

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

August 2, 2017

The Penn Township Municipal Authority (Authority) met on Wednesday, August 2, 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 & Associates, Engineer

Authority staff present:

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

Visitors present:

Earl Shumaker
Bob Johnson

Minutes

There was no quorum at the July 5, 2017 meeting. The Solicitor noted that even though no actions were taken, the minutes of that meeting could be approved. Upon a Kocher/Knaub motion, the Authority voted unanimously to approve the minutes of the July 5 and July 20, 2017 minutes as presented.

Visitors

Earl Shumaker, 4 Hill Top Road

Mr. Shumaker was present to discuss the 'Notice to Connect' to the sanitary sewer sent to him by the Penn Township office. He asked for an extension to connect the property, stating that his realtor did not inform him the property was not connected. He was not expecting additional costs of \$3,700.00 for a grinder pump and \$3,500.00 for a tapping fee. He also asked if he could pay those costs on an installment plan.

Chairman Holman explained that when the sanitary sewer was installed in 2006, the owner at that time refused to allow the installation of the grinder pump, which would have been included in the project. Also, at that time, discounts were being offered if the tapping fee was paid in advance. If the

owner chose not to do that, a special installment payment plan was offered to the owner at an interest rate of 5% per year.

Since the owner at that time refused the grinder pump and the installment plan, the cost of the connection is unfortunately now the responsibility of Mr. Shumaker.

It was the consensus that there could be no installment plan for the cost of the grinder pump, wet well and electric control panel. Mr. Shumaker will have to pay \$3,700.00 for that equipment, plus the installation cost and the cost to install a sewer line from the grinder pump to his residence.

Because this was a peculiar situation of realtor neglect, where the owner was not aware that the property had to be connected to the sewer, it was agreed to allow a payment installment plan for the tapping fee. However, there was concern over setting precedence by allowing a payment term of three years.

Upon a Novinger/Kocher motion, the Authority voted unanimously to set up a monthly payment plan of \$125.00 at 5% annual interest for the tap fee, to be paid off in 28 months. Mr. Shumaker would also have to pay the current sewer charge of \$70.00 each month. He will be invoiced monthly starting in September, with the first installment due on September 28th.

Mr. Shumaker will contact Township personnel to locate the sewer valve to which he will have to connect. He will have his contractor contact the Authority for the connection specifications.

Mr. Shumaker was informed that, upon connection to the sewer, he must have his septic tank abandoned per Authority regulations.

Engineer Report

Engineer Hill reviewed the Engineer's report dated August 2, 2017

Sunshine Hill Water System

PA DEP conducted an inspection of the Sunshine Hill water company on July 27th in conjunction with the certified water operator. No official report of the result has been received.

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

Mike Ward (MW2, Inc.) Sewer Connection Project

The Engineer reported that he has not been able to access the Sentry Advisor to assess the flows entering the sanitary sewer. In an email, Mr. Ward reported that he is in the process of contacting the system's manufacturer to correct the situation. In his email, Mr. Ward also indicated that he has contacted several companies for quotes to televise his sewer lines for I&I problems and should have one selected by the end of the week.

The Solicitor will write him a letter, stressing the importance of remediating the I&I and making payments to bring his delinquent accounts current.

Perry County Beer

The Engineer performed a PA One Call field stakeout and notification for the installation of the proposed grinder pump installation. Upon response from all known utilities in the area, he will proceed with a site survey to locate the marked utilities for a Penn DOT Highway Occupancy Permit. He noted that, although the Borough did not respond back to the PA One Call notification, the Borough's water line was marked in blue. Chairman Holman will check with the Township Road Master to see if he marked it.

Mr. Filippone, the owner, is still working with Norfolk Southern to obtain an agreement for the installation of the grinder pump and pressure sewer system. The Solicitor noted that he has not received a signed copy of the Developer's Agreement from Mr. Filippone.

Operator Report See written report date August 2, 2017.

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

He reported that there were several instances when tanks, pumps, or lines were clogged with rags and other debris at different facilities.

On July 20th, 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. The operators provided quotes for the equipment, electrical connections and labor to correct this problem. Upon a Kocher/Knaub motion, the Authority voted unanimously to accept the quote for Envirep TLC for a remote sentry alarm at a price of \$4,443.00. Additionally, it approved a quote from Pumping Solutions Inc. (PSI) in the amount of \$2,980.00 for the necessary electrical work and setting up of the controls.

It was noted that there would be an additional cellular service of @ \$28.00 per month for the system to notify the operators about any problems at the treatment plant.

Lew reported that there have been intermittent problems at the Lower Duncannon pump station. He has had I. J. Technicals on site several times, but the company is not familiar with the type of controls at this station. Upon talking to Chairman Holman, he asked PSI to look at the problem. Lew informed the members that he recommended PSI because he has worked with them before and he feels the company does excellent work. The final result is that the problem now appears to be corrected.

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.

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 then bill the owners for the labor charges. The owners will be billed for the labor to pull the original pump, replace it with a loaner, and re-install the original.

It was suggested that follow-up letters be sent to the customers with grinder pumps, reminding them that they will be responsible for all repair/maintenance costs of their grinder pumps beginning January 1, 2018.

Master Meter Report

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

Penn Township Supervisor (PTS) Report

PTS Supervisor Brian Peters will resign effective July 31st. The PTS has asked him to continue to be a part of the Authority's committee discussing the water and sewer supply with Stone Mill Estates. He attended a meeting on July 10th with Jim, Elmer, and representatives of Stone Mill Estates. Jim presented a report of the meeting listing items discussed that related not only to the Authority, but to Penn Township as well. One item stated that the developer is willing to construct the water treatment facilities building (minus the emergency generator) in exchange for a waiver of sewer and water tapping fees. He noted that Stone Mill would like a response as to the feeling of the Authority regarding the direction Stone Mill is taking. This was the first chance the members had to review the report. Jim will tell Stone Mill that the Authority's Solicitor and Engineer are going to look at the proposal and that the Authority is willing to continue discussions.

The Engineer asked for, and received, permission to talk to Stone mill's engineer to discuss the drawings of the proposed treatment facilities and the development's Land Development plan.

Solicitor Report

1 Schoolhouse Road

During periods of heavy rain, the grinder pump alarm at 1 Schoolhouse Road goes off for an extended amount of time. 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 not corrected, the Authority will pursue legal actions to remediate the I&I.

Michael Ward Sewer Extension Project

The Solicitor reported that Mr. Ward had contacted him to let him know that he is in the process of correcting the problem with his Sentry Advisor. Mr. Ward also added that he is in the process of selecting a company to televise his lines, to find the source of his I&I.

The Solicitor will again contact Mr. Ward to remind him that the Authority continues to need evidence that he is moving forward to eliminate the I&I, and also to remind him of his remaining financial obligations.

Sheriff Sale

The next Sheriff Sale is scheduled for August 18th. The Solicitor will provide the office with a list of delinquent owners whose properties will be offered up for sale, so that checks can be made payable to the Perry County Sheriff.

206 Railroad Street

The owner of 206 Railroad Street is fighting the \$80.00 filing fees charged to him for the Magisterial Judge and the Perry County Prothonotary to place liens against his delinquent account. The owner feels he does not have to pay these fees because the Authority had previously waived the penalties when he brought his account current.

The Authority can take one of two actions. It can take the hard line and seek legal redress for the \$80.00. However, the legal charges will cost more than \$80.00. The second choice is to waive the filing fees. A decision will be made at the September meeting.

218 Railroad Street

The Penn Township Sewage Enforcement Officer has reported that an unoccupied 32-foot trailer has been placed on the property at 218 Railroad Street with no sewer hook-up.

106 Firehouse Road

The owner of 106 Firehouse Road had attended a previous meeting to report that he would like to sell this vacant property. The property at one time had a trailer on it, which was connected to the sewer system. When the trailer was removed, the grinder pump was pulled. The owner had requested that a grinder pump be given to him to be re-installed, so that he could sell the property.

It is now unknown whether he has placed a trailer on the property. Chairman Holman will make a site visit to see if the property is still vacant.

Changes in Business Use

It was noted the Mojo Taco is allegedly moving to the Cove Farm Market site, and that a food business will be opening in the portion of Perry County Beer formerly occupied by Road Hawg. Upon a Novinger/Kocher motion, the Authority voted unanimously that the Solicitor will send both owners a letter, asking about these possible business changes and requesting them to attend the September meeting.

Treasurer Report

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of July 31, 2017 and commented on several of them. Water delinquencies total \$2,335.95. Sewer delinquencies total \$68,709.11. The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Invoices and Expenditures

The July invoices in the amount of \$67,282.47 were unanimously approved on a Kocher/Novinger motion.

Financial Report

The Financial Report for July 31, 2017 was reviewed and approved on a Novinger/Kocher motion. The July 31st balance of all accounts was \$265,499.76. Of this, \$101,241.40 is earmarked for escrows and future projects, leaving an available balance of \$164,258.36.

2016 Financial Audit

Susan recommended that the 2016 Financial Audit be approved

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.

Upon a Novinger/Holman motion, the Authority voted unanimously to approve the 2016 Financial Audit. A copy will be forwarded to Penn Township.

108 Jefferson Street

Susan presented a letter from the owners of 108 Jefferson Street regarding the \$500.00 water bill for the months of April, May and June. Susan explained that their average normal usage is 23,000 gallons per quarter; this quarter's usage was 109,000 gallons. The owners stated that they have no swimming pool, additional residents or leaking equipment and are asking for an adjustment.

It was the consensus that Karen would read their water meter every two weeks to monitor their usage. If the usage continues to be high, the Authority will examine the meter. If the usage drops to normal, further discussion will be held on the subject. Susan will call the owners and tell them to pay the amount based on their average usage and inform them that the usage will be monitored for the next several weeks.

Members 1st Credit Union

Susan reported that Members 1st has added Jim Kocher as a signatory, and removed Sam Auxt as a signatory. Susan had previously been allowed to go online and monitor the account and print out the

bank statements. However, she can no longer get that information online. She will contact Members 1st for the necessary paperwork to give her online access.

Executive Secretary Report

Executive Secretary Karen Rhinehart reported that she got a call from a tenant at 26 Mountain Street who said he had just been issued that address by Penn Township.

26 Mountain Street is attached to 28 Mountain Street, which is owned by Jeremy Fuller. Mr. Fuller will be sent a letter, asking him if he has sub-divided 28 Mountain Street and created a new residential dwelling. If it is a separate dwelling, he will need to pay an additional sewer charge for the additional unit. He will be asked to reply by mail or attend the September Authority meeting to discuss the subject.

JOAC Meeting

The JOAC meeting will be held Thursday, August 17th, 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 waiting for the remaining 2016 invoices from the Borough. These invoices are for the Authority's share of the wastewater treatment plant expenses.

Adjournment

With all business completed, and upon a Novinger/Kocher motion, the Authority voted unanimously to adjourn the meeting and 9:35 p.m.

Susan E. Long

Recording Secretary