

Approved 3/2/16

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020



February 3, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, February 3, 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
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

Visitors present:

Minutes

Upon a Kocher/Novinger motion, the Authority voted unanimously to approve the January 6, 2016 minutes as presented.

Visitors

There were no visitors present.

Operator Report For details, see the Operations Memorandum dated February 3, 2016

Lew Massie and Jim Delaney, FOAM

The Operations Memorandum for the month of January was reviewed. Mr. Delaney noted that four of the priority items approved at the January meeting have been taken care of.

As requested, he also provided a cost estimate for the following was also provided.

Kinkora WWTP – a ph meter at \$400.00 and a chlorine meter at \$460.00

At Cove WWTP – a ph probe at \$140.00 and a chlorine meter at \$460.00.

After discussion, and upon a Kocher/Auxt motion, the Authority voted unanimously to purchase the above-mentioned items.

It was reported that between January 18th and February 1st, blockages occurred at the Kinkora WWTP. These blockages were caused by the introduction of rectangular cloths into the system from the Kinkora Nursing Home (Home). On two occasions one pump was clogged, and on five occasions both pumps were clogged. Mr. Delaney stated that he contacted Mitch Himmelberger, the Home's director, to

report the problem, and that Mr. Himmelberger was very cooperative. However, he requested the assistance of the Authority – to contact Mr. Himmelberger and stress the importance of eliminating the introduction of these foreign objects. It was the consensus that the Authority would send a letter to Mr. Himmelberger, informing him of the regulations against the introduction of foreign objects into the sanitary sewer, including a photograph of some of the items causing the blockage, and stressing the importance of preventing future occurrences.

Mr. Delaney suggested that the Authority might want to consider requiring installation of a screen on the premises of the Home, and installation of a comminutor at the WWTP.

Mr. Delaney notified the Authority of a problem with the Cove pump station (PS). The liquid level controller was not functioning, causing a chain reaction that ended up with a backup into the line at the elementary school. The situation was resolved on a temporary basis; however, additional repairs need to be done. Upon an Auxt/Kocher motion, the Authority voted unanimously to authorize FOAM to complete the repairs on a time and materials basis.

Chairman Holman mentioned several items he had observed at both the Kinkora and Cove WWTPs. At the Kinkora WWTP, the grates over the tanks are in need of replacement. He will research the best and most economical way to replace them. At the Cove WWTP, he noticed that the bladder of the water storage tank is failing. He will think about the best way to replace it. He also noted cosmetic issues that could be addressed by the Authority at a "work" day this spring.

Mr. Delaney and Mr. Massie asked the Authority to keep them "in the loop" regarding the upcoming DEP-required equipment installation for the Sunshine Hill water system.

Engineer Report See written report dated February 3, 2016
Sunshine Hill Water System DEP Consent Order

The Engineer reminded the Authority that the deadline for submitting the permit amendment application to DEP is February 15th and decisions must be made concerning the installation of the new water meter and flow restrictor. He reported that Eichelberger's, Inc. is hesitant to install any new equipment in the existing underground bunker, due to the condition and fragility of the water pipes. Discussion was held on whether it might be better to install the new meter and flow restrictor at a different location. After discussion, it was the consensus to do all installations at the back of the property near well #2. The Engineer will obtain prices for two manhole chambers, one chamber for the required water meter, and the second for installation of the required flow control valve. The piping between the manholes is to be "sleeved". Additional pricing will be needed for a ¾" conduit for the sensing wire and an electronic meter reader to be installed four feet above ground. The Engineer will contact Eichelberger's for an updated proposal to do the work at the new location.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer reported that he made a site inspection on January 16th and observed that excavation for the installation of the grinder pump had begun. However, he has received no information that any further work has been done or has been scheduled.

Chairman Holman reported that Solicitor Dennis Shatto and he had meet with DEP representatives and a staff attorney on February 2nd to discuss the noncompliance of MW2 to connect to the sanitary sewer. DEP was informed of all the efforts made by the Authority and was asked if it could offer any assistance in forcing MW2 to make the connection. DEP replied that they would discuss the issue among themselves and get back to the Authority at a later date.

Duncannon Borough WWTP Budget

The Engineer had requested a copy of Duncannon Borough's budget for its WWTP. The Authority forwarded the request to the Borough manager. However, there has been no response to date. This issue will also be discussed at Monday's JOAC meeting.

Field Representative Report

The Field Representative report was reviewed with a note that four water meters were cleaned, repaired and placed in stock.

Jim reported that Elmer and he had interviewed two candidates for position of Field Representative. The first, Charles Boettinger, had been interested in the job but has since decided that he can not take on the job because of his schedule. The second, Jody Hoffman of I J Technicals, was not only interested in the job, but had all the skills necessary to do it.

After discussion, and upon a Kocher/Auxt motion, the Authority voted unanimously to hire Jody Hoffman, at a rate of \$65.00 per hour, effective March 1st. Mr. Hoffman will work with Sam at no cost during the month of February for on-the-job training.

Master Meter Report

There was no master meter report during this transition period of job changes. FOAM will start preparing the reports for the future.

Penn Township Supervisor (PTS) Report

There was no PTS report.

Solicitor Report

MW2 Contractor Issues

One of the contractors for MW2 has not yet been paid by MW2. He had asked the Authority if there was any way the Authority could withhold final approval of the project until he gets paid. Since there is no final approval given by the Authority, the contractor will have to seek redress elsewhere.

Sheriff Sale Issues

The Solicitor reported that the Smith property at 1109 State Road did not sell at the January Sheriff's Sale because the bank postponed the sale. He will find out the reason. The Solicitor stated that he will be contacting the Executive Secretary to discuss properties to be included on the April Sheriff's Sale docket.

The Solicitor reported that he is still preparing papers for the bankruptcy court to find out why payments are not being made according to the payment schedule for the Deimler Trailer Park.

Perry County Beer Sewer Connection

The Solicitor has been in contact with a representative from Norfolk Southern concerning connection of Perry County Beer to the sanitary sewer. To date, he has received no response.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of January 31, 2016 was reviewed. Water delinquencies total \$19,210.66. Sewer delinquencies total \$92,573.33. 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 an Auxt/Novinger motion to approve payment of the January 31, 2016 invoices totaling \$70,287.52. Motion passed unanimously.

Financial Report

After review, there was a Novinger/Kocher motion to approve the Financial Report for January 2016, subject to audit. Motion passed by unanimous vote of the Authority. The January 31st balance of all accounts was \$214,328.79. However, \$4,237.47 is earmarked for escrows, and \$103,768.79 is earmarked for future projects. \$106,322.53 is available for capital projects – major expenses for equipment failures and replacement of infrastructure – and operating expenses.

Agreement Letter for Audit

Robert W. Morris & Company, P.C., CPA, has a three-year contract to conduct the financial audit for 2013 through 2015. They have requested that the Authority sign an engagement letter for the year ending in 2015. Chairman Holman signed the letter, which will be sent to the auditors.

2015 Metered Sewer Audit

Susan presented for Authority review a spreadsheet showing the amount of EDUs purchased for non-residential properties versus the amount actually used in the past four quarters. A question was raised about why one of the customers was now at a deficit when a year ago it was approached to sell back some of its excess EDUs. Susan will check to see if she made a computation error. Also, it appears that some numbers were switched at the Oak World Complex, which Susan will re-compute.

Executive Secretary Report

There was no Executive Secretary Report.

JOAC Meeting

The JOAC meeting will be held Monday, February 8th, 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.

New Business

2016 Re-Organization

Upon an Auxt/Novinger motion, the Authority voted unanimously to fill the following positions.

Chairman – Henry Holman, III

Vice-Chairman – Jim Kocher

Secretary – Elmer Knaub

Treasurer – Susan Long

Asst. Sec./Asst. Treas. – Sam Auxt

Executive Secretary – Karen Rhinehart

Right-to-Know Officer – Karen Rhinehart

Field Representative – Jody Hoffman, I J Technical Services
Depositories – Marysville Bank, Members 1st Credit Union
Signatories – Sam Auxt, Henry Holman, Elmer Knaub
Plant Operator – Facilities Operation and Maintenance, Inc
Legal Services – Dennis J. Shatto
Engineering Services – Wm. F. Hill Associates, Inc.

Resolution 2016-01, Disposition of Records

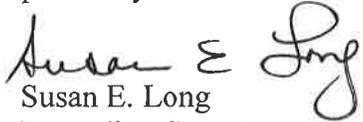
Upon an Auxt/Novinger motion, the Authority voted unanimously to approve Resolution 2016-01. This resolution allows for the disposal of Treasurer Reports dated through December 31, 2014, Bank Deposit Slips dated through December 31, 2012, and Bank Statements, Invoices and Checks, and Customer Payment Records dated through December 31, 2008.

Permission to Dig Wells

Sam reported that a Sunshine Hill water system customer has complained about the condition of the cloudy water and questioned whether residents can dig a well and disconnect from the public water supply. The discussion that ensued contained the following comments. The Authority passed a Regulation requiring mandatory connection to the public water supply by any occupied building within 150' from a water main. The Authority is concerned about new wells punching new holes in the aquifer, which could affect the water source. When customers disconnect from the public water supply, rates will have to be increased for the remaining customers. The water from the wells will be untreated, and customers will have the same problems with manganese and iron. Further discussion will be held at the March meeting.

Adjournment

With all business completed, a Kocher/Auxt motion for adjournment was made at 9:14 p.m. Motion passed by unanimous vote.


Susan E. Long
Recording Secretary

