

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

May 3, 2017

The Penn Township Municipal Authority (Authority) met on Wednesday, May 3, 2017 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. Secretary/Treasurer  
Russell Wertz

Professional staff present:

Dennis J. Shatto, Solicitor  
Randy Bailey, P.E., WM. F. Hill, Engineer

Authority staff present:

Susan Long, Treasurer, Recording Secretary  
Lew Massie, Facility Operation And Maintenance, Inc. (FOAM)  
Jim Delaney, FOAM

Visitors present:

Doug Smith  
Jeff Bucher  
Brad DiPaolo  
Brian Peters, Penn Township Supervisor (PTS)  
Jim Ryan, Perry County Times/Duncannon Record

**Minutes**

Upon a Novinger/Knaub motion, the Authority voted to approve the April 5 and April 10, 2017 minutes as presented.

**Visitors**

Doug Smith

Mr. Smith owns a vacant property at 106 Firehouse Road. A tapping fee was paid for the property and a wet well was installed when the sanitary sewer was installed in 2006. There was a vacant trailer on the property that was removed before it was tied into the sewer. Subsequently, the grinder pump was removed since it would not be used.

Mr. Smith stated that he had a buyer for the lot, conditioned upon a grinder pump being installed at no extra charge other than labor costs to install it. After discussion, it was the consensus to provide the grinder pump. The new owner will contact the Authority after he obtains a building permit from the Township and is ready to install the grinder pump.

Jeff Bucher

Mr. Bucher was present on behalf of the owner of the former DeCoven property on State Road. When the owner, Michael Ward, purchased the property, he purchased 10 EDUs of capacity in the Cove WWTP. However, subsequent monitoring shows that the average daily flow is 30.1 EDUs. The Authority has been in contact with Mr. Ward to inform him of the increasing flow and ask what steps he has been taking to decrease the flow.

Mr. Bucher updated the Authority on the procedures being done to lessen the flow into the sanitary sewer. Some of the housing units had more than the allowed number of inhabitants; they are being removed. When possible, commodes are being replaced with ones that use less water. Flow-restricting showerheads are being installed. Unused sewer pipes to vacant lots are being capped and sealed to reduce inflow and infiltration (I&I).

Mr. Bucher stated that, during heavy rain events, water comes across Schoolhouse Road and his property and seeps into the ground. Mr. Ward had previously been told to direct that concern to the Penn Township Roadmaster. Mr. Bucher was now told the same thing. The water seepage enters his cracked sewer pipes and then into the sewer system, increasing the I&I. This is the major source of his flow into the sewer system.

Mr. Bucher asked about installing a water meter to compare the amount of water being drawn from the well with the amount being pumped into the sewer. He was told that the Authority had talked about the water meter, but decided against it. The Authority's data shows that the problem is the I&I entering the system, and it must be corrected.

Vice-Chairman Kocher informed Mr. Bucher that the Authority would like to see him contact the Authority's Engineer on a weekly basis, as the flow pump is running three times higher than normal. The Engineer stated that online information shows the pump is running in the "red" phase, which will cause it to prematurely fail. When that happens there will be a sewage overflow and PA DEP will need to be informed.

Brian Peters, PTS

Supervisor Peters was present to discuss the Authority's financial position. He asked if the Authority was keeping up with its budget and was told that there were more funds in the bank now than on January 1<sup>st</sup>. He questioned if PENNVEST has shown any concern about the Authority not being able to make its payment. He was informed that a letter had been received from PENNVEST in the fall stating its concern that the Authority might not be able to meet its loan payments after the next eight years. In response to that letter, the Authority raised its monthly sewer rate by \$10.00 per EDU.

Supervisor Peters stated that Duncannon Borough is looking at a \$3,500,000.00 WWTP upgrade, of which the Authority is responsible for 33%. In addition, the Authority is looking at a water system upgrade. Supervisor Peters explained that Penn Township is ultimately responsible for the Authority's debts and is concerned whether the Authority can make additional loan payments.

Vice-Chairman Kocher reported that the Authority has never missed any loan payments and that, if needed, rates will be raised again. He also reported that the Authority would be discussing other possible income sources later in the meeting.

Supervisor Peters noted that he and Supervisor Pam Huss have been researching grant funding from the local level up to the Federal level.

## **Operator Report**

See the written report dated May 3, 2017.

Low Massie of FOAM briefly reviewed the report. He noted that all facilities performed satisfactorily during April and were operated within the PA DEP permit limits. He then reviewed

maintenance and corrective repairs that were performed in April. These can be found in the written report.

Lew again recommended that the Authority purchase a telemetry alarm notification system for the Cove WWTP, at an estimated cost of \$4,000.00 - \$6,000.00. On April 27<sup>th</sup>, it was discovered that the aeration blowers were shut off due to an electrical fault. This loss of air supply to the treatment units is a problem and has happened several times previously. After discussion, and upon a Novinger/Kocher motion, the Authority voted unanimously to have Lew obtain a quote for the installation and hardware.

Lew has been reporting on a problem with the generator at Cove WWTP. He reported that the owner of Stephenson's Generator thinks he has finally found a solution. Upon a Novinger/Knaub motion, the Authority voted unanimously to have Lew contact Stephenson's Generator Service to repair the generator, at a cost not to exceed \$250.00.

Lew has been reporting on the poor condition of the equalization basin diffusers in tank 2. He provided a quote for their repair. Upon a Kocher/Novinger motion, the Authority voted unanimously to repair the diffusers at estimated costs of \$600.00 for materials and \$300.00 for labor.

Lew gave kudos to Executive Secretary, Karen Rhinehart, for her research on obtaining chemicals for the odor-control building at a significant saving of 50%.

### Water System

Jim reported that he and Elmer had met with SUEZ representatives at their office to see if there would be any interest in SUEZ purchasing the Sunshine Hill Water System. As a result of that meeting, they met on-site on Tuesday, May 2<sup>nd</sup>. They will be contacting the office for additional information on the number of water customers and water revenue. Elmer added that SUEZ then contacted him that they would be interested in looking at the Authority's sewer plants. No date has been set for those visits. The Engineer reported that he had forwarded the Authority's plans for the water treatment facilities to SUEZ.

Jim reported that the Stone Mill Estates development could have a 130-home build-out. Developer Richard Yingst has committed \$540,000.00 toward the cost of the water upgrade. The Authority would need to finance the remainder of the cost. Jim added that he had met with representatives of Marysville Bank for a preliminary discussion about borrowing the money. Financial information requested by the Bank has been delivered. The Engineer reported that he forwarded the Authority's plans for the water treatment facilities and storage tank to the developer's engineer. The builder can then coordinate his construction plan with the Authority's, possible resulting in a cost savings. The Engineer also reported that if the Authority constructs the water facilities, it would need to pay prevailing wages. If the developer builds the facilities, he would not need to pay prevailing wage.

### **Engineer Report**

See written report dated May 3, 2017.

### Sunshine Hill Water System

This was discussed earlier in the meeting.

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

This was discussed earlier in the meeting

### Perry County Beer

At the April 2017 meeting, the owner of Perry County beer, Joe Phillipone, stated that he was having lease issues with Norfolk Southern and asked if he could put his connection to the sanitary sewer on hold. The request was granted. However, he was requested to submit to the Engineer the construction

materials to be used, to keep the process moving. To-date nothing has been submitted. The Solicitor will contact Mr. Fillipone about the requirement to set up an escrow account in the amount of \$2,500.00.

### **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**

Supervisor Peters gave his report earlier in the meeting.

### **Solicitor Report**

1109 State Road

The Solicitor had previously reported that PNC bank sent an invoice as proof that the septic system at 1109 State Road has been abandoned. PNC did not realize that there was supposed to be an Authority inspector present at the time of abandonment. They notified the Solicitor that they had taken photos of the process and would forward them to him.

### **Sheriff Sale**

The Solicitor reported that the McPherson property on Main Street had been sold at the April 28<sup>th</sup> Sheriff Sale. The Authority should soon receive its share of the disbursement, approximately \$4,300.00.

The two properties put on the docket by the Authority could not be sold. The owners have to be personally served with legal papers about the sale, and the whereabouts of both owners are unknown.

### **4 Hill Top Road**

The Township Secretary sent a 'Notice to Connect' to the owner of the property to the address listed on the tax roll. The letter came back marked 'Undeliverable, No Forwarding Address'. It is believed that the owner now lives at 4 Hill Top Road, so a new notice was sent to that address by the Township.

### **Ownership of Grinder Pumps**

The Authority had sent a letter to owners of grinder pumps, informing them that they would be responsible for the maintenance and repair of the pumps as of January 1, 2018. One of the owners came to the April meeting with a copy of his grinder pump agreement and noted his understanding that the Authority would maintain the grinder pumps in perpetuity.

The Solicitor researched the agreements and presented his finding at tonight's meeting. Paragraph 15 of the agreement provides support for the argument that the Authority has the right to transfer ownership and maintenance responsibility for the grinder pumps to the property owners. Since the individual grinder pump agreements were filed in the Perry County Court, the Authority will begin the process of extinguishing the agreements.

### **Delinquent Accounts**

The Solicitor reviewed the list of accounts delinquent as of April 30, 2017. Water delinquencies total \$17,532.27. Sewer delinquencies total \$83,365.17. These amounts do not reflect payments on the Trailer Park delinquency that were made during the meeting. Susan noted that John Hofer's water meter is not reading correctly, and that his actual balance is only \$110.00. She had sent him a letter correcting his balance, but will also send him a billing card. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

The Michael Ward property delinquency was discussed in great detail. The Solicitor will put the property on the docket of the next Sheriff Sale.

### **Treasurer Report**

#### Invoices and Expenditures

After review, there was a Novinger/Knaub motion to approve payment of the April 30, 2017 invoices totaling \$56,918.60. Motion passed unanimously.

#### Financial Report

After review, there was a Novinger/Knaub motion to approve the Financial Report for April 30, 2017, subject to audit. Motion passed by unanimous vote of the Authority. The April 30<sup>th</sup> balance of all accounts was \$185,132.21. Of this, \$72,684.61 is earmarked for escrows and future projects, leaving an available balance of \$112,447.40.

### **Executive Secretary Report**

There was no report

### **JOAC Meeting**

The JOAC meeting will be held Thursday, May 18<sup>th</sup>, at 6:30 p.m., in the Duncannon Borough Office at 428 High Street.

### **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**

Duncannon Borough O&M charges for 201

At the April JOAC meeting, Duncannon Borough presented the Authority with invoices for the WWTP for 2016. Susan presented the Authority with a spreadsheet of the charges grouped by vendor. However, there are a number of invoices where she is not sure what percentage the Authority is responsible for. In addition, there are no invoices for electricity, telephone, insurance, accounting fees and wages of various employees. She will contact the Borough for more information.

### **Outside Maintenance for the Cove WWTP and Cove PS**

Raymond Hammaker has done the outside maintenance at the Cove facilities for a number of years at \$35.00 per mowing. He has now requested \$45.00. It was the consensus to grant the request. Office staff will contact Mr. Hammaker about his request.

### **Adjournment**

With all business completed, a Novinger/Kocher motion for adjournment was made at 8:40 p.m. Motion passed by unanimous vote.

Susan E. Long

Recording Secretary