

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

January 6, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, January 6, 2016 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. He announced that the meeting was being recorded to aid in preparation of the minutes.

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

Authority staff present:

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

Visitors present:

**Minutes**

Upon a Novinger/Knaub motion, the Authority voted to approve the December 2, 2015 minutes as corrected.

**Visitors**

There were no visitors present.

**Operator Report**

Lew Massey, Jim Delaney, and Thom Kautz

The Operations Memorandum for the month of December was reviewed. Discussion was held on the prioritized recommendations for future projects through the second quarter of 2017. Attention was focused on those items that the operators felt should be addressed immediately. The following motions were approved:

- An Auxt/Kocher motion to repair or replace the treatment train #2 EQ pump alternator relay at Cove WWTP.
- A Holman/Novinger motion to dewater treatment train #2's aerobic digester at Cove WWTP, remove sediment and debris from the tank, clean the air diffusers and replace as necessary.

- A Knaub/Auxt motion to replace the blower drive belts at Cove and Kinkora WWTPs and begin a replacement schedule.
- An Auxt/Kocher motion to replace chemical solution tanks at the Sunshine Hill water system, wall mount the chemical feed pumps, and replace the chemical feed tubing.
- An Auxt/Novinger motion to replace all door and gate locks so that they are keyed alike.

The operators will obtain a price for an influent composite sampler for the Cove WWTP, and a pH meter and chlorine analyzers for the Cove and Kinkora WWTPs. Chairman Holman offered to meet an operator on Saturday, January 9<sup>th</sup>, to see if he can help repair a gap at the bottom of the door at Cove WWTP, and to see how the clarifier effluent weir at Kinkora can be repaired.

**Engineer Report** See written report dated January 6, 2016

The Engineer was not in attendance. His report was reviewed with the following action taken.

**Sunshine Hill Water System DEP Consent Order**

Upon a Holman/Knaub motion, the Authority voted unanimously to authorize the Engineer to purchase a Griswold stainless steel flow control valve, model 4SF1. The valve will be billed and shipped directly to the Authority. The Engineer will contact Eichelbergers, Inc. to obtain a proposal for installation of the valve and the water meter that was previously approved for purchase by the Authority.

**Mike Ward (MW2, Inc.) Sewer Extension Project**

Discussion on the MW2 sewer extension will be discussed in executive session at the end of the meeting.

**Field Representative Report**

Sam has agreed to do the PA One Calls for the Authority until the end of January. Office staff will send a letter to the Township office and inform them about this and tell them that the Authority is not in a position to do PA One Calls for the Township at this time. The letter will ask if there is anyone at the Township who could do PA One Calls for the Authority.

Sam also agreed to field all water complaints until the end of January.

There was a Novinger/Auxt motion to have Susan advertise the Field Representative position in the Duncannon Record, as a part-time, contracted position with no benefits. Motion passed unanimously. The members will review the ad before it is published.

**Master Meter Report**

There was no master meter report. Since Sam is retiring as Field Representative, Duncannon Borough is now reading the wastewater flow meters located in the Borough. It appears that these readings, and the readings from the Operator for the Lower Duncannon pump station, are not being forwarded to the Authority. Chairman Holman will discuss this with the Operator on Saturday.

**Penn Township Supervisor (PTS) Report**

There was no PTS report.

**Solicitor Report**

**Perry County Beer Sewer Connection**

The Solicitor has been in contact with a representative from Norfolk Southern who said he had “dropped the ball”. The Solicitor is expecting information for a status report for the next meeting.

## **Treasurer Report**

### **Delinquent Accounts**

The list of accounts delinquent as of December 31, 2015 was reviewed. Water delinquencies total \$17,407.20. Sewer delinquencies total \$89,898.78. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Discussion concerning legal issues with several of the delinquent accounts will be discussed in executive session at the end of the meeting.

### **Invoices and Expenditures**

After review, there was an Auxt/Novinger motion to approve payment of the December 31, 2015 invoices totaling \$57,517.03. Motion passed unanimously.

### **Financial Report**

After review, there was a Novinger/Knaub motion to approve the Financial Report for December 2015, subject to audit. Motion passed by unanimous vote of the Authority. The December 31<sup>st</sup> balance of all accounts was \$219172.60. However, \$4,712.93 is earmarked for escrows, and \$110,499.90 is earmarked for future projects. \$103,933.33 is available for capital projects – major expenses for equipment failures and replacement of infrastructure, and \$26.44 is available for operating expenses.

## **Executive Secretary Report**

There was no Executive Secretary Report.

## **JOAC Meeting**

The JOAC meeting will be held Monday, January 11th, 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 will be continued next month. Susan will calculate the amount of penalties involved.

## **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**

The Authority re-organization meeting will be held on February 3<sup>rd</sup>.

## **Executive Session**

At 9:11 p.m., the Authority entered into executive session to discuss legal issues. At 9:53 p.m., the meeting reconvened with no action taken.

**Adjournment**

With all business completed, an Auxt/Kocher motion for adjournment was made at 9:53 p.m. Motion passed by unanimous vote.

Susan E. Long  
Recording Secretary