

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

December 7, 2016

The Penn Township Municipal Authority (Authority) met on Wednesday, December 7, 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
Sam Auxt, Asst. Secretary
CeCe Novinger, Asst. Treasurer

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
Keith Shanahan, Culligan

Visitors present:

Ed Tietje
Bob Johnson

Minutes

Upon a Knaub/Kocher motion, the Authority voted to approve the November 2, 2016 minutes as corrected, and the November 14, 2016 minutes as presented.

Visitors

Ed Tietje, 20 Eisenhower Blvd.

Mr. Tietje was again present to discuss the condition of the water on Sunshine Hill. He provided an update of what had been done to improve his water pressure. He stated that Operator Jody Hoffman had installed a new branch line from the curb box to the house, at the owner's expense, and had also installed a yard hydrant at the Authority's expense. Because of his filtration system, he has never had discolored water. He told the Authority that, while his pressure has improved, the water getting to the filter is still bad. He brought the filter he put on the day the new line was installed and that he had just removed, to show that the Authority still has a problem. He stated that he had talked to his neighbors who are experiencing low water pressure and told them about possible corrosion inside their lines. Mr. Tietje then showed a piece of his old pipe and an elbow fitting that were blocked with corrosion.

Mr. Tietje stated again his concern about his neighbors. He asked the Authority to consider shutting off the water to those customers, and rodding out the curb box, in an attempt to buy time until funds are available for a water system upgrade.

Mr. Tietje informed the Authority that the yard hydrant was not locked. Sam stated that locks for the hydrant should be in one of his drawers. Chairman Holman thanked Mr. Tietje for attending and keeping the members informed.

Engineer Report

See written report dated December 7, 2016. The following are the major items discussed.

Sunshine Hill Water System PA DEP Consent Order (Order)

Engineer Randy Bailey reminded the Authority that PA DEP has decreed that Well #1 must be physically disconnected, with the water line capped. Disconnecting the electrical wiring and source will not be enough. Chairman Holman stated that he and his brother will volunteer to disconnect the well under the auspices of the Authority. He stated that they have met at the site and have discussed the best procedures to use to minimize any disruption of service. He stated that the job would be finished by the second weekend in January, and requested that Operator Lew Massey be there in case there are any problems. When the well is disconnected, the Engineer will notify PA DEP.

Mike Ward (MW2, Inc.) Sewer Extension Project

The Engineer reported that he electronically accessed the Sentry Advisor readings for MW2 from August 1st through November 30th. During this period the flow averaged 2,781 gpd, equivalent to 18.54 EDUs. Mr. Ward had purchased capacity equal to 10 EDUs. Based on his evaluation of the readings and the days precipitation fell, the Engineer feels that there is inflow and infiltration (I&I) in the MW2 system and that the number of EDUs used is increasing each month.

Mr. Ward had previously told the Solicitor that he feels there is a storm water problem coming from Schoolhouse Road which is flowing over his grinder pump lid. (This is not a flood-plain pump and does not have a bolt-down lid.) The Solicitor reported that he had told Mr. Ward that the Authority could put a riser on the lid.

A discussion was held on billing Mr. Ward for additional EDUs. The Authority was under the impression that the sewer line only had a capacity of 10 EDUs. A discussion was held on whether that is a reliable figure, with the Engineer explaining in technical terms all the factors that would allow the line to carry more capacity. During the discussion it was noted that the Sentry Advisor is not a flow meter, but provides data according to run time and estimated gallons per minutes. The Engineer was requested to refine his calculations and advise the Authority at the next meeting on exactly how much capacity is in the line. After this is known, the Authority can decide how many additional EDUs Mr. Ward should be charged.

Discussion was then held on the amount of money Mr. Ward owes on his escrow account, tapping fee installment payments, and sewer rental charges. The Solicitor will obtain the amount owed from the office staff, and then contact Mr. Ward. He will inform Mr. Ward about his excessive discharge into the sanitary sewer, possible steps for correction, and the ramifications if he continues to discharge more than 10 EDUs each month. He will also advise Mr. Ward that it is in his best interest to attend the next meeting of the Authority.

Perry County Beer Connection

The Engineer reported that he had been contacted by the contractor who is going to connect Perry County Beer to the sanitary sewer. He stated that he asked the contractor to obtain copies of the Authority *Rules and Regulations*, and *Developer's Specifications* from the office, which the contractor

has since done. He added that he told the contractor to install a wye when he connects, for future use. The Solicitor stated that he had also talked to the contractor, who was upset that he had to install the wye and a curb box, instead of the Authority doing it. The Engineer was asked to provide an estimate of the cost of the wye. The Solicitor will contact the contractor and inform him that he needs to provide construction specifications to the Authority.

Operator Report

See the written report dated December 7, 2016. The following are the major items discussed.

Odor Control Measures

Operator Lew Massey reported that he has started adding 1.25 gpd of ferrous chloride at the injection point, to control odors that with the cold weather are now settling in the low spots around the Cove WWTP. He also noted that a power interruption caused the aeration blowers to be offline for an undetermined period of time.

Pump Station #3

Lew reported that pump #2 failed due to an electrical problem. IJ Tech removed the failed pump, installed the spare pump, and ordered another spare. In the process, stainless steel lifting cables were installed on both pumps.

Cove WWTP

Prices are still being obtained for an alarm telemetry system.

Appalachian Trail Parking Lot

CeCe expressed concern that the AT is again looking at putting a parking lot at the trail head. The lot would be located in the Township right-of-way, on top of the sanitary sewer main. It was noted that the Authority allows minor construction on its easements, which the owner would have to restore if the Authority needed to dig up the sewer line. The only major concern over the proposed parking lot, which would be gravel, is that the AT is attempting, in other locations, to obtain permanent and wider, easements

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 report.

Solicitor Report

1109 State Road

The Solicitor stated that he notified PNC Bank that, as the owner of this property, they are responsible for abandoning the septic tank on the property, and that PNC needs to get in touch with the Authority.

Tietje Easement

The Solicitor presented a draft easement to allow the Authority access to the yard hydrant installed near Mr. Tietje's house. This hydrant was installed as another flushing point for the water lines. Access would be needed to blow-off and repair the hydrant. He proposed a 30-foot diameter circle around the yard hydrant, with a 30-foot wide easement to the curb box. The members suggested that he revise the document, reducing the circle to a 10-foot diameter, not including the area where the house is located.

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of November 30, 2016. He noted the accounts that will be listed on the next Sheriff's Sale docket. Water delinquencies total \$21,423.38. Sewer delinquencies total \$84,893.63. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Treasurer Report

Invoices and Expenditures

After review, there was an Auxt/Novinger motion to approve payment of the November 30, 2016 invoices totaling \$63,678.04. Motion passed unanimously.

The Operator noted on his bill for grinder pump repair at 102 Firehouse Road that he notified the homeowner that the pump was covered in huge amounts of grease. Upon an Auxt/Novinger motion, office staff will now send letters to any property owner where the Operator finds any inappropriate material. The letter will advise them that this is their first notice. Any recurring problems caused by any inappropriate material will result in the repairs being done at the homeowner's expense. Additionally, the homeowner will be responsible for any future maintenance, repair, or replacement of the grinder pump caused by the homeowner's negligence.

Financial Report

After review, there was a Novinger/Kocher motion to approve the Financial Report for November 30, 2016, subject to audit. Motion passed by unanimous vote of the Authority. The November 30th balance of all accounts was \$186,389.60. However, \$1,382.35 is earmarked for escrows, and \$75,348.25 is earmarked for future projects. \$109,659.00 is available for capital projects – major expenses for equipment failures and replacement of infrastructure - and operating expenses.

Executive Secretary Report

There was no report

JOAC Meeting

The JOAC meeting will be held Monday, December 12th, 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.

Members received a copy of a letter to the Township Zoning Officer regarding the sewer conveyance lines for the proposed Stone Mill Estates development. Since the developer has not presented any revised plans to the Authority, the letter was for informational purposes only.

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 not discussed earlier in the meeting:

2017 Budget

After discussion on the rising cost of expenses and the increasing delinquency rate, and upon a Kocher/Novinger motion. The Authority voted to approve the 2017 budget, which includes a \$10.00 monthly increase for residential customers and a \$10.00 per EDU month increase for non-residential customers. Sam Auxt abstained from the vote.

Rate Increase Letter

A draft letter for all sewer customers explaining the need to increase rates was reviewed and changed. Susan will see that the revised letter is sent out.

Delinquency List

By consensus, the monthly delinquency report will be submitted to the Township Secretary for inclusion, with the approved monthly minutes, on the Township's website.

New Business

Petersburg Commons Water Valve Lids

The Petersburg Commons Homeowners' Association president asked how to get replacement water valve lids. Susan will contact L/B Water for the cost and inform the president.

2017 Meeting Dates

Upon consensus, the Authority will continue meeting on the first Wednesday of each month at 7:00 p.m. in 2017. Office staff will see that the meetings are advertised.

Spring Newsletter Article

The Township Secretary has requested that articles for the newsletter be submitted by January 6th. A letter explaining the rate increase will be submitted, along with the delinquent list.

Authority Vacancy

One name was submitted for the vacancy created by the resignation of Sam Auxt. Jim Kocher will contact the individual to see if he is willing to serve.

Chairman Holman thanked Sam for his many years of devoted service as an Authority member and wished him well on his "retirement".

2016 Financial Audit

Susan will contact Robert Morris, CPA, to see if his firm is going to continue to perform the annual audits for another three years.

Well #2 Pump

Sam suggested that the Authority find out when Well #2's pump was installed and consider replacing it for preventative maintenance. Susan will check past Eichelberger invoices to see when it was installed.

Adjournment

With all business completed, an Auxt/Kocher motion for adjournment was made at 9:23 p.m. Motion passed by unanimous vote.

Susan E. Long

Corresponding Secretary