

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

July 5, 2017

The Penn Township Municipal Authority (Authority) met on Wednesday, July 5, 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
Elmer Knaub, Secretary

Professional staff present:
Dennis J. Shatto, Solicitor
William Hill, P.E., WM. F. Hill & Associates, Engineer

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

Visitors present:
Bob Johnson

Lack of Quorum

The Solicitor announced that there was no quorum and no votes would be taken. However, since this was an advertised public meeting, the agenda items would be discussed.

Minutes

The June 7, 2017 minutes will be approved at the next scheduled Authority meeting.

Visitors

Visitors had nothing to discuss.

Engineer Report

Engineer Hill reviewed the Engineer's report dated July 5, 2017

Sunshine Hill Water System

PADEP has issued a letter to the Authority, dated June 16th, stating that the Authority has "completed its obligations as listed in the Corrective Actions of the Consent Order and Agreement".

There has been no change in status in regards to the SUEZ Water Company's level of interest in the Sunshine Hill water system.

Yingst Homes is proposing a housing development that would utilize water from the Sunshine Hill system. To date, there has been no further communication between the engineers of both entities.

Jim and Elmer will be meeting again with the developer's representative of Stone Mill Estates to discuss the status of the Authority providing water to the development.

Elmer will contact SUEZ Water to see if they are still interested in purchasing the Sunshine Hill water system.

Mike Ward (MW2, Inc.) Sewer Connection Project

The Engineer reported that he has still not been able to access the Sentry Advisor to assess the flows entering the sanitary sewer. The Solicitor reported that Mr. Ward had paid approximately \$20,000.00 towards his tapping fee installment plan. He added that his sewer bill is almost paid up. However, Mr. Ward is disputing the amount that he owes against his escrow account as he does not feel he should be charged for the engineer's time to monitor his flows.

The Authority has discussed the substantial amount of I&I flowing into the sanitary sewer each month. Mr. Ward has to either pay for the additional EDUs he is contributing, or remediate his I&I, which would be the best choice financially. The Solicitor will again write him a letter, stressing the importance of remediating the I&I, and stating that, if it becomes necessary, the Authority will file for injunctive relief from the Perry County Court to force him to reduce his I&I.

Perry County Beer

Chairman Holman talked to Joe Filippone, the owner of Perry County Beer, at which time the owner stated that he was willing to go ahead and connect to the sanitary sewer. A site meeting between Mr. Filippone and the Engineer, scheduled for earlier today, was cancelled and the newest drawings were not reviewed. The Authority had earlier stated its intention to pay for an additional tap to the connection. This tap would be used in the future to divert flows if Business Campus One has an increase in the future.

Medical Marijuana Facility Plans

A land development plan for a medical marijuana facility at Business Campus One was submitted by PA Options for Wellness, Inc. The company did not receive a permit from the state during its first round of permitting, but will be applying for the second round. The DEP sewage module states that the expected sewage flow is 1,400 gpd, which is much higher than the actual flow will be. The developer was made aware of the discrepancy and will be contacting the Borough's engineer with the corrected flow. This is necessary because the Borough must attest that there is sufficient capacity in its line and wastewater treatment plant (WWTP).

Operator Report

Operator Lew Massie noted that all facilities performed satisfactorily during June and were operated within the PA DEP permit limits.

He reported that on June 21st and 23rd, personnel arrived at the Cove WWTP to find that the aeration blowers were shut off due to an electrical fault. This has happened several times in the past and the operators were requested to provide an estimate for the installation of a telemetry alarm system. The estimate for the purchase of this system is \$3,700.00. The estimated cost for the related electrical work and purchase and installation of an air flow/pressure sensor is an additional \$3,200.00. No action could be taken on the alarm system purchase.

The operators again recommended the purchase of a refrigerated, automated influent and effluent sampler capable of collecting 8-hour composite samples at the Cove WWTP. Collections of 8-hour composite samples are required by the plant's NPDES permit. Susan will research the cost of the sampler purchased for Kinkora and inform the Authority.

Lew and Jim both asked the Authority to report any odors they notice coming from the Cove WWTP, stating that they are not in the area at the times most likely to detect the odors.

Field Representative Report

There was no report. Susan reminded the Authority that July 1st was the date that the Authority will start paying for parts for grinder pump repairs, and the property owners will start paying for labor.

Field Representative Jody Hoffman will pull damaged pumps and replace them with an Authority loaner. After repair, he will re-install the original pumps. He will bill the Authority as usual. The Authority will bill the owners for the labor charges.

Susan will send a letter to the owner of 212 Schoolhouse Road, informing him of the substantial amount of grease found in the grinder pump on June 27th, and telling him to be aware of what enters the sewer through his drains. He will be reminded that starting January 1st, all grinder pump repairs will be the financial responsibility of the owners.

Master Meter Report

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

Penn Township Supervisor (PTS) Report

The PTS had asked the Authority for input for the specifications of a new generator to be purchased by the Township. Chairman Holman noted that the Township building has been designated as an emergency shelter and would probably need full-time use of the generator now being shared with the Authority. Chairman Holman reported that he told the PTS a new generator might not be needed. The Authority has a generator at Kinkora that could be used intermittently there and at the Sunshine Hill water system in case of a power shortage. There would be no added expense as both electrical connections are identical.

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.

1 Schoolhouse Road

It was noted that, during last Saturday's heavy rain, the grinder pump alarm went off for an extended amount of time at 1 Schoolhouse Road, which is a vacant property. The owner has been notified of this several times in the past, but has done nothing to correct the I&I entering his collection system. The Solicitor will send the owner a letter, informing him of the need to correct this I&I situation. If necessary, the Authority will conduct a smoke test of the collection system to find the I&I sources.

Extinguishment of Grinder Pump Easements

As of January 1, 2018, the property owners will have full responsibility for the repair and maintenance of the grinder pumps on their property. At that time, the Authority will no longer need grinder pump easements through the properties. The Solicitor reported that the cost of extinguishing an easement is \$64.00, or approximately \$12,000.00 for all of them. He stated that he has asked the Perry County Recorder if the Authority could pay one fee and attach a list of property easements that would be extinguished. He is waiting for a reply from the Recorder.

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of June 30, 2017 and commented on several of them. Water delinquencies total \$737.22. Sewer delinquencies total \$66,164.62. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Susan will provide copies of an article to the members at the next meeting concerning an amnesty program for penalties and late fees.

Office staff will check if there is a lien on the property at 204 Firehouse Road in the amount of \$4,230.81. The house on the property was demolished after a fire, but a pre-fire sewer charge still remains. Once it is confirmed that the lien has been placed on the property, the account will be removed from the delinquent list.

Treasurer Report

Invoices and Expenditures

The June invoices in the amount of \$55,711.51 will be approved at the next Authority meeting.

Financial Report

The Financial Report for June 30, 2017 was reviewed. The June 30th balance of all accounts was \$251,384.19. Of this, \$101,283.18 is earmarked for escrows and future projects, leaving an available balance of \$150,101.01.

A six-month update of the 2017 budget was presented to the members.

2016 Financial Audit

Susan reported that the 2016 audit has been completed. Copies were given to the members for review. The audit will be approved at the next Authority meeting.

Several of the Auditor's recommendations were discussed. Susan will be providing a monthly list of adjustments made to various accounts. The Executive Secretary will be asked to get an estimate of the cost of financial bonding for her position. Files are being backed-up, but the thumb drives will now be taken off-site at the end of each day. The Treasurer's computer is out-dated and can not be upgraded. Susan will look for a computer that has the specifications needed for the billing software and obtain a price from Co-Stars, the state's purchasing program.

Executive Secretary Report

There was no report

JOAC Meeting

The JOAC meeting will be held Thursday, July 20th, 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 has provided the Borough with corrected 2016 invoice amounts related to the Authority's share of expenses at the Duncannon WWTP. The invoices were corrected based on the percentages established in the Inter-Municipal Agreement. She is now waiting for additional 2016 invoices from the Borough.

New Business

Abatement of 12 Jefferson Street

The owner of 12 Jefferson Street has passed away. Her son submitted a written request for an estate abatement, as outlined in the Authority's *Rates, Rules and Regulations*. Action will be taken on the request at the next Authority meeting.

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, the meeting ended at 8:30 p.m.

Susan E. Long

Recording Secretary