

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

August 5, 2015

The Penn Township Municipal Authority (Authority) met on Wednesday August 5, 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
Randy Bailey, P.E., Wm. F. Hill Associates

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Brian Peters, Penn Township Supervisor
Bob Johnson
Stanley Mutzabaugh
Jim Fickel
Bob and Linda Gouse

Minutes

Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the July 1, 2015 minutes as corrected.

Visitors

Brian Peters, Penn Township Supervisor (PTS)

The PTS had met at 6:00 p.m. this evening to discuss the Authority's proposed upgrade of the Sunshine Hill water system. Supervisor Peters was in attendance to report that the PTS voted to support the Authority in its pursuit of the project. If it is ever necessary for the Authority to borrow money, the PTS would provide financial backing in case of default on the part of the Authority.

Supervisor Peters stated that he had contacted Representative Mark Keller and Senator Rob Teplitz earlier in the day about the Authority's probable loss of its Community Development Block Grant (CDBG) awards. Both Rep. Keller and Sen. Teplitz requested him to inform the Authority to contact their offices to see if they could provide any assistance.

Chairman Holman reported that the deadline to meet one of DCED's requirements will be Thursday, August 6th. He offered the consensus that there is no way the Authority can meet the requirement that 51% of the service area must be low- to moderate- income.

Susan was asked to contact both legislative offices and provide them with background information. She will also give them Chairman Holman's contact number for additional information.

Engineer Report See written report dated August 5, 2015
Sunshine Hill Water Treatment and Storage Project

Engineer Randy Bailey noted that tomorrow, Thursday August 6th, is the deadline for meeting DCED's requirement to provide a letter from a financial institution verifying the Authority's ability to borrow the amount of funding needed to complete the project. Due to the financial position of the Authority, the Engineer was requested to contact DCED and inform them that no letter would be forthcoming from any financial institution.

The Engineer reminded the Authority that the bids for the project are only good until August 20th (120 days after the bid opening). Upon a Kocher/Knaub motion, the Authority voted unanimously to set a deadline of August 12th to notify the bidders that the bids are rejected. This will allow a week to see if there is any assistance that can be given by Senator Teplitz or Representative Keller.

Mike Ward (MW2, Inc.) Sewer Plan Review

The Engineer reported that he approved the shop drawing submittals for MW2 on July 17th. The expected start date for the construction is Monday, August 17th with a completion date of August 28th. He added that he copied Sarah Wigglesworth at DEP with all pertinent information.

Now that construction is scheduled to begin, the Solicitor was asked to review the financial agreement that MW2 had entered into with the Authority. Sam asked if the developer was informed that he would need a flow meter and chart recorder. The Engineer reported that the E-One pump has a "Sentry Advisor" attached to it, which should provide a record of the amount of flow being discharged into the sanitary sewer.

Flow Analysis Report

On May 6th, the meter for the Kinkora Wastewater Treatment Plant (WWTP) was calibrated. The Engineer and Operator Ed Chism have since spoken about the Kinkora's wastewater flows. As a result, the information presented in the Flow Analysis Report will remain unchanged.

Operator Report

The Discharge Monitoring Reports for June 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 1-B and 2-B sized stones are entering into the Kinkora WWTP comminutor. He and Field Representative Sam Auxt will start lifting manhole covers back through the line to find the source. Ed noted that the aeration facilities at both Kinkora and Cove WWTPs should be pumped out in the future. He stated that the Authority should plan on budgeting \$5,000.00 per section per year.

Sunshine Hill Water System

Ed reported that, although water lines were flushed the week of June 21st, he is still getting complaints about brown water. He told the members that he will plan on conducting another flushing in 3-4 weeks.

Field Representative Report See Summary Report for July 2015

Grease Trap Inspections

Field Representative Sam Auxt reported that inspections of all commercial grease traps and grease/grit chambers have been completed.

Sewer Line Flushing

Sam reported that, during the sewer line flushing, two lateral clean-out lids on Ashmar Drive were found to be broken. A broken lid was also found on Eisenhower Boulevard. Both owners were notified to make repairs to avoid inflow and infiltration. No response has been received from the owners.

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 reviewed the list of delinquent accounts and talked about what actions would be taken against the property owners. Paperwork has been drawn up to list two properties on the docket for the October Sheriff's sale; he is working on the paperwork for two additional properties. The Authority's policy is to list properties with delinquent balances above \$850.00 for the quarterly Sheriff's sales.

It was asked if it was legal for the members to mention the property owners' names instead of their account numbers during monthly discussion of the delinquent accounts. The Solicitor responded that it was legal and that account numbers have been used only as a courtesy to the customer. It was suggested that, at future meetings, the property owners' names be used.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of July 31, 2015 was reviewed. Water delinquencies total \$16,774.25. Sewer delinquencies total \$84,326.99. 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 a Kocher/Auxt motion to approve payment of the July 31, 2015 invoices totaling \$100,340.49. Motion passed unanimously.

Financial Report

After review, there was an Auxt/Novinger motion to approve the Financial Report for July 2015, subject to audit. Motion passed by unanimous vote of the Authority. The July 31st balance of all accounts was \$333,101.66. However, \$6,729.59 is earmarked for escrows, and \$213,000.17 is earmarked for future projects. \$113,371.90 is available for capital projects – major expenses for equipment failures and replacement of infrastructure – and operating expenses

Executive Secretary Report

There was no report.

JOAC Meeting

The JOAC meeting will be held on Monday, August 10th, at 6:30 p.m. at the Duncannon Borough Office. Chairman Holman asked that at least three members attend so that action could be taken on financial issues concerning the recently completed Market Street project.

Old Business

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

1109 State Road

Sam is going to research the "Sentry Advisor" to see if it can be used on older E-One grinder pumps, to monitor usage.

Perry County Beer Sanitary Sewer Connection

The PTS had sent a Notice to Connect by certified letter to Norfolk Southern Corporation for its property on South Main Street. The letter has been received by Norfolk Southern but no response has been made. The Authority will write a letter to Norfolk Southern, asking for the timetable for connection of the property to the sanitary sewer.

New Business

Penn Township Fall Newsletter

Newsletter articles are due to the Penn Township Secretary by August 13th. The Authority will submit articles about the Market Street project, the Sunshine Hill water system, ownership of grinder pumps, and guidelines for preventing problems for the homeowners' and Authority's sewer lines.

Lot on Lincoln Street/Muhlenberg Avenue

The property owner of this lot would like to develop it. There is a sewer main running down Muhlenberg Avenue that he could connect to. However, his land is below street grade and might require the installation of a grinder pump. There is a water line that terminates above his lot on Muhlenberg. He would need to bore under, or dig around the driveway of the adjoining property to make the connection. The Borough has a water line on Lincoln Street that he could also connect to. The property owner will be told to contact Sam to discuss whether he has plans to raise the ground to road level and to discuss his options for connecting to the sanitary sewer and water lines.

39-40 Valley Street

It has come to the Authority's attention that there are two living units at this residence, not one as reported by the owner. The Solicitor will research how the Authority can find out how many units there actually are. It is known that there is one electrical service and the Borough is only billing water for one unit.

Adjournment

With all business completed, an Auxt/Novinger motion for adjournment was made at 8:45 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary