34 is earmarked for future projects. \$146,875.12 is available for capital projects – major expenses for equipment failures and replacement of infrastructure. Money necessary for operating expenses will be taken from the capital projects fund.

**Executive Secretary Report**

There was no report.

### **JOAC Meeting**

The JOAC meeting will be held on Monday, June 8<sup>th</sup>, at 6:30 p.m. at the Duncannon Borough Office.

### **Old Business**

Old Business items were discussed earlier in the meeting, with the exception of the following.

#### **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.

#### **Perry County Beer Connection**

It was the consensus to have the PTS send a Notice to Connect to Norfolk Southern Corporation for its property on South Main Street.

### **New Business**

#### **Recording of Meetings**

Upon a Holman/Novinger motion, the Authority voted unanimously that recording of future meetings to aid in preparation of the minutes would be at the discretion of the Recording Secretary.

### **Adjournment**

With all business completed, a Kocher/Knaub motion for adjournment was made at 8:35 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary