

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

May 4, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, May 4 2016 in the Penn Township Municipal Building. Vice-Chairman Jim Kocher 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:

Jim Kocher, Vice-Chairman  
Elmer Knaub, Secretary  
CeCe Novinger, Asst. Treasurer  
Sam Auxt, Asst. Secretary

Professional staff present:

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

Authority staff present:

Susan Long, Treasurer, Recording Secretary  
Jim Delaney, Facility Operation And Maintenance, Inc. (FOAM)  
Tim Hoffman, Field Representative, I J Tech Mechanicals

Visitors present:

Matt Baum  
J. Ganeth Martinez  
Vincent Gajewski  
Rick Reynolds

**Minutes**

Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the April 6 and 11, 2016 minutes as presented.

**Visitors**

Matt Baum

Mr. Baum reported that he has purchased the former Lauck property at 4 Railroad Street. He stated that he would like to use it for recreational purposes and asked what his costs would be regarding the sanitary sewer system. He was informed that, since the tapping fee was already paid, he would only need to pay \$3,700.00 for a grinder pump. A grinder pump had been installed on the property in 2005 when the sanitary sewer was installed. However, Mr. Lauck had no intentions to live at the residence so the grinder pump was pulled to keep the seals from drying out. It was explained to Mr. Baum that, although the Authority provided the grinder pumps at the time of construction, the project was completed ten years ago and the property was never inhabited since that time. Therefore it was the member's

consensus that Mr. Baum would need to pay \$3,700.00 and that maintenance/repair of the grinder pump would be his responsibility.

Mr. Baum asked if he could purchase a grinder pump on his own instead of the through the Authority. It was explained to him that any purchased pump would have to meet the specifications listed in the Authority's *Rates, Rules, and Regulations*. He was told that, before any work could be started, he would need to pay the Authority the \$3,700.00 grinder pump fee and obtain a connection permit. He was also advised to check with the Township Office to see if any inspections would be needed. He was given the contact information for I J Technical Services, the Authority's Field Representative, to work out the details for installation of the grinder pump.

Rick Reynolds, 1119 State Road

Mr. Reynolds spoke on behalf of his mother. He stated that they had received an invoice from the Authority for a second service call and repair of the grinder pump at their residence. While he understood that a charge could be made for a second service call, his contention was that the family had never received a first notice. He also contended that, had he received a first notice, there would not have been a second violation. Mrs. Martinez stated that the grinder pump was pulled the first time and replaced with a different one. However, the pit was not pumped clean and she felt that, when the new pump started up, it could have pulled the objects still in the line into the grinder pump and clogged it the second time.

During discussion it was learned that the second infraction was only a day and a half after the first one; the notice would not have had time to reach them. It was also thought that one of the Township newsletters spelled out the responsibilities of property owners and the penalties for introducing foreign objects into the sanitary sewer. Since all residents receive this newsletter, this could be construed as a "first notice". Further discussion was tabled until it was determined the date of the newsletter which addressed this issue.

**Engineer Report** See written report dated May 4, 2016

Sunshine Hill Water System DEP Consent Order

Engineer William Hill updated the members on the DEP Consent Order. He reported that on April 11<sup>th</sup>, the Engineer received an e-mail that DEP had accepted and approved the responses from the Authority submitted after its April 6<sup>th</sup> Authority meeting.

To satisfy the DEP Order, there are three components that must be decided upon by the Authority .

- Eichelberger's had previously submitted a quote of \$10,311.20 to install the water meter/meter pit, and the flow control valve/pit.
- DEP now wants the above facilities moved to a new location. Eichelberger's is asking that the cost to install the facilities to the existing 4-log piping be done on a time and materials basis, at an estimated cost of \$3,000.00
- DEP has mandated that the flow rate for the 4-log system be monitored. Eichelberger's has stated that it was not interested in installing this equipment. Control Systems 21 has expressed an interest in performing this work, at a quoted cost of \$3,487.60.

The total to satisfy the Order is now estimated to cost \$17,000.00. The Authority can choose to go with the above components or solicit quotes to have one company do all the work. It was decided to table any further discussion until the Authority meets on May 9<sup>th</sup> after the JOAC meeting. The Engineer will be notified of the Authority's decision the next day.

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

The Engineer reported that the MW2 sewer facilities were placed in operation on April 12<sup>th</sup>. The Authority had required the owner to install a meter to monitor the flow entering into the sanitary sewer. This was required because of the Authority's concern over possible inflow and infiltration (I&I) entering into its system. The owner installed a meter that is monitored and logged by Sentry Advisory Equipment.

Based on his observation, Jim Delaney suspects that a large amount of I&I is being generated by the property. Upon a Novinger/Auxt motion, the Authority unanimously voted to send a letter to the owner of the property requesting the user name and password to access the on-line daily flow readings supplied by the Sentry Advisory equipment. The letter will explain that access is requested so that the Authority can monitor the EDUs entering the system. If more EDUs are being discharged than were purchased, the owner will be required to purchase additional capacity in the Cove wastewater treatment plant (WWTP). The owner will be given fifteen days to respond.

## 2015 Flow Analysis Report

The Flow Analysis Report was submitted last month to the members for their review. The Engineer reported that there are many cases where the average usage per dwelling unit is below the 150 gallon per day definition used by the Authority. He explained that, when calculating how much flow is entering the Duncannon WWTP, flows less than 100 gpd and greater than 400 gpd have historically not been counted. He asked why this is the case, and explained that the Authority is not taking advantage of the low flows and might be paying Duncannon more than is actually owed. This issue will be researched to decide how it came about and how it can be corrected.

Upon a Knaub/Kocher motion, the Authority unanimously approved the 2015 Flow Analysis Report.

## **Operator Report** For details, see the Operations Memorandum dated May 4, 2016

The Operations Memorandum for the month of April was reviewed.

## Kinkora WWTP

Operator Jim Delaney reported that he had purchased a new spare influent/equalization pump after approval at the Authority's April meeting. The failed pump was sent to be checked by the manufacturer.

## Cove WWTP

There has been a problem with the existing pH meter and it is proving to be unreliable. Upon a Knaub/Kocher motion, the Authority unanimously approved the purchase of a new pH meter at an approximate cost of \$350.00.

Green dye continues to intermittently enter the WWTP through the 2-inch low-pressure forcemain. Mr. Delaney was informed that the Authority has sent letters to all businesses in the area, asking for their cooperation if the Operator asks to take a sample from their wet wells, and to report any suspicious activity they might be seeing. The Operator will continue to track the source of this intermittent dye.

CeCe noted that Advanced Septic had been at Dollar General and was pumping the wet well. She found out that they were having problems with their septic system and have now installed a Porta-Potty. Susan volunteered to contact Advanced Septic to see what type of problem they were having and whether they had noticed any green dye in the system.

## Little Boston Pump Station (PS)

The #1 pump at the PS has been removed, cleaned, and reinstalled but operates for only a brief period of time. It appears that there may be control equipment issues. By consensus, the Authority authorized IJ Technical Services to research the control problem.

## **Field Representative Report**

### **Morrison, Inc. Water Meter**

Tim Hoffman reported that the water meter at the Morrison, Inc. headquarters showed no sign of tampering, was verified to have water flowing through it, but the red dial does not spin. It was the consensus to have I J Technical Services replace the meter with one from the Authority's inventory.

### **Incorrect Installation of the Perdix Sanitary Sewer Electrical Components**

Sam relayed a comment from Jody Hoffman about problems he is finding when he is out doing repair work with the grinder pumps. It appears that the contractor did not always follow the procedure to properly encase the electric wire in conduit from the control panel to the grinder pump. In enough cases to warrant concern, the electrical wire is being abraded by the rocky soil, causing grinder pump failure. The Authority had hired an Engineer during the installation of the sanitary sewer. The Engineer's job was to inspect the connections and make sure all installations were done according to the approved specifications. It is now apparent that these inspections were not performed as they should have been. The sewer was installed ten years ago. As unfortunate as the situation is, the consensus is that trying to find all the improper installations and going back against a contractor after ten years would cost more than it was worth. As broken wires become apparent, they will be installed in conduit at the time of the repair.

### **Susquehanna Sprinklers**

Upon a Novinger/Knaub motion, the Authority approved the 2016 contract for Susquehanna Sprinkler to inspect the backflow preventer at Petersburg Commons at a cost of \$175.00.

## **Master Meter Report**

When available, the master flow meter report will be included in the Correspondence Folder. The item will be removed from the monthly agenda.

## **Penn Township Supervisor (PTS) Report**

There was no PTS report.

## **Solicitor Report**

### **Sheriff Sale Issues**

Solicitor Dennis Shatto reviewed the delinquent accounts list and reported on the sale of three of the properties at the April Sheriff's Sale. He stated that the Authority should receive delinquent balances owed by mid-May. The next sale is in July and he is gathering up information to include more properties on that docket.

### **Perry County Beer Sewer Connection**

The Solicitor sent a letter to his contact at Norfolk Southern concerning connection of Perry County Beer to the sanitary sewer. The letter was also sent to the owner of Perry County Beer. (Norfolk Southern owns the land. Perry County Beer owns the building.) They were given a timeframe for connection. If not met, the Authority will enact its ready-to-serve charges and also file with the Magisterial District Judge for violation of Penn Township Ordinance 101, the mandatory connection ordinance.

## **Treasurer Report**

### **Delinquent Accounts**

The list of accounts delinquent as of April 30, 2016 was reviewed. Water delinquencies total \$21,243.65. Sewer delinquencies total \$97,529.80. 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 April 30, 2016 invoices totaling \$69,176.23. Motion passed unanimously.

### **Financial Report**

After review, there was a Novinger/Auxt motion to approve the Financial Report for April 30, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The April 30<sup>th</sup> balance of all accounts was \$201,965.99. However, \$4,267.69 is earmarked for escrows, and \$100,257.67 is earmarked for future projects. \$96,360.19 is available for capital projects – major expenses for equipment failures and replacement of infrastructure – and operating expenses.

### **Executive Secretary Report**

The report was reviewed.

### **1131 State Road**

Executive Secretary Karen Rhinehart reported that the delinquent balance owed by the Bank of New York Mellon for its property at 1131 State Road is \$2,076.14. \$396.14 of that amount represents accumulated penalties. The couple buying the property from the Bank has requested that the Authority waive the penalties to bring the balance down to \$1680.00. In return the couple will sign a payment agreement to pay \$228.00 per month – 10% of the delinquent amount plus the \$60.00 current monthly charge. The couple will also pay a \$100.00 down payment to cover all lien fees for the account and agrees that, if a payment is missed, the penalties will be added back onto the account.

The Solicitor explained that the Bank is offering the couple a lease with the option to purchase. Upon an Auxt/Novinger motion, the Authority voted unanimously to accept the proposal from the couple.

### **Haldeman Landscaping**

The Executive Secretary reported that after numerous requests and promises over many months, the property owner has still not installed the water meter button provided to him. She asked what the next step should be. It was the consensus to have her write another letter to Mr. Haldeman, asking for his cooperation in installing the water meter button.

## **JOAC Meeting**

The JOAC meeting will be held Monday, May 9<sup>th</sup>, at 6:30 p.m., in the Penn Township Municipal Building. Sam stated that he would not be in attendance due to a conflict of schedules.

## **Old Business**

Agenda items have already been discussed.

**New Business****Tri-Star Contract**

The annual Tri-Star contract to calibrate all of the Authority's flow meters was reviewed. Upon an Auxt/Novinger motion, the Authority voted unanimously to authorize Tri-Star to calibrate the flow meters.

**Draft 2015 Audit**

The draft financial audit for 2015 was distributed for the members' review and comments.

**Adjournment**

With all business completed, a Novinger/Knaub motion for adjournment was made at 9:03 p.m. Motion passed by unanimous vote.

Susan E. Long

Recording Secretary