

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

December 2, 2015

The Penn Township Municipal Authority (Authority) met on Wednesday, December 2, 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, Chairman
Jim Kocher, Vice-Chairman
Elmer Knaub, Secretary
CeCe Novinger, Asst. Treasurer
Sam Auxt, Asst. Secretary

Professional staff present:

Dennis J. Shatto, Solicitor
Randy Bailey, P.E., Wm. F. Hill Associates

Authority staff present:

Susan Long, Treasurer, Recording Secretary
Lew Massie, Facility Operation And Maintenance, Inc. (FOAM)
Jim DeLaney, FOAM
Thom Kautz, FOAM

Visitors present:

Bob Johnson
Edward Chism

Minutes

Upon a Kocher/Knaub motion, the Authority voted to approve the November 4, 2015 minutes as presented. Chairman Holman abstained, due to his absence from that meeting.

Visitors

No visitors wished to speak at this time.

Engineer Report See written report dated December 2, 2015

Sunshine Hill Water System DEP Consent Order

Engineer Randy Bailey reported that on October 28th, the Authority entered into a *Consent Order and Agreement* (Order) with DEP for the compliance and operation of Well #2. One of the corrective actions to be taken is the installation of a flow restrictor. The Engineer made contact with Eichelberger's, Chairman Holman, and DEP regarding the type of flow restrictor that would work in this situation. After discussion, the Engineer submitted a proposal to DEP for the installation of a stainless steel ball valve. He reported that on the afternoon of December 1st, DEP replied that it would not accept the proposed ball valve, a fixed-orifice restrictor needs to be installed.

The Engineer reported that he requested from DEP a time extension for the installation of the flow restrictor. The time extension was granted. In the meantime, the Engineer and Chairman Holman will research types of, and suppliers for, fixed-orifice flow restrictors that will meet DEP requirements.

Another corrective action to be taken is the calibration of the existing water meter. Lawco, Inc. did this on December 1st. The result is that the meter is not meeting the accuracy required. The meter is reading fast, recording 55 gpm as 68 gpm. It is old enough that it will not benefit from re-calibration. Upon a Holman/Knaub motion, the Authority voted unanimously to replace the meter with a 10" Sensus T-2 meter and trim kit, contingent upon the amount of available space for installation.

There was also an Auxt/Novinger motion to pay Lawco, Inc. \$350.00 for the services rendered on December 1st. Motion passed unanimously. Sam Auxt, seconded by Jim Kocher, made a third motion, to forward a copy of Lawco's report to DEP. Motion passed unanimously.

DEP had inspected the Sunshine Hill water system on March 10th and had listed violations on its inspection report. Corrections were put on hold because the Authority felt that the issues would be resolved when the water system was upgraded. However, the water system upgrade project fell through. The Engineer will review the issues addressed in the report and separate the 'deficiencies' from the 'violations'. He and Chairman Holman will make a site visit to the water system in the near future to discuss ways to fix the violations.

Another action required by the Order is the submission to DEP of the public water system application, with modules, forms and design report. The Engineer prepared the required document and Chairman Holman signed it during the meeting. It will be taken to the Penn Township office for notarization and then will be submitted to DEP.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer noted that, on November 17th, the installation of the correct HDPE (DR11) pipe was observed by staff from Wm. F. Hill. However, the Engineer has not received any indication as to when the remainder of the work on the low-pressure system will be completed. The grinder pump and pump station need to be installed. The Engineer will send DEP a status report on the project.

The Solicitor will send Mr. Ward a letter, reminding him of his agreement to start paying the installments on his tapping fee on January 1st. If no payment is made, the Authority will take action at its February meeting.

Operator Report

The Discharge Monitoring Reports for October 2015 were circulated for members' review. Members were asked to contact retired operator, Ed Chism, at any time with questions about the report.

Ed noted that the Authority had given DEP a non-committal letter that Well #1 (unused) would be abandoned when the water system upgrade was completed. Since the upgrade project has fallen through, he feels that DEP will now require that water quality testing be done on a regular basis. Since the well has been unused, the initial tests will be extensive and expensive.

Lew Massey, Jim Delaney, and Thom Kautz

Facility Operation and Maintenance, Inc. (FOAM) started working on November 9th as the Authority's water and sewer plant operator. The above-named representatives were present to discuss their first three weeks on the job and to present their written report. They have spent a lot of their time getting familiar with, and assessing the condition of, the facilities, equipment, records, and reports.

They expressed their appreciation of the time that Ed has given them in answering questions and helping them get familiar with the facilities. They stated that they would have a more comprehensive written report for the January meeting. They also suggested that they meet with all Authority members in the spring for a tour of all the facilities.

Honorable Mention

Ed was thanked for his years of service as Plant Operator and was given a gift certificate as a token of the Authority's and staff's appreciation.

Field Representative Report See Summary Report for November 2015

The Field Representative Report was reviewed with the following comments.

Generators

Field Representative Sam Auxt stated that Stephenson Generator Service provided routine maintenance serve for the generators at the Lower Duncannon and Cove pump stations. He will contact the Authority's diesel fuel supplier to "top off" all the generator tanks for the winter season.

Kerlin Sewer Extension

Sam reported that he observed the final connection and testing of the e-One grinder pump for the Kerlin property on State Road. Everything has now been connected and the facility has been winterized.

Honorable Mention

Sam was thanked for his years of service as Field Representative and was given a gift certificate as a token of the Authority's and staff's appreciation.

Master Meter Report

There was no master meter report. Since Sam is retiring as Field Representative, Duncannon Borough is now supposed to be reading the wastewater flow meters located in the Borough.

Penn Township Supervisor (PTS) Report

There was no PTS report.

Solicitor Report

Sheriff Sale

The Solicitor reported that the McPherson property was removed from the Sheriff Sale docket when someone paid the delinquent taxes. They were removed when the property owners paid off the liens listed on the docket. He stated that he is in contact with the lender. If there is no progress on reducing the delinquency, the Authority will place the property on the January Sheriff Sale docket.

The Solicitor expressed concern about the Deimler bankruptcy plan and the fact that no payments are being made. He stated that it might be necessary to petition the Bankruptcy Court for action.

The Solicitor will contact Executive Secretary Karen Rhinehart and review those customers that should be placed on the next Sheriff Sale docket.

Water Condition, Sunshine Hill Water System

The Solicitor noted that one of the customers, who has regularly been having dirty water, has requested the Authority provide him with a filtration system. The Authority has been giving him a reduced rate for water and does not want to set a precedent by supplying a filtration system to one of its customers.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of November 30, 2015 was reviewed. Water delinquencies total \$17,407.20. Sewer delinquencies total \$87,402.79. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Invoices and Expenditures

After review, there was a Novinger/Kocher motion to approve payment of the November 30, 2015 invoices totaling \$81,970.90. Motion passed unanimously.

Financial Report

After review, there was a Novinger/Auxt motion to approve the Financial Report for November 2015, subject to audit. Motion passed by unanimous vote of the Authority. The November 30th balance of all accounts was \$223,366.68. However, \$6,170.39 is earmarked for escrows, and \$130,801.09 is earmarked for future projects. \$86,395.20 is available for capital projects – major expenses for equipment failures and replacement of infrastructure – and operating expenses.

Executive Secretary Report

The Executive Secretary Report was reviewed. Discussion was held on waiving penalties for two property owners who have large delinquent accounts and are adhering to their payment plan. Because of the questions asked about both customers, the issue was tabled until the January meeting.

JOAC Meeting

There will be no JOAC meeting in the month of December. 2016 meetings will be held on the second Monday of each month, at 6:30 p.m., in the Penn Township Municipal Building.

Old Business

1109 State Road

This will remain as an agenda item as a reminder that the on-lot septic system must be abandoned before the property can be occupied.

Waiving of Penalties

This discussion was held earlier in the meeting.

Perry County Beer Connection

The Solicitor will again contact Norfolk Southern to see if it has a timetable for connecting the Perry County Beer property to the sanitary sewer.

New Business

2016 Budget

The proposed budget for 2016 was discussed. Upon an Auxt/Kocher motion, the Authority voted unanimously to approve the 2016 budget, with proposed revenue of \$670,454.00 and proposed expenses of \$687,232.00. The \$16,778.00 proposed shortfall will be taken out of reserved funds.

It was noted that the large amount of delinquencies is affecting the Authority's financial situation. A suggestion was made to include an article in the Township's Spring Newsletter that informs the residents of the importance of getting these delinquencies paid. The decreasing revenue, combined with increasing expenses due to aging water and sewer plants, is severely limiting the amount of improvements that the Authority can afford to make.

It was also felt that a public meeting should be held with the residents of Sunshine Hill, informing them about the reasons why the water system upgrade could not be started.

Executive Session

At 9:10 p.m., the Authority entered into executive session to discuss legal and personnel issues. At 9:44 p.m., the meeting reconvened with no action taken.

Adjournment

With all business completed, a Novinger/Knaub motion for adjournment was made at 9:44 p.m. Motion passed by unanimous vote.

Susan E. Long
Recording Secretary