

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

July 6, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, July 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, III  
Jim Kocher, Vice-Chairman  
Elmer Knaub, Secretary  
CeCe Novinger, Asst. Treasurer  
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)  
Jim Delaney, FOAM

Visitors present:

Matt Baum  
Joseph Filippone  
Keith Walters  
Bob Finnen  
Roger Williams  
Bob Johnson

**Minutes**

Upon an Auxt/Novinger motion, the Authority voted to approve the June 1, 2016 minutes as corrected.

**Visitors**

Matt Baum. 4 Railroad Street

Mr. Baum purchased a property at 4 Railroad Street. He knows that he will take ownership of the grinder pump once it is installed. Since he will be maintaining, operating, and repairing it, he is requesting to substitute a Keen, an E/One exact fit model, instead of an E/One model. He is familiar with that equipment and has access to repair parts for it.

Engineer Randy Bailey will take the information about the Keen pump, review the specifications, and report back to the Authority for its July 11<sup>th</sup> meeting.

Sam noted that the *Rates, Rules and Regulations* (R&R) should be re-written to specify that if the owner chooses to install a non-E/one grinder pump, he is responsible for any damage to the facilities caused by the use of any pump not specified in the R&R.

Joe Filippone, Perry County Beer  
Keith Walters, Road Hawg

Mr. Filippone owns the building housing Perry County Beer and Road Hawg; however, the land is owned by Norfolk Southern.

The building is currently connected to either a holding tank or an in-ground septic system, but needs to be connected to the sanitary sewer. Mr. Filippone understands that he needs to make the connection but questioned why the Authority is requiring a duplex grinder pump (DGP) instead of a simplex grinder pump (SGP). He noted that, between the two businesses there are two employee bathrooms with sinks, and a dishwashing sink at Road Hawg. He presented a print-out from Duncannon Borough (Borough) showing that his water usage averages 125 gpd. Mr. Filippone noted that a large amount of the water usage is for mixing with syrups for the soda fountain at Road Hawg. Mr. Walters stated that, once the new store in Dillsburg is opened, the inside seating at Road Hawg will be removed to allow for expansion of the food preparation area.

Chairman Holman suggested that a water meter be installed to measure the amount of water used in soda preparation.

The Engineer will review the water usage information and make a recommendation on whether a SGP would be large enough. Mr. Filippone was told that, should a SGP be installed, if future enlargement of either facility occurs, he would be responsible for the cost of installing a larger DGP.

Mr. Filippone was told that he would need to pay two tapping fees of \$3,500.00 each because there are two businesses. He compared it to the owner of an apartment building paying a tapping fee for each unit. Mr. Filippone was told that the Authority would discuss these issues at its July 11<sup>th</sup> meeting and get back to him.

Bob Finnen and Roger Williams, Duncannon Municipal Authority

Mr. Finnen presented the members with a letter from DEP to the Borough listing the violations found at the WWTP during DEP's visit on June 7<sup>th</sup>. He stated that the items would be discussed in more detail at the JOAC meeting on July 11<sup>th</sup>. He stated that he wanted the Authority to be aware that the Borough has allocated \$200,000.00 to pay for the repairs.

Chairman Holman noted that he saw nothing in the list of violations that had not already been discussed at previous JOAC meetings.

Both Mr. Finnen and Mr. Williams apologized to the members that they had not been invited to attend the special Borough meeting held on Thursday, June 23<sup>rd</sup> to discuss the violations.

**Engineer Report** See written report dated July 6, 2016  
Sunshine Hill Water System DEP Consent Order

Engineer Randy Bailey reported that Eichelbergers installed the water meter and pit, and the flow control valve pit on June 27<sup>th</sup> and 28<sup>th</sup>. On July 5<sup>th</sup>, Eichelbergers connected the piping from the two pits to the existing 4-log piping. The work was completed without problems and a Boil Water Advisory notice was issued immediately to the residents. Eichelbergers was working on a time and materials cost basis. The Engineer felt that the actual cost will come in under the estimated cost.

The Engineer reported that the Systems 21 control data logger has not yet been installed. There was a communication problem that a battery operated logger was to be provided. The additional cost is \$592.00 less a \$300.00 credit. Wm. F. Hill Associates will pay the additional cost.

Sam noted that the Authority has no As-Built drawings of the 4-log system and asked that the Engineer provide a copy.

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

The Engineer reported that he is still concerned over possible inflow and infiltration (I&I) entering into the Authority's collection system from the MW2 property. He again asked the Authority to contact Mr. Ward for the Sentry Advisor flow meter log-in user ID and password. The meter was required to be installed as part of the connection process for the purpose of providing pump run time information so that flows from the pump can be estimated. The Authority has sent Mr. Ward a letter, but he has not yet responded with the requested information. The Engineer then reported that the Sentry Advisor flow meter was not installed to specification. The Solicitor will send a letter to Mr. Ward notifying him that the meter must be installed correctly and stating that Mr. Ward must provide the Authority with the required log-on information so that it can monitor the volume of his flow. Mr. Ward will have until the August 3<sup>rd</sup> meeting to satisfy these issues.

#### Kinkora WWTP

According to the 2015 Flow Analysis report, Kinkora should be charged for 15 additional EDUs of flow. The Engineer was requested to research the remaining capacity in the Kinkora WWTP, keeping in mind that 10 EDUs have been purchased and reserved by Morrison, Inc.

According to a letter sent to Kinkora Pythian Home in June 2012, the basis for the Home's capacity is 60 EDUs. Any additional EDUs used will have to be purchased at the rate in effect at the time of the request. The Engineer will research the available capacity in the WWTP.

**Operator Report** See written report dated July 6, 2016.

#### Kinkora WWTP

Lew reported that Tri-Star repaired and calibrated the Kinkora flow meter.

#### Cove WWTP

Lew reported Tri-Star performed the annual calibration of the flow meters at the WWTP and the pump station, and that Envirep performed the annual service of the Cove pump station.

#### Lower Duncannon PS

Lew reported that FOAM personnel responded to three high water alarms at the pump station. Pump #2 was determined to be clogged with rags and grease and I J Technical was called in to remove the pump, clean the impeller, and return the pump to service. In addition, Kline's Septic pumped and cleaned the wet well.

#### Sunshine Hill Water System

Lew reported that FOAM personnel were on site to observe the work completed by Eichelbergers on June 27<sup>th</sup>, 28<sup>th</sup> and July 5<sup>th</sup>.

Water line flushing will be postponed until August to give DEP a 30-day period to monitor the results of the new equipment installation. Sam will assist I J Technical with the flushing.

#### Sewer Line Flushing

Based on the flushing schedule, Lew will get quotes for the lines to be flushed this year, in addition to obtaining quotes for cleaning the Cove, Little Boston, and Main Street wet wells.

### Automatic Samplers

Upon an Auxt/Knaub motion, the Authority unanimously approved the purchase of an automatic sampler for the Kinkora WWTP, at an estimated cost of \$4,500.00.

### Pump Station Maintenance

During the transition period of personnel changes, the pump stations are not being maintained as they should. Lew will provide a punch list of things that need to be done at the pump stations and forward them to the Executive Secretary, who will forward them to the members for review.

### Pump Station Dialers

The phone numbers of the previous Operator and Field Representative will be removed from the pump station dialers and replaced with the numbers of FOAM personnel. Additionally, Sam's number will be added last as an Authority member.

### Field Representative Report

There was no report.

### 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

#### Delinquent Accounts

Solicitor Dennis reviewed the list of accounts delinquent as of June 30, 2016. Water delinquencies total \$19,685.18. Sewer delinquencies total \$85,088.65. The Solicitor noted the delinquent accounts that would be listed on the next Sheriff Sale docket. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

The Solicitor reported that MW2 has overdrawn his escrow account, has not paid any of his Ready-to-Serve or monthly sewer charges, and is behind in his tapping fee installment payments. The Solicitor will send him a letter and contact his lender about his failure to make these payments.

### Treasurer Report

#### Invoices and Expenditures

After review, there was a Novinger/Kocher motion to approve payment of the June 30, 2016 invoices totaling \$67,540.20. Motion passed unanimously.

#### Financial Report

After review, there was a Kocher/Novinger motion to approve the Financial Report for June 30, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The June 30<sup>th</sup> balance of all accounts was \$205,709.14. However, \$3,273.93 is earmarked for escrows, and \$99,491.32 is earmarked for future projects. \$97,503.95 is available for capital projects – major expenses for equipment failures and replacement of infrastructure and \$5,439.74 is available for operating expenses.

Susan reported that the June 30<sup>th</sup> bank statement balance reconciled with the accounting software's June 30<sup>th</sup> checkbook register balance. However, the bank balance is \$1,849.35 higher than the balance shown on this month's financial report. If the July 31<sup>st</sup> bank statement reconciles with the accounting software and there is still a \$1,849.35 difference with July's financial report, the report will be adjusted.

### Sunshine Hill Water System

It had been discussed that the Authority could possibly give the Sunshine Hill water system customers a discount on their second quarter water bill because of all the interruptions of service. However, upon discussion, it was the consensus that the Authority's financial situation is such that it can not offer any discount at this time.

### Executive Secretary Report

1447 State Road

Executive Secretary Karen Rhinehart reported that the owner of 1447 State Road entered into a payment agreement of \$175.00 per month to get his sewer account current. She reported that he has never missed a payment, has paid back all of his fees and \$2,740.33 towards his sewer balance, which is now \$631.88. She requested that, because of his faithful payments, the \$244.18 he has paid in penalties be transferred to his remaining sewer balance. After discussion, and upon an Auxt/Kocher motion, the Authority voted unanimously to waive the \$244.18 of penalties paid on Account #940.

### Haldeman Landscaping

For months, the Authority has been trying to get Mr. Haldeman to install a water meter reading button on the outside of his building, to no avail. After further discussion, it was the consensus to have the Solicitor write a letter to Mr. Haldeman notifying him he has thirty days to install the meter. If not installed, the Authority will bill him for 2 EDUs each month since it has no idea how much water he is using.

### Residential Water Meter Readings

Karen has requested that the Authority find someone else to read the residential water meters on Sunshine Hill and at Petersburg Commons starting with the third quarter readings. She will train the new reader. A notice will be placed on the water bills to be sent out on July 7<sup>th</sup>. The notice will state that an individual is needed to read 89 meters on Sunshine Hill and 45 meters at Petersburg Commons on a quarterly basis, with a remuneration of \$100.00 per quarter.

### **JOAC Meeting**

The JOAC meeting will be held Monday, July 11<sup>th</sup>, at 6:30 p.m., in the Penn Township Municipal Building. Neither Sam nor Elmer will be in attendance due to a conflict of schedules.

### **Old Business**

The following old business was not discussed earlier in the meeting

1109 State Road

Once the new owner of 1109 State Road is determined, a letter will be sent informing them that the septic tank needs to be abandoned before the property can be lived in.

### **New Business**

Inter-Connection of Borough and Penn Township Water Lines

Upon a Kocher/Knaub motion, the Authority unanimously approved the concept of an inter-municipal agreement with the Borough, providing for the inter-connection of the water systems of the two municipalities.

**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, a Kocher/Novinger motion for adjournment was made at 9:50 p.m. Motion passed by unanimous vote.

Susan E. Long

Recording Secretary