

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

June 7, 2017

The Penn Township Municipal Authority (Authority) met on Wednesday, June 7, 2017 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. 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
Jim Delaney, Facility Operation And Maintenance, Inc. (FOAM)

Visitors present:

David Snyder
Stanley Mutzabaugh
Bob Johnson

Minutes

Upon a Kocher/Novinger motion, the Authority voted to approve the May 3 and May 18, 2017 minutes as presented.

Visitors

David Snyder

Mr. Snyder was present to discuss his property at 1306 State Road. He stated that he purchased the property in December 2016, after it had been vacant for a year, and that the electricity had been turned off during that period. Upon purchase, he paid the sewer charge each month for January through April. When he finally turned on the grinder pump it was not working, and he paid to have it re-built. He asked the Authority to credit his account for those four months when the grinder pump was inoperable.

After discussion, and upon a Novinger/Kocher motion, the Authority voted unanimously to send him a refund check in the amount of \$280.00 for the months of January through April.

Stanley Mutzabaugh

Mr. Mutzabaugh was present to discuss the delinquent account of Greenview LLC. He noted that the delinquent report dated April 31st had a note saying that the customer had missed his April payment. He also noted the large delinquency amount of that account and asked what the Authority was doing to pursue collection. It was explained that while the owner missed his April 28th payment deadline, he did make the payment the first week of May. Mr. Mutzabaugh was told that the owner is making monthly payments of \$11,000.00. \$6,000.00 is put toward his sewer account and \$5,000.00 is put toward his water account.

Mr. Mutzabaugh asked how the accounts could get so high. He was told that the monthly sewer charge is \$1,400.00 for that property. Sporadic payments were made. However, the former owner filed for bankruptcy before the Authority could list the property for Sheriff's sale. No payments can be collected during bankruptcy until the Court grants relief. The new owner has entered into a payment plan with the Authority and is expected to have the balance current by the end of the year.

Engineer Report

See the report dated June 7, 2017

Sunshine Hill Water System

Engineer Randy Bailey contacted SUEZ Water Company to see if there were any questions he could answer in regards to the Sunshine Hill water system upgrade project. He has not heard back from them, and is not clear as to SUEZ's level of interest in purchasing the water system

Yingst Homes is proposing a housing development that would utilize water from the Sunshine Hill system. He reported that Glace Associates, Yingst's utility engineer, has requested additional information for reviewing the present design. It was the consensus for the Engineer to provide Glace Associates with the requested information.

Mike Ward (MW2, Inc.) Sewer Connection Project

The Engineer reported that he was unable to access the Sentry Advisor from May 6th – May 31st. The equipment is either off-line or inoperable and he could not assess the flows for May. The Solicitor reported that he had sent an email to Mr. Ward that the data was inaccessible, but has received no reply. The Solicitor also reported that he sent notice to Mr. Ward that the Authority will be following its procedure to list the property at the next Sheriff's sale.

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. Since then, Chairman Holman has spoken to Mr. Phillipone, who is considering moving the location of his business. The Solicitor will write to Mr. Phillipone to clarify the status of the connection to the sanitary sewer.

Medical Marijuana Facility Plans

A draft land development plan for a medical marijuana facility at Business Campus One was included in the correspondence folder. The plan was submitted by PA Options for Wellness, Inc. However, since the state has not yet issued any permits for these facilities, the plan was not reviewed or discussed.

The Engineer stated that he would not be at the July 5th meeting.

Operator Report

There was no written report.

Jim Delaney of FOAM noted that all facilities performed satisfactorily during May and were operated within the PA DEP permit limits. He stated that FOAM just received today the costs for the Omni alarm/remote dialer for the Cove WWTP. FOAM will review the specifications and cost and have a recommendation for the July meeting.

Jim also reported that he was contacted by Envirep about their annual service agreement for the Cove Pump Station.

Field Representative Report

There was no report. Jodi Hoffman will be reminded that it is time for the semi-annual grease trap inspections of the non-residential properties.

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

Executive Session

Solicitor Dennis Shatto stated that he would like to have a brief executive session dealing with a legal issue immediately after the meeting.

Sheriff Sale

The Solicitor reported on the two properties put on the docket by the Authority that could not be sold because the whereabouts of both owners were unknown. He has since received some leads on their addresses so that those properties can be listed on the next Sheriff's sale.

4 Hill Top Road

The Township Secretary hand delivered a 'Notice to Connect' to the owner of the property at 4 Hill Top Road. The owner has until July 14th to connect.

Ownership of Grinder Pumps

The Solicitor noted that the existing easements with property owners of grinder pumps will not be needed after December 31st. As of January 1, 2018 all grinder pump owners will become responsible for their maintenance and repair. The Authority will need to 'extinguish' these easements. The Solicitor will find out the filing fee for each extinguishment. He will also prepare a form that the office can fill out to file for each extinguishment.

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of May 31, 2017 and commented on several of them. Water delinquencies total \$11,911.32. Sewer delinquencies total \$74,099.89. 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 a Novinger/Kocher motion to approve payment of the May 31, 2017 invoices totaling \$59,089.77. Motion passed unanimously.

Financial Report

After review, there was a Novinger/Kocher motion to approve the Financial Report for May 31, 2017, subject to audit. Motion passed by unanimous vote of the Authority. The May 31st balance of all accounts was \$218,807.63. Of this, \$72,322.23 is earmarked for escrows and future projects, leaving an available balance of \$146,485.40.

Chairman Holman requested a six-month update of the 2017 budget for the July 5th meeting.

2016 Financial Audit

Susan reported that the 2016 audit has been completed and she is expecting a draft copy within the next week.

Executive Secretary Report

There was no report

JOAC Meeting

The JOAC meeting will be held Thursday, June 15th, 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

Duncannon Borough O&M charges for 2016

Susan reported that she is still working with the information given by the Borough related to the Authority's share of expenses at the Duncannon WWTP. She will contact the Borough as soon as she is finished.

New Business

Tubby's Abatement Letter

The Authority received a letter from the owners of Tubby's night club requesting abatement of sewer charges due to the fire that destroyed their business. Upon a Holman/Novinger motion, the Authority voted unanimously to abate all future sewer charges until the business has been rebuilt and back on-line.

Susan will research past minutes to see if an underground grease trap versus an under-sink grease trap was ever recommended.

Tri-Star Service Contract for 2017

The Tri-Star Service contract for calibration of the wastewater flow meters was reviewed. Lew Massie of FOAM will be contacted about it, and action will be taken at the July 5th meeting.

CeCe will not be able to attend the July 5th meeting.

Articles for the Township's fall newsletter are due in the Township Office by July 5th.

Executive Session

The Authority will enter into a brief executive session concerning a legal issue immediately following the meeting. No decisions will be made at that time.

Adjournment

With all business completed, a Knaub/Novinger motion for adjournment was made at 8:12 p.m. Motion passed by unanimous vote.

Susan E. Long

Recording Secretary