

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

April 6, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, April 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

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)
Jody Hoffman, Field Operator, I J Tech Mechanicals

Visitors present:

Bob Johnson

Minutes

Upon a Kocher/Knaub motion, the Authority voted unanimously to approve the March 2 and 14, 2016 minutes as presented.

Visitors

No visitors wished to speak

Engineer Report See written report dated April 6, 2016

Sunshine Hill Water System DEP Consent Order

Engineer Randy Bailey updated the members on the DEP Consent Order. DEP representative Mike Hess, Elmer, Jim and the Engineer met on April 1st to discuss the four items that DEP noted on its review of the Authority's construction permit application. The following is a summary of what was agreed upon.

Comment 1: DEP wants product specification and the pump curve for Well #2's submersible pump. If the pump is properly sized, the flow restrictor will not be required.

Resolution 1: This item was resolved during the meeting and a flow restrictor will not be required.

Comment 2: DEP wants a flow meter on the discharge piping of Well #2, and a properly calibrated meter to measure the flow through the 4-Log treatment system.

Resolution 2: A discharge flow meter will not be required if the Authority abandons/disconnects Well #1. This will be done by disconnecting the water piping, and disconnecting the power supply/wiring from the electrical panel. If Well #2 becomes incapacitated, DEP will allow Well #1 to be used as an emergency source, upon request of an emergency permit.

Comment 3: Well #1 is permitted at 30 gpm. Well #2 is permitted at 70 gpm. To retain Well #1 as a water source, it needs to be included in the 4-Log demonstration at 30 gpm.

Resolution 3: As a result of Resolution #2, this comment is not applicable. Also, the normal operation of the water system does not allow for both wells to operate at the same time.

Comment 4: The Authority should measure the flow rate through the chlorine piping system during the times of peak demand for several weeks. 4-Log calculations should then be based on the maximum flow rate.

Resolution 4: The Authority will install a flow meter and chart recorder on a temporary basis. Once the peak demand is calculated, the Engineer will forward the information to DEP so that corrective action can be taken, if needed. A flow restrictor pit will be installed, but the flow restrictor will not be installed at this time.

After discussion, and upon a Knaub/Kocher motion, and based on the Engineer's recommendations, the Authority voted unanimously to proceed with the above resolutions to satisfy the DEP requirements. CeCe requested that the Engineer ask Eichelberger's for an updated estimate based on the above changes.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer reported that the MW2 escrow account has been replenished and that concrete was poured today for the pump vault/meter pit. It was noted as an aside that the DEP's Consent Order for MW2 expires on April 7th.

2015 Flow Analysis Report

The Engineer reported that, since the Borough has not yet supplied 2016 budget information for its WWTP, he estimated the Authority's share of the costs based on last year's reports, but with the 2015 flows figured in. Upon the Authority's review and approval of the Report, he will forward a copy to the Borough.

Based on the 2015 flows at the Kinkora WWTP, the rental fees for the Kinkora Pythian Home should be set at 90 EDUs each month. Based on the 2015 flows from Susquenita School District, the rental fees for the District should be set at 69 EDUs each month.

It was noted that the collection system map used in the report is outdated. The Engineer was asked to update the map with the buildings added to the system since 2008. Additionally, a map is needed showing the new collection system into the Kinkora WWTP.

Operator Report For details, see the Operations Memorandum dated April 6, 2016 Lew Massie, FOAM

The Operations Memorandum for the month of March was reviewed.

Sunshine Hill Water System

A failed electric transformer resulted in a power failure and a resultant loss of power to the well pump. As a result, a boil water advisory was issued as required. After two days of satisfactory chlorination and disinfection levels, the advisory was lifted.

Mr. Massie asked where the portable generator for the water system is housed. He was told that it is in the highway shed. However, with the turnover on the highway crew, it is not known if the generator is being maintained. Chairman Holman will bring up the issue at the next PTS meeting. Mr. Massie asked if there was a quick-connect for the generator or if it needed to be wired for use. The Authority will get back to him with the answer.

Cove WWTP

During March a green coloring was entering the WWTP through the original low-pressure system. Mr. Massie reported that the color is unaffected by the treatment process and does not appear to upset the biological treatment system. The green color is readily apparent in the final clarifiers and is being discharged with the influent.

Mr. Massie noted that the green color is darker in the morning than in the afternoon, seems to appear in the beginning of the week, and is intermittent. He has approached several of the business owners in the area and asked to sample the fluid in their wet wells, but has come up with nothing. The Authority will send a letter to all the business owners in the Cove area, informing them that the Authority has authorized Mr. Massie to continue his investigation and test sampling and asking them to cooperate with his requests.

Mr. Massie will obtain a price to purchase and install an independent and redundant wet-well high water alarm float switch for the Cove pump station.

Upon a Holman/Knaub motion, the Authority voted unanimously to purchase a spare influent pump for the Kinkora WWTP.

Field Representative Report

Morrison, Inc. Water Meter

Field Representative Jody Hoffman had been requested to make a site visit to the Morrison, Inc. headquarters building to find out if there is a problem with the water meter, which is used to determine monthly sewer charges. He reported that all wires appear to be properly connected from the meter to the external reader. He noted that the meter is installed within 6" from the ceiling, that he used a mirror to see the dials, but was stymied by a cloudy glass cover over the dials. He did not know how much time the Authority wanted him to expend, and since the wires were connected properly, he did no further investigation.

Jody mentioned that the Morrison water meter had a 2-inch diameter inflow/outflow opening, which caused the members to question if the electronic external meter reader is not equipped to measure that large of a meter. As the next step, Jody was requested to make another visit, pop off the cloudy glass top, and check if the meter is working.

1119 State Road

Jody received a service call for a malfunctioning grinder pump. The pump was found to be packed with hygiene products. A call was made to the residence to inform them that the pump was being abused by the introduction of these products into the sanitary facilities. The pump was replaced, but a service call was made to the same address several weeks later for the same reason. The homeowner was charged for the second service call and repair charge, per Authority regulations. However, the homeowner's position is that no first notice was ever given and there should be no charge. Discussion was tabled for further research to see if the first notice has to be a written notice.

PA One Calls

Jody explained why he invoiced the Authority for so many hours to do PA One Calls. He noted that the Authority's collection line maps do not include addresses, and he has to use Google Maps on his

phone and match the location from the phone to the location on the map. He stated that he is writing the addresses on the collection maps. He also noted that he has found out that many lines that should have tracer wires do not have them installed.

Master Meter Report

There was no master meter report.

Penn Township Supervisor (PTS) Report

There was no PTS report. A letter from the PTS was reviewed. The letter requested that the Authority present a report at the monthly PTS meeting. It was the consensus to provide the Township Secretary with a copy of the Authority's draft minutes when they are emailed to the members. The Secretary will be asked to provide copies to the Supervisors, who should have plenty of time to review them before their meeting.

Solicitor Report

Perry County Beer Sewer Connection

The Solicitor will send a letter to his contact at Norfolk Southern concerning connection of Perry County Beer to the sanitary sewer. The letter will explain that Norfolk Southern has had plenty of time to connect the property. If connection is not made within the stated time frame, ready-to-serve charges will be started and the Authority will also file with the Magisterial District Judge for violation of Penn Township Ordinance 101, the mandatory connection ordinance.

Sheriff Sale Issues

The Solicitor reviewed the delinquent accounts list. The Solicitor reported that three properties are being added to the April Sheriff Sale docket, and that he is preparing paperwork for eight more for the July sale.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of March 31, 2016 was reviewed. Water delinquencies total \$19,210.66. Sewer delinquencies total \$96,629.66. 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 March 31, 2016 invoices totaling \$68,960.32, with the exception of check #5326. This check is for Duncannon Borough in the amount of \$15,000.00. It is being held because no paperwork has been received from the Borough. Motion passed unanimously.

Financial Report

After review, there was a Novinger/Kocher motion to approve the Financial Report for March 31, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The March 31st balance of all accounts was \$201,270.57. However, \$3,812.28 is earmarked for escrows, and \$101,789.93 is earmarked for future projects. \$95,608.36 is available for capital projects – major expenses for equipment failures and replacement of infrastructure – and operating expenses.

Executive Secretary Report

Executive Secretary Karen Rhinehart has submitted her resignation for the job of reading residential water meters. There are approximately 100 water meters on Sunshine Hill and 45 in Petersburg Commons that are read quarterly. The position pays \$100 per quarter. There is an individual who might be interested. If not, the position will be advertised.

JOAC Meeting

The JOAC meeting will be held Monday, April 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

No discussion was held on this topic.

New Business

Permission to Dig Wells

This item was discussed last month and will be removed from the agenda.

SEDA-COG Meeting

Jim reported that he and Elmer would be meeting with Dan Greene of SEDA-COG on Friday, April 8th at 2:00 p.m. in the Township Building. Supervisor Peters will also attend the meeting.

Sunshine Hill Public Meeting

A public meeting for customers of the Sunshine Hill water system will be held on Wednesday, April 20th, at 6:30 p.m. The purpose is to inform the customers of the present condition of the water system and what the Authority hopes to see happen to it. A question and answer session will follow the informational presentation. The Perry County Commissioners and SEDA-COG will also be invited to the meeting. Letters will be mailed to each customer with details about the meeting.

Mowing at the Little Boston Pump Station

A proposal was made to the Authority to mow the Little Boston Pump Station grounds for \$35.00 a mowing. Chairman Holman has instead offered his services on a bi-weekly basis.

106 Firehouse Road

The owner of this property would like to build a residence on the property and has questioned what up-front costs there are. The tapping fee had been paid years ago. At question is whether the grinder pump is included with the tapping fee. Further research will be done on this issue.

Adjournment

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

Susan E. Long, Recording Secretary