

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

October 5, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, October 5, 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, Chairman
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:

Brad DiPaolo
Bob Johnson

Minutes

Upon a Kocher/Knaub motion, the Authority voted to approve the September 7, 2016 minutes as presented.

Visitors

Brad DiPaolo

Mr. DiPaolo is refurbishing the old chapel at 1223 State Road. He was in attendance in March 2016 and had received permission to pay \$250.00 toward his tapping fee so that he could begin the repairs. He had agreed to pay the remaining \$3,250.00 when he paid for his grinder pump this fall. He was present tonight to state that he is now unsure of his completion date and was not sure if repairs would be complete by December 31st. He stated that he wanted to pay the remaining amount of the tapping fee and again asked to defer payment of the grinder pump until just before it is installed. By consensus, the Authority agreed to the deferred payment. Mr. DiPaolo stated he would stop in the office on Monday, October 10th to pay the tapping fee.

Engineer Report See written report dated October 5, 2016
Sunshine Hill Water System PA DEP Consent Order

Engineer Randy Bailey reported that he met with Mike Hess of PA DEP to relay the Authority's decision to abandon Well #1. PA DEP in turn issued a "Comprehensive Operation Permit" (Permit) on September 26th. The Permit includes four conditions.

One condition requires the flow restrictor to be installed within 30 days of the issuance of the permit. The Engineer was informed that if there is no de-pressurization of the system, a "Boil Water Advisory" will not be necessary. The Operator was asked to install the flow restrictor as soon as possible.

Another condition requires that Well #1 be physically disconnected, with the water line capped. Disconnecting the electrical wiring and source will not be enough. If, in the future, Well #1 is needed for emergency purposes, a permit will be needed before it is put in use.

Chairman Holman expressed deep concern over the requirement that the piping be capped. Water lines in the pit are extremely vulnerable and there is a possibility of complete failure if they are disturbed. A discussion was held on possible ways to stabilize the water line to Well #1 before disconnection; however, there appears to be no way to safely cut the pipe off back at the thread. Chairman Holman asked the Engineer to contact PA DEP to explain the situation, ask for a 2-year window for the physical disconnection, and tell them that Chairman Holman would be willing to meet PA DEP on-site to show them the facility.

Condition #4 states that the permitted flow rate is 60 gpm. The Engineer contacted PA DEP about the discrepancy between that and condition #2-A and the 4-log calculations of a flow rate of 65gpm. He received a response email stating that the 60 gpm in condition #4 is based on the model and capacity of the specified flow restrictor, while condition #2-A governs the maximum instantaneous flow rate of 65 gpm through the treatment system for the Sunshine Hill water system. A copy of this email from Michael Hess of PA DEP will be attached to the Permit.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer reported that he was again able to electronically access the flow meter readings for MW2 from August 25th through today. Based on the information from August 1st through October 2nd, the flow averaged 2,492 gpd, equivalent to 16.6 EDUs. Mr. Ward had purchased capacity equal to 10 EDUs. Based on his evaluation, the Engineer feels that there is inflow and infiltration (I&I) in the MW2 system and that there is a correlation between precipitation and the flow rate.

The Engineer will continue monitoring the readings to get further documentation. The Solicitor was asked to write to Mr. Ward and inform him that there is I&I in his system that must be corrected, and that documentation will be forthcoming. The Solicitor will also remind Mr. Ward of his delinquent sewer account and his over-drawn escrow account.

The Engineer reported that he had reviewed the capacity in the line servicing MW2, and does not feel that there is any issue with capacity in the line.

Operator Report See written report dated October 5, 2016.
Cove Wastewater Treatment Plant (WWTP)

Operator Jim Delaney reported that they arrived at the Cove WWTP on September 13th and found that all influent pumps were out of service, and that there was no forward flow into the treatment facilities. Influent pump #1 was lifted, debris was removed, and it was placed in service. Influent pump #2 could not be started and was replaced with a spare pump.

On September 30th they arrived and found that none of the aeration blowers were working, due to a power failure. The variable frequency drives were reset, and personnel checked back later in the day to make sure the blowers were working satisfactorily.

The Operator recommended that the Authority purchase an alarm system to monitor critical equipment failure at the WWTP. He was asked to provide a cost estimate for the next meeting.

Kinkora WWTP

Jim reported that influent pump problems were corrected on September 18th. The refrigerated composite sampler and weather-proof enclosure were installed on September 20th. Connection of the sampler to the flow meter will be completed during October.

Sunshine Hill Water System

Jim reported that the hypochlorite injection valve was clogged. The injection point was moved to the AquaMag injection valve and injection of AquaMag was terminated. Lew met with Chairman Holman at the well site to select a location for the new hypochlorite injection point. The hot tap of the piping and the new injection valve installation will be done by L.B. Water Service.

Lower Duncannon Pump Station

Jim reported that Pump 2 shut down due to an electrical failure. IJ Technical was called in to identify the cause of the problem. FOAM, Inc. is awaiting IJ Technical's findings.

Outstanding Items

There was an Auxt/Knaub motion to approve IJ Technical to install a redundant high water alarm float switch in the Cove pump station wet well, at a cost of \$980.00 for parts/labor. Motion passed unanimously.

Pump Station Maintenance Proposal

The Operator had been requested to submit an operation and maintenance service proposal for the Authority's four wastewater pumping stations, to include equipment repair and improvement recommendations. Upon a Kocher/Novinger motion, the Authority voted unanimously to accept the proposal, at an annual retainer cost of \$4,980.00.

Electronic DMR Reporting

The Operator reported that PA DEP will be requiring all DMRs to be submitted electronically. The Operator will be responsible for uploading the information. It was the consensus that Executive Secretary Karen Rhinehart be given authority to log-in to the system and print out the reports for the Authority.

Field Representative Report

Field Representative Jody Hoffman reported that water line flushing will be conducted on Sunshine Hill on October 11th and 12th. Phone notification to the customers has been set up. Jody reported that Sam would be helping him conduct grease trap inspections in the near future.

Water Complaints

Jody reported that he has been receiving many complaints about dirty water from the customers. The Authority is aware of the water conditions but is limited by financial constraints. Depending on the outcome of the income surveys, there may be a grant available to enable Duncannon Borough and Penn Township to work together to improve water facilities for both municipalities.

Pump Stations

Jody reported that there is no spare pump available for the Lower Duncannon pump station. Karen will order one based on the information previously sent to her by the Operator.

Jody also noted that every time he pulls a larger pump, he replaces the chain with stainless steel cable.

Sentry Alarm

Jody reported that he had temporarily installed one of his Sentry Alarms at Cove Centre and found out that there was a lot of water usage late at night, which he reported to the owner. He suggested that the Authority consider purchasing one to use in monitoring I&I.

Spare Parts

Jody reported that the spare parts inventory was sparse. He was asked to send Karen a list of parts needed, for her to purchase from L/B Waters.

Master Meter Report

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

Penn Township Supervisor (PTS) Report

CeCe had been in attendance at the August 31st Penn Township Supervisors' meeting and had reported that Joyce Hand was given a permit to locate a food truck on the MW2 property. At the September 28th meeting, it was stated that the Township would be providing information to the Authority about the food truck. CeCe asked that Authority staff check on the status of that information.

Solicitor Report

Sales of Properties with Unpaid Taxes

CeCe had previously asked the Solicitor, if a property is sold at a county tax upset sale, must the purchaser pay the liens against the property? She noted her understanding that the county gets the tax monies owed, but does not collect liens. The Solicitor researched this and now responded that recorded liens are collected at tax upset sales..

Perry County Beer

The Solicitor reported that building owner Joe Filippone is hoping to connect Perry County Beer to the sanitary sewer by December 31, 2016.

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. The Bank had put the property up for auction on-line, but he has not heard whether the property was sold.

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of October 1, 2016. He noted that one account will be listed on the next Sheriff's Sale docket, with the possibility of more being added later. Water delinquencies total \$18,653.06. Sewer delinquencies total \$84,108.32. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Haldeman Landscaping

It was reported that the water meter button has still not been installed when the meters were read on September 30th. The owner was again billed for \$120.00, instead of \$60.00.

1131 State Road

This bank-owned property is being sold on a lease agreement. In May, the leasees had asked that the delinquent penalties be waived. In return, they signed an agreement stating that they would pay \$228.00 each month against the delinquent amount, \$60.00 each month for the current sewer charges, and a \$100.00 payment to satisfy the liens placed on the property. To date only the \$100.00 payment has been made. The Solicitor will send them a letter stating that the waiver of penalties will be rescinded.

Treasurer Report

Invoices and Expenditures

After review, there was an Auxt/Novinger motion to approve payment of the September 30, 2016 invoices totaling \$51,095.06. The motion also included approval of a check to the Perry County Sheriff in the amount of \$750.00. This check will appear on next month's expenditure's list. Motion passed unanimously.

Financial Report

After review, there was a Novinger/Kocher motion to approve the Financial Report for September 30, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The September 30th balance of all accounts was \$196,823.61. However, \$2,310.51 is earmarked for escrows, and \$76,604.66 is earmarked for future projects. \$109,155.92 is available for capital projects – major expenses for equipment failures and replacement of infrastructure and \$8,752.52 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, October 10th, at 6:30 p.m., in the Penn Township Municipal Building. Neither Cece nor Sam will 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

Rate Increase

Chairman Holman asked the members to seriously consider voting for a \$10.00 rate increase at the November meeting. He noted that the Authority's financial condition has been repeatedly discussed, its expenses have continually increased, and he feels that there is no other solution.

Sunshine Hill Low-Income Survey

Jim reported on a meeting with Dan Greene of SEDA-COG regarding the recent low-income survey of random Sunshine Hill water customers. He relayed that, when combined with the results of

Duncannon Borough's survey, he feels that the Authority has met the required 51% threshold. However, DCED must still evaluate the surveys and run the numbers, and makes the final decision.

Adjournment

With all business completed, an Auxt/Kocher motion for adjournment was made at 9:10 p.m. Motion passed by unanimous vote.

Executive Session

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

Susan E. Long

Corresponding Secretary