

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

July 1, 2015

The Penn Township Municipal Authority (Authority) met on Wednesday July 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.

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

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Bob Johnson
Stanley Mutzabaugh
Jim Fickel
Dan Greene, SEDA-COG
Bill Seigel, SEDA-COG

Minutes

Upon a Kocher/Knaub motion, the Authority voted unanimously to approve the June 3, 2015 minutes as presented.

Visitors

Stanley Mutzabaugh
Jim Fickel

Mr. Mutzabaugh and Mr. Fickel were present to see if the meeting could be videotaped for the benefit of the citizens of Penn Township. Solicitor Dennis Shatto had been notified on June 30th that this issue might arise. He now stated that he had not had much time to research the request. He stated that audio taping of the meeting was legal. He did not think that video taping was unconstitutional, and was probably allowed under the "Sunshine Law". He informed the Authority that it could set limits as to whether the camera must stay on the tripod or could be walked around the room, focusing on the speakers. Also, would the Authority allow members of the audience to be videotaped?

The Solicitor stated that the Authority could decide at this meeting, or give themselves time to think through the options and restrictions for a decision at the next meeting. He suggested that they at least decide where the camera should be set up for tonight's meeting.

Jim asked why a request for videotaping was being made now. Mr. Mutzabaugh stated that it was because the Authority decided to stop its audio recording of the meetings. He stated that many citizens can not attend the meetings but do listen to the recording on the internet.

There was a Knaub/Kocher motion to audio record the meeting and review its options for future meetings. Motion passed unanimously.

The Recording Secretary announced that the meeting would be recorded to aid in the preparation of the minutes.

Bill Seigle

Dan Greene

Mr. Greene stated that he and Mr. Seigle had discussed the terms of the Authority's grant funding with Department of Community and Economic Development (DCED) representatives. DCED understands and appreciates the need for an upgrade to the Sunshine Hill water system. Everyone involved feels that the money should be kept in the community. At the same time, however, they are constrained by the guidelines pertaining to low-moderate income, and the Authority does not meet the percentage needed.

Mr. Seigle stated that the Authority's application has been brainstormed by several entities and noted the following. Duncannon Borough is preparing a grant application and has a 65% low-moderate income rating. He suggested that the Authority consider approaching Duncannon Borough about the possibility of forming a joint water authority or a contractual relationship. Such a relationship would raise the Authority's low-moderate income rating and could have a positive effect on the way DCED looks at the Authority's potential funding.

Engineer Report See written report dated July 1, 2015

Engineer Randy Bailey was not in attendance.

Mike Ward Sewer Plan Review

CeCe expressed concern about the length of time it is taking for Mr. Ward's engineer to submit the shop drawings for the connection to the sanitary sewer. She also noted that Township Ordinance 101 appears to be extremely difficult to enforce. The Authority had sent a letter to DEP requesting its support in getting Mr. Ward to connect, but has received no response. The Solicitor will contact DEP's staff attorney and see if there is any assistance that can be given.

Mr. Ward has been billed Ready To Serve (RTS) charges for April, May, and June at \$600.00 per month. These have not yet been paid. Since this \$1,800.00 delinquent balance surpasses the Authority's threshold of \$850.00, a discussion was held on starting the collection process for the delinquent balance.

There was a Novinger/Auxt motion to authorize the Solicitor to contact DEP's legal staff for assistance in getting Mr. Ward to connect to the sanitary sewer. After that contact, if necessary, the Authority will start the process to collect the delinquent balance. Motion passed unanimously.

Mr. Ward will be billed another \$600.00 for RTS charges for July.

Operator Report

The Discharge Monitoring Reports for May 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 wastewater treatment plants (WWTPs) and water system.

Sunshine Hill Water System

In the absence of the Operator, Field Representative Sam Auxt reported that he and Ed flushed the water lines on Sunshine Hill during the week of June 21st. Sam noted that it took a long time for the water to run clear.

Kinkora WWTP

Sam reminded the members of the need to increase the size of the blowers at Kinkora WWTP. Chairman Holman will contact Ed and arrange a time for a site visit.

Field Representative Report See Summary Report for June 2015

Grease Trap Inspections

Sam reported that inspections of commercial grease traps would be held the weeks of July 20th and July 27th. The commercial customers have been notified.

Sewer Line Flushing

Sam reported that three wet wells were cleaned in the Duncannon collection system. In the Cove collection system, one wet well was cleaned and sewer mains on Ashmar Drive, St. John's Road, and Susquenita Hill Road were flushed.

Check Valve Problem

Sam brought in a check valve from 108 Firehouse Road, stating that this was the 12th or 13th valve to fail in the Perdix system. During excavation of the valve, there was a minor sludge spill and DEP was notified immediately. He will write a follow-up letter to DEP explaining the cause, remediation, and procedure to keep this kind of spillage from re-occurring. He will ask the excavator to restore the property owner's yard to its prior condition.

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, of the properties offered up for the July sheriff's sale, one is in litigation, and the rest were postponed. He stated that the next sale is scheduled for late October, with a cut-off date in the beginning of August.

The Solicitor was asked to be more diligent in the collection procedure of those property owners whose delinquent balances are above \$850.00. He and Executive Secretary Karen Rhinehart will develop a "flagging" procedure.

Regarding a bankruptcy case where the delinquent balance is \$30,000.00, the Solicitor will contact the bankruptcy lawyer and find out why the assigned payment plan was not being followed.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of June 30, 2015 was reviewed. Water delinquencies total \$17,697.74. Sewer delinquencies total \$83,418.36. 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 Novinger/Kocher motion to approve payment of the June 30, 2015 invoices totaling \$48,624.34. Motion passed unanimously.

Financial Report

After review, there was an Auxt/Knaub motion to approve the Financial Report for June 2015, subject to audit. Motion passed by unanimous vote of the Authority. The June 30th balance of all accounts was \$370,915.00. However, \$7,394.42 is earmarked for escrows, and \$213,305.92 is earmarked for future projects. \$147,807.82 is available for capital projects – major expenses for equipment failures and replacement of infrastructure.

Executive Secretary Report

There was no report.

JOAC Meeting

The JOAC meeting will be held on Monday, July 13th, 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.

Tour of Duncannon Borough WWTP

A short report was given on the tour of the Borough's WWTP taken by several of the Authority members. Since the Authority pays for 33% of the WWTP expenses, Chairman Holman would like to attend the next Borough Council meeting and express Authority concerns about the maintenance policy for the WWTP, and suggestions for improving it.

1109 State Road

The Solicitor believes that this property has been bought back by the bank, but is not sure when the old owner will be vacating the premises. He stated that the bank is aware that the septic system must be abandoned before the property can be re-inhabited, but he will contact the bank to remind them. It was noted that the grinder pump is connected to the house and is operational. Sam reported that, at his last site visit, the discharge coming from the property onto SR 11/15 was clear water.

Perry County Beer Sanitary Sewer Connection

The PTS has sent a Notice to Connect to Norfolk Southern Corporation for its property on South Main Street. To date, no response has been received.

New Business

2015 Community Development Block Grant (CDBG) Funding Application

The Authority has received the application for CDBG funding for 2015. Due to the problems and delay in spending the previously awarded funds, it was the consensus not to file for additional funding.

Electric Provider Contract

Susan reported that the contract for electrical supplier for the Cove WWTP expires November 30th, and the remaining eight accounts expire December 31st. The current PPL “rate to compare” is \$.10/kwh. Integrity Energy, an electrical broker, has found a 36-month fixed rate of \$.075 from Guttman Energy for the Cove WWTP, and a 30-month fixed rate of \$.0799 from Direct Energy for the remaining accounts. The rate for Cove WWTP is lower than the others because its higher usage puts it in a different commercial classification. After discussion, and upon a Knaub/Novinger motion, the Authority voted unanimously to authorize the selection of the 36- and 30-month fixed rates from Guttman Energy and Direct Energy respectively.

Sewer Line Flushing Notifications

It was the consensus that customers whose properties are connected to sewer mains that are to be flushed will be notified of the flushing dates. This is not an annual event; the Authority has a five-year flushing cycle.

Jacobs Estate, 1115 State Road

The executors of the Jacobs estate at 1115 State Road would like the property to be disconnected. No one is living there, and they do not think the property will be sold in the foreseeable future. Karen has informed one of the executors of the requirements and charges for disconnection as outlined in the Authority’s *Rules, Rates, and Regulations*. After discussion, Karen will be asked to re-iterate the requirements – the sewer line must be capped inside the house and be inspected along with payment of the appropriate fees. Since a disconnected property is considered as never being connected, a tapping fee will have to be paid to reconnect the property to the sanitary sewer. However, the tapping fee can be avoided by paying a \$300.00 annual Reservation of Capacity (ROC) fee. Payment of the ROC will also insure that capacity is available in the WWTP when the property owner wants to re-connect in the future.

Consumer Confidence Reports (CCR)

Each year, DEP mandates that the Authority’s water customers receive their CCR reports by July 1st. These reports list whether the chemicals in the drinking water are above or below DEP’s limits. The Authority has no trouble fulfilling this requirement for its customers on Sunshine Hill.

The Authority’s customers in Petersburg Commons get their water from Duncannon Borough. The Authority purchases it at a bulk water price from the Borough and resells it to its Petersburg Commons customers. Since the water comes from the Borough’s water supply, and is tested by the Borough, the Authority needs the Borough’s test results in a timely manner. Receiving that information from them on June 30th makes it difficult for the Authority to get the reports to the Petersburg Commons customers by July 1st. Chairman Holman will address this issue when he attends the next Borough Council meeting.

Adjournment

With all business completed, an Auxt/Novinger motion for adjournment was made at 8:58 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary