

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

September 7, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, September 7, 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
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:
Bob Johnson

Minutes

Upon a Novinger/Knaub motion, the Authority voted to approve the August 3 and 8, 2016 minutes as presented.

Engineer Report See written report dated September 7, 2016
Sunshine Hill Water System PA DEP Consent Order

Engineer Randy Bailey reported that he met with Mike Hess of PA DEP to review the flow rate and data logger information accumulated between August 1st and 24th. PA DEP will accept this information and does not require any additional flow rate information.

In accordance with the Consent Order, the flow (rate) restrictor needs to be installed as soon as possible. Sewer Operator Lew Massie will contact Water Operator Keith Shanahan to see if any public notice needs to be sent in advance of the installation.

Mr. Hess asked the Engineer to find out if the Authority wished to abandon Well #1. This well only produces 5,000 gpd. To keep it for future use, the Authority would need to start testing it on a monthly, quarterly and annual basis. Because this well has not been used for a long time, the initial tests required would be costly. Based on the cost, and the fact that the well only produces 5,000 gpd, there was a

Knaub/Auxt motion to abandon Well #1. Motion passed unanimously. The Engineer will notify Mr. Hess of the Authority's decision.

Lew requested that the Engineer contact Control 21, the manufacturer of the data logger and meter, to see if a trickle charger connected to the battery will damage the equipment's electronics.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer reported that he was able to electronically access the flow meter readings for MW2 from August 1st through August 24th. After that, he has not been able to get any electronic access into MW2's equipment. The effluent rate entering the sanitary sewer during those 24 days was averaged at 2,284 gpd, or the equivalent of 15.23 EDUs. It does not appear that any rainfall event contributed to the flow. It was noted that MW2 only purchased capacity for ten EDUs.

The Engineer will continue his attempts to electronically access the flow data. If he is unsuccessful, he will notify the Solicitor, who in turn will notify the owner. Additionally, the Engineer will research the capacity of the northern extension line servicing the MW2 property.

CeCe was in attendance at the August 31st Penn Township Supervisors' meeting. She reported that Joyce Hand was given a permit to locate a food truck on the MW2 property. Ms. Hand will not be discharging her gray water into the sanitary sewer, but will utilize the truck's holding tank.

Operator Report See written report dated September 7, 2016.

Lew reported on the work done during August at the sewage plants, wastewater pump stations, and water company. He reported that FOAM had inspected the four pump stations and prepared an Operation and Maintenance service proposal containing recommendations for equipment repair and improvements. He stated that he gave the proposal to Vice-Chairman Kocher, and asked that the Authority review it for consideration at the October 5th meeting.

Field Representative Report

There was no written report. Sam stated that, when Jody Hoffman contacts him, they will coordinate a water line flushing schedule.

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

Purchase of Capacity Expiration

Solicitor Dennis Shatto presented a proposed revision to Section 6.80 of the *Rates, Rules and Regulations*. The revision states that any capacity greater than two EDUs, which has not been used at the end of ten years, will be available for purchase and use by other customers. The revision provides a schedule that the Authority will use to buy back the unneeded capacity, base on the length of time the capacity was unused. Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the revision of section 6.80 of the R&Rs, effective August 31, 2016.

Susan had prepared an audit of the Authority's metered customers for the past four quarters, showing amount of capacity purchased compared to the amount of capacity actually used. Letters will be sent to seven of these customers, advising them of the change of policy regarding their purchased capacity.

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of September 1, 2016. He noted that one account will be listed on the next Sheriff's Sale docket, with the possibility of a second being added later. Water delinquencies total \$19,366.9. Sewer delinquencies total \$80,752.30. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Haldeman Landscaping

The Solicitor had written a letter to Mr. Haldeman to install a water meter reading button on the outside of his building. The letter stated that if it was not installed when the non-residential water meters were read at the end of August, he would be billed for two EDUs each month until the button is installed. Since the button was not installed when the meters were read on August 30th, he was billed for \$120.00 for the month of August.

Perry County Beer

The Solicitor reported that building owner Joe Filippone has not yet connected to the sanitary sewer.

MW2 Property

The Solicitor sent Mr. Ward a letter asking him for a time frame when he thought he could replenish his escrow account and bring his sewer charges and tapping fee payments current. He has not received an answer.

1109 State Road

The Solicitor stated that PNC Bank is aware that the septic tank on the property at 1109 State Road needs to be abandoned. He was not aware that there was an "Auction" sign posted on the property for September 19th and will follow up on that information.

Separate Rate Schedules

The Solicitor reported that it is not uncommon for municipalities to have separate rate schedules for residential and non-residential customers and that there is no legal reason why the Authority could not set up separate schedules.

Sales of Properties with Unpaid Taxes

CeCe asked the Solicitor, if a property is sold at a tax upset sale, must the liens against the property be paid by the purchaser? She noted her understanding that the county gets the tax monies owed, but does not collect liens. The Solicitor will research this and get back to the Authority.

Treasurer Report

Invoices and Expenditures

After review, there was a Novinger/Knaub motion to approve payment of the August 31, 2016 invoices totaling \$62,090.52. Motion passed unanimously.

Financial Report

After review, there was a Novinger/Knaub motion to approve the Financial Report for August 31, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The August 31st balance of all accounts was \$195,613.22. However, \$2,840.67 is earmarked for escrows, and \$77,358.19 is earmarked for future projects. \$108,560.75 is available for capital projects – major expenses for equipment failures and replacement of infrastructure and \$6,853.60 is available for operating expenses.

Executive Secretary Report

The report was discussed earlier in the meeting.

JOAC Meeting

The JOAC meeting will be held Monday, September 12th, at 6:30 p.m., in the Penn Township Municipal Building. Elmer will not be in attendance.

Incoming/Outgoing Correspondence

The Correspondence folder was reviewed individually during the meeting. Members are to let the office know if they want a copy of any item of correspondence.

Periodicals

The newest periodicals are put on the table for the members to take. Leftover periodicals are discarded after the meeting.

Old Business

Old business was discussed earlier in the meeting

New Business

There was no new business

Adjournment

With all business completed, an Auxt/Kocher motion for adjournment was made at 8:00 p.m. Motion passed by unanimous vote.

Executive Session

The Authority went into executive session immediately after adjournment to discuss legal issues. No decisions were going to be made during the session.

Susan E. Long

Corresponding Secretary