APPROVED
7-6-16

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

June 1, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, June 1, 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, III
Jim Kocher, Vice-Chairman
Elmer Knaub, Secretary
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, Plant Operator, Facility Operation And Maintenance, Inc. (FOAM)

Visitors present: None

Minutes

Upon a Knaub/Auxt motion, the Authority voted to approve the May 4 and 9, 2016 minutes as presented. Chairman Holman abstained from voting on the May 4th minutes as he was not in attendance at that meeting.

Engineer Report See written report dated May 4, 2016
Sunshine Hill Water System DEP Consent Order

Engineer Randy Bailey reported that Eichelberger's cost of $10,311.20 to install the water meter/meter pit, and the flow control valve/pit is still valid. However, since 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. The Authority had previously approved the work at a Not To Exceed limit of $3,500.00. Eichelberger's has now estimated the cost at $7,401.00. After discussion, and upon an Auxt/Knaub motion, the Authority voted unanimously to accept the new cost estimate on a time and materials basis of $7,401.00.

DEP has mandated that the flow rate for the 4-log system be monitored. 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 $21,199.80, plus the cost of disinfecting and testing the lines and any necessary boil-water advisories.

Operator Lew Massie was asked to be present during the installation. Someone will need to take photos, measurements, and time-track the installation but it was unclear who would do that.

The Engineer will contact DEP for a construction permit, and contact Eichelberger's to remind them not to encroach on the area of the 4-log piping and to notify the Operator when the installation will occur.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer reported that the MW2 sewer facilities were placed in operation on April 12th. 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. The Engineer urged the Authority to enter into an agreement with MW2 to receive the User ID and Password to log into the equipment and to be notified if the owner changes any information required to access it.

Treasurer Susan Long reported that MW2 had not made its agreed-upon monthly tap fee installment payments for April and May, and that its escrow account was overdrawn in the amount of $1,177.83. Also the pro-rated sewer rental charge for April was not paid.

Solicitor Dennis Shatto will write a letter to the owner informing him of the outstanding balances. He will also request the information needed to access the Sentry Advisory equipment and draft an agreement that the information will not change. He will also review the tap fee installment payment agreement with MW2 and notify its lender about the missed payments.

Operator Report There was no written report available.

Kinkora WWTP

Lew reported that the newly purchased influent/equalization pump has been installed along with the spare pump. He suggested that the Authority purchase another one to keep on hand as a spare. He was requested to start a list of equipment he would like included in the 2017 budget.

Cove WWTP

Lew reported that a new equalization pump should be purchased for the Cove WWTP. Executive Secretary Karen Rhinehart will be requested to research the price of the pumps for both Cove and Kinkora from Co-Stars.

Green dye continues to intermittently enter the WWTP through the 2-inch low-pressure forcemain (the original low-pressure section). After the Authority had sent letters to all businesses in the area, it stopped. It has again appeared. Lew reported that it looks like anti-freeze, but does not kill off the bio bugs like antifreeze would. However, it is having an effect on the dissolved oxygen (DO) levels. Plant operators get nervous when the DO level gets near 1.0 and this level is now .6. It does not appear to harm the equipment, other than making it green. It is in such concentration that it colors the 65,000-gallon treatment tank.

Lew reported on his visits to the local businesses to take samples from their wet wells, but he can never find anything unusual. It was discussed that the "dumping" could be happening in the middle of the night by an outside concern. This issue has become a big concern for the Operator and Authority. The members asked that Karen send them a copy of the letter that went out to the business owners, along with the appropriate parts of the *Rates, Rules, and Regulations* that list what can not be introduced into the system and what action the Authority can take. After review, another letter will be sent to the business and residential owners

Little Boston Pump Station (PS)

Lew reported that the electrical problem at the #1 pump was fixed by Field Representative, Jody Hoffman.

Cove Pump Station

Lew is still waiting for a price for the redundant alarm needed at the Cove PS.

Lower Duncannon PS

Lew reported that pump #1 is tripping. The amperage is 48 amperes versus the usual 25. He has asked Jody to research why it is tripping.

Sunshine Hill Water Flushing

Lew noted that Jody had flushed the water lines at Petersburg Commons. He asked if Jody could possibly flush the Sunshine Hill water lines also. He also gave Elmer the information about the daily flows on Sunshine Hill that had been requested at an earlier meeting.

Flow Meter Calibration

Lew reported that Tri-Star performed the annual calibration on the following flow meters – Cove and Kinkora WWTPs, and Cove and Lower Duncannon pump stations.

Field Representative Report

In the absence of the Field Representative, his report was reviewed with the following comments made.

Morrison, Inc. Water Meter

According to the latest invoice, the new water meter was installed at Morrison, Inc. headquarters on State Road.

Parts Inventory

Jody had noted that he has used up most of the spare parts on hand. He is asking if the Authority would like his company, I J Technical Services, to purchase replacement spare parts for emergency calls or if the Authority would like to purchase them? Karen will contact Jody to see what parts are needed and order them. It was suggested that she keep a spreadsheet of each part, its supplier, part number, and cost to make future re-ordering easier.

Master Meter Report

The master flow meter report was included in the Correspondence Folder for the members' review.

Penn Township Supervisor (PTS) Report

There was no PTS report.

Solicitor Report

Sheriff Sale Issues

Solicitor Dennis Shatto reported on the properties that were on the Sheriff's Docket for the April sale. He reviewed the 'Delinquent List" and discussed those properties that would be listed on the July sale docket.

Treasurer Report

Delinquent Accounts

The list of accounts delinquent as of May 31, 2016 was reviewed. Water delinquencies total $18,849.24. Sewer delinquencies total $81,883.98. The delinquencies decreased by $14,919.90 as a result of the Sheriff's Sale. 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/Kocher motion to approve payment of the May 31, 2016 invoices totaling $58,764.92. Motion passed unanimously.

Financial Report

After review, there was a Kocher/Knaub motion to approve the Financial Report for May 31, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The May 31st balance of all accounts was $207,207.56. However, $3,350.43 is earmarked for escrows, and $99,627.47 is earmarked for future projects. $97,427.45 is available for capital projects – major expenses for equipment failures and replacement of infrastructure and $6,802.21 is available for operating expenses.

Executive Secretary Report

There was no written report.

Kinkora Pythian Home (Kinkora) and Susquenita School District (SSD) Billing

Upon a Holman/Knaub motion the Authority voted unanimously to increase SSD's monthly bill by 3 EDUs, based on the 2015 Flow Analysis Report submitted by the Engineer.

There will be no action taken on changes to the Kinkora billing until the Engineer clarifies how many EDUs are available in the Kinkora WWTP. Susan was asked to locate a past letter sent to Kinkora advising them how many EDUs they were permitted to have before they would have to purchase additional capacity in the WWTP.

JOAC Meeting

The JOAC meeting will be held Monday, June 13th, 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

1109 State Road

The Solicitor is sending a letter to the new owner of 1109 State Road, informing them that the septic tank needs to be abandoned before the property can be lived in.

Perry County Beer

The Solicitor asked for an Executive Session after the meeting to discuss this issue.

2015 Financial Audit

Upon a Kocher/Knaub motion, the Authority voted unanimously to approve the 2015 Audit as prepared by Robert Morris Company, Inc.

New Business

Sunshine Hill Lot Maintenance

Robert Hofer, Jr. has been mowing the Sunshine Hill water system lot weekly at $25.00 per mowing. He has requested an increase to $35.00 per mowing. During discussion it was decided that weekly mowing is not needed. There was a Kocher/Auxt motion to pay Mr. Hofer $35.00 per mowing, with the mowing being done every other week. Motion passed unanimously.

Sheetz Car Wash

The Township Secretary has informed the Authority that Sheetz is demolishing its car wash. Karen will send them a letter asking what their intentions are for the EDUs they have purchased for the car wash.

Executive Session

There will be an Executive Session held immediately after adjournment to discuss legal issues. No decisions will be made during the session.

Adjournment

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

Susan E. Long

Susan E Long

Recording Secretary