

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

September 6, 2017

The Penn Township Municipal Authority (Authority) met on Wednesday, September 6, 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

Professional staff present:

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

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Lee Wright, Cove Farm Market  
Joyce Hand, Mojo Taco  
Bob Johnson

**Minutes**

Upon a Novinger/Knaub motion, the Authority voted unanimously to approve the minutes of the August 2, 2017 minutes as corrected.

**Visitors**

Lee Wright, Cove Farm Market

Mr. Wright was present at the request of the Authority to discuss the proposed set-up of Mojo Taco food cart on his property. He reported that Engineer Randy Bailey had reviewed the information about the 300-gallon in-ground grease trap and had decided that it was large enough to handle the extra use.

Mr. Wright stated that Mojo Taco expected to use 30-40 gallons of water per day, five days a week and would like to connect the cart into the sanitary sewer.

Solicitor Dennis Shatto asked questions about the present on-site facilities. The greenhouse has no sink. The only water used is for the plants and is not metered because it does not enter the sewer. The produce store has no water. The ice cream store has a sink and is connected to the sewer and grease trap. There is a separate building housing a men's and women's bathroom, which services the complex and is connected to the sewer. Mojo Taco's food cart would be located behind the ice cream building and would be connected to the grease trap and the sewer. The greenhouse and food cart would be open about 8 months a year, while the ice cream stand is open about 7 months a year.

Mr. Wright's water usage is currently between 1,000-2,000 gallons per month, less than one EDU which is 4,500 gallons per month. He asked that an additional tapping fee be waived for the food cart. The Solicitor will review the information and make a determination on the tapping fee as soon as possible. In the meantime, Mr. Wright was told that he could move forward with excavation and work necessary to make the sewer connection. When the decision on the tapping fee is made, the food cart could make the external connection and be ready for business.

### **Engineer Report**

Engineer Hill reviewed the Engineer's report dated September 6, 2017

#### **Sunshine Hill Water System**

Engineer Randy Bailey reported that there has been no change in status in regards to the SUEZ Water Company's level of interest in the Sunshine Hill water system.

#### **Stone Mill Estates**

The Engineer reported that he has reviewed the Stone Mill Estates proposal for construction of the Sunshine Hill water system upgrade facilities. He also contacted John Zervanos, a representative of Stone Mill, on August 11<sup>th</sup> to set up a meeting to discuss the project. Mr. Zervanos is going to contact his engineers and schedule a meeting with the Authority and Randy to discuss the project in greater detail. At this time, no meeting has been scheduled.

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

The Engineer reported that, as instructed by the Authority, he has not taken any further action to review the discharge data recorded by the MW2 Sentry Advisor.

The Solicitor reported that he has again spoken to Mr. Ward about his inflow and infiltration (I&I) issues. Mr. Ward replied that he is televising some of his sewer lines, installing low-flow shower heads and low-flush commodes. Mr. Ward was asked to provide information about the condition of his lines found during the televising.

Mr. Ward also told the Solicitor that he would continue to fight what he feels are un-necessary charges to his escrow account. Susan was asked to provide a breakdown of which escrow costs pertained to the construction of his sewer extension and which costs pertained to monitoring the I&I.

#### **Perry County Beer**

The Engineer reported that he has prepared the PA DOT Highway Occupancy Permit (HOP) necessary for Perry County Beer to connect to the sanitary sewer. Upon a Novinger/Kocher motion, the Authority voted unanimously to authorize the Engineer to submit the HOP application to PA DOT for Perry County Beer. Vice-Chairman Kocher signed the application. The Engineer will submit the necessary construction drawings with the application.

The Engineer also reported that he has received no further communication from the owner about the installation of the grinder pump.

### **Operator Report**

The Operators were unable to attend tonight's meeting. The report was emailed to the office after it was closed. Karen will be asked to email a copy of the report to the members on Thursday.

### **Field Representative Report**

There was no report. Field Representative Jody Hoffman will be asked to contact Keith Shanihan, the operator of Sunshine Hill water system, and co-ordinate water line flushing times with him.

## **Master Meter Report**

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

## **Penn Township Supervisor (PTS) Report**

It was announced at the August 30<sup>th</sup> PTS meeting that Earl Shumaker, 4 Hill Top Road, may be moving. He was given a time extension until October 14, 2017 to connect his property to the sanitary sewer.

## **Solicitor Report**

206 Railroad Street

The owner of 206 Railroad Street has been disputing the \$84.00 filing fees charged to him for the Magisterial Judge and the Perry County Prothonotary to place liens against his delinquent account. It was the consensus that it would cost the Authority much more than \$84.00 to have the Solicitor take further action and it will take no further action to collect the \$84.00 filing fees from Mr. Miller. The Solicitor will inform Mr. Miller of the decision, but tell him this was a one-time decision.

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 sent the owner a letter, informing him of the need to correct this I&I situation. The owner then contacted the Solicitor, saying that the problem was there when he purchased the property and that he does not feel it is his responsibility to correct it. The Solicitor requested staff to send him any inspection reports that can be located pertaining to this property.

Sheriff Sale

The Zandieh property, which was offered up for sale by Perry County, was sold. The Solicitor feels that there should be enough proceeds from the sale to cover the taxes and the delinquent amount owed to the Authority. It appears that the Scott L. Howell property, offered up by the Authority, was pulled from the docket after the lender agreed to pay the delinquency. The Solicitor will continue the procedure for those properties that have a delinquency above the \$850.00 threshold for Sheriff Sale.

## **Treasurer Report**

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of August 31, 2017 and commented on several of them. Water delinquencies total \$1,467.07. Sewer delinquencies total \$70,845.18.

The Authority will continue to follow its procedure for filings with the District Judge and the Perry County Prothonotary.

Invoices and Expenditures

The August invoices in the amount of \$71,052.21 were unanimously approved on a Novinger/Knaub motion. The \$4,443.00 expense for the Omnisite Telemetry Alarm will be paid for with the Capital Project Reserve, due to the large cost.

Financial Report

The Financial Report for August 31, 2017 was reviewed and approved on a Novinger/Kocher motion. The August 31<sup>st</sup> balance of all accounts was \$257,859.67. Of this, \$100,866.96 is earmarked for escrows and future projects, leaving an available balance of \$156,992.71 for operational expenses.

## Members 1<sup>st</sup> Credit Union

Susan reported she 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 after the signatories were changed. Members 1<sup>st</sup> has suggested that separate online access to the account be set-up by the Authority. Susan and Jim will set a time to meet with a Members 1<sup>st</sup> representative and set up on-line access for Susan.

## Electric Rates

The Authority has eight electric accounts. One, for the Cove WWTP through Champion Energy Services, expires December 2018. The remaining seven expire June 2018 through Direct Energy. The Authority's electric broker (Integrity Energy) has suggested making all the accounts expire at the same time and has proposed the following. The Cove WWTP account has a fixed rate of \$.0750 per kwh through Champion through 2018. The other seven have a fixed rate of \$.0799 per kwh through Direct Energy through June 2018. For these seven accounts, Integrity can offer new rates of \$.0734 through Direct Energy from July through December 2018. On January 1, 2019 all eight accounts would be switched to a fixed rate of \$.05898 for 36-months through Champion.

Upon a Kocher/Knaub motion, the Authority voted unanimously to approve the rate of \$.0734/kwh for seven accounts until December 2018, and a fixed rate of \$.05898/kwh for 36 months for all eight accounts starting January 2019.

There was a consensus that Susan could sign any necessary forms since she has been dealing with the electric broker.

## Haldeman Landscaping Water Meter

Mr. Haldeman has been getting unusually high readings when his water meter is read each month. Jody Hoffman will be requested to replace that water meter.

## Executive Secretary Report

There was no report.

## JOAC Meeting

The JOAC meeting will be held Thursday, September 21<sup>st</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

### Borough O&M Charges for 2016

Susan reported that she still has not received the remainder of the O&M bills for the Duncannon WWTP. Until they are received, a reconciliation of 2016 expenses can not be completed.

#### 108 Jefferson Street

The Authority had previously discussed a letter from the owners of 108 Jefferson Street regarding their \$500.00 water bill for the months of April, May and June. Karen has been reading their water meter every two weeks to monitor their usage. Quarterly water meter readings are scheduled for the last week in September. 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 at the October 4<sup>th</sup> meeting.

#### 26 Mountain Street

The office will follow-up on whether the property at 25 Mountain Street was subdivided to create 26 Mountain Street.

#### Computer Issues

Susan stated that she should have a quote for a new billing computer for the October 4<sup>th</sup> meeting.

### **New Business**

#### 1109 State Road Abatement

A letter was received from the new owner of 1109 State Road. She stated that she bought the bank-owned property in March, that it has been vacant for almost a year, and that there is no water to the premise. Demolition of the property had been slated for August, but has been delayed due to recurring rain. She has no plans to rebuild on the property. She also stated that, since new owners are responsible for the grinder pump, she would like to keep this one for a spare.

The owner will be sent a letter informing her that she will receive abatement after the building is demolished. Until then, the property will continue to incur monthly sewer charges.

#### Water Rate Increase

Susan presented members with a copy of a spreadsheet based on the amount of water used during the last quarter. The spreadsheet showed several scenarios where additional revenue could be derived. This issue will be discussed at a future meeting.

#### Betty Linnane Grinder Pump Invoice

A letter from Ms. Linnane was discussed. In her letter she had a number of questions regarding the costs of the labor to replace her pump, which is her responsibility, as well as questions about the repairs to rebuild the pump, which is the Authority's responsibility.

Field Representative Jody Hoffman will be sent a copy of the letter and asked to attend the October 4<sup>th</sup> meeting. The Authority will discuss the letter with him and also ask him for recommendations on how costs to the customers can be reduced.

#### 1032 State Road

This property is owned by Robert Roush, who had contacted the Authority about inspecting the installation of the grinder pump. It was the consensus that, since the Authority is turning over ownership of the grinder pumps to the property owners and doesn't require an easement onto the property, any future connections can be handled by the Township's UCC inspector.

Staff will contact the Township office to see if Mr. Roush has been issued a Certificate of Occupancy for his new building.

**Adjournment**

With all business completed, and upon a Novinger/Knaub motion, the Authority voted unanimously to adjourn the meeting at 8:30 p.m.

Susan E. Long

Recording Secretary