

**PENN TOWNSHIP MUNICIPAL AUTHORITY  
PERRY COUNTY**

102 Municipal Building Road  
Duncannon, PA 17020

November 1, 2017

The Penn Township Municipal Authority (Authority) met on Wednesday, November 1, 2017 in the Penn Township Municipal Building. Chairman Henry Holman called the meeting to order at 6:00 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  
CeCe Novinger, Asst. Secretary/Treasurer

Professional staff present:

Dennis J. Shatto, Solicitor  
Randy Bailey, P.E., WM. F. Hill & Associates, Engineer  
Lew Massie, Facilities Operation and Management (FOAM), Operator

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Jesse Boyer III, Supervisor  
Jeff Evinger  
John Zervanos, Yingst Homes  
John Murphy, Alpha Engineering  
Bob Johnson

**2018 Budget**

The members reviewed the draft financial budget for 2018. Discussion was held on possible additional revenue sources and additional expenses that will be incurred as part of the Authority's share of the Duncannon Borough WWTP expenses. Further discussion will be held immediately following the JOAC meeting on November 16<sup>th</sup>.

**Minutes**

Upon a Kocher/Novinger motion, the Authority voted unanimously to approve the minutes of the October 4, 2017 minutes as presented.

**Visitors**

Jeff Evinger, 69 Valley Street

Mr. Evinger was represented by his mother to discuss the property he bought at 69 South Main Street in June 2017. She stated that extensive renovations are needed to make it habitable and noted that the Borough had turned off the water before her son bought the property. She asked for an abatement of his sewer bills until the water is turned back on. She stated that the property was originally a double

house (there are two separate basements) and said that Mr. Evinger was planning on turning it back into a duplex. The new unit would have a 70 South Main Street address.

Susan stated that the Borough verified that the water has been turned off at the property. Office staff will research to see if two tap fees were paid when the property was connected to the sanitary sewer in 1991, or if it had already been turned into one dwelling unit by that time. If only one tapping fee was paid, Mr. Evinger will need to pay \$3,500.00 for a second fee before the property is rented out. Additionally, he will need to pay the monthly sewer charge for both units.

Upon a Kocher/Novinger motion, the Authority voted unanimously to abate the monthly sewer charges for one year, or until the water is turned back on, whichever comes first. The current sewer balance will be adjusted to \$0.00 from the time Mr. Evinger bought the property.

### **Stone Mill Estates**

John Murphy and John Zervanos were present to review their proposal for public sewer and water supply to the Stone Mill Estates development.

Fishing Creek Valley Associates (FCVA) is proposing to construct approximately 130 single/multi-unit dwellings at Stone Mill. The water system on Sunshine Hill will be upgraded to meet the current DEP permit, keeping the same design, but with some modifications to the water storage tank, pipe materials, paving and other items. These would be spelled out in detail in the final plan. The emergency generator will be eliminated, but FCVA will construct an inter-connect electrical outlet for use of a portable generator.

The water treatment facilities will be constructed at the same time as the infrastructure of the development, and will be on-line when the first house is inhabited. The developer will contribute \$540,000.00 towards the upgrade and the Authority will contribute \$245,800.00 by waiving \$680/unit of the current water tapping fee and water meter cost and \$2,500.00/unit of the \$3,500.00 sewer tapping fee. Once the \$245,800.00 threshold has been met, FCVA will pay any future tapping fees.

The existing well located in Stone Mills Estate will be donated to the Authority for its future connection and use. FCVA will construct distribution and return lines from the water treatment facilities to the property line of the well lot.

The Penn Township Zoning Officer has determined that the gravity sewer system is permitted in the various slopes and boring will not be required. Sewer line manholes will be designed for Authority access and maintenance. The discharge sewer line will connect to the Authority's main at Butchershop Road. The developer will provide an access road through FCVA's property for Authority maintenance of this line.

The following contingencies must be met. The Township must provide sewer capacity for the entire development. The Inter-Municipal Agreement with the Borough will need to be amended to allow the proposed development. The developer will get a refund for other development tie-ins in the future.

Mr. Murphy stated that FCVA is working with the Borough's engineers to see what upgrades FCVA might need to make to bring the Clark Street sewer line up to capacity from High Street to Market Street.

The Authority questioned the materials to be used for the water lines. FCVA will install c-900 PVC piping from the water treatment plant to the development. Ductile iron transmission lines will be used throughout the development. This will be clarified in the final agreement.

Mr. Murphy stated that, before FCVA proceeds further, they would like a commitment from the Authority. Upon a Kocher/Novinger motion, the Authority voted unanimously to accept the terms outlined in the October 31, 2017 letter, subject to agreement upon and execution of the terms of a formal agreement. The engineers for the Authority and FCVA will get together and add more detail to the October 31<sup>st</sup> proposal. It is estimated that a draft agreement will be available for review within the next three weeks.

## **Engineer Report**

Engineer Randy Bailey reviewed the Engineer's report dated November 1, 2017  
Sunshine Hill Water System, Stone Mill Estates

The Engineer reported that Max Stoner, FCVA's engineer, is still working on the "Value Engineering" evaluation for the water system upgrade. When completed, a meeting of all involved parties will be scheduled to discuss the results and the related cost reduction that can be anticipated for construction of the upgrade.

The Engineer reminded the Authority about the meeting with DEP on November 16<sup>th</sup> at 2:00 p.m. DEP has requested the meeting to discuss possible enforcement action against the Authority regarding operations and conditions, and water quality of the water system. Office staff will contact DEP to inform them that two Authority members will be in attendance. The Engineer will find out if the Solicitor and Water Operator should also be in attendance.

### **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. He was now asked to review the latest data. He stated that the last time he tried to access the Advisor he could not access the data. The Solicitor will contact Mr. Ward and tell him that he had agreed to allow access to the Authority at all times and that access must be provided immediately.

The Solicitor reported that Mr. Ward had said he would drop off a check prior to tonight's meeting towards his delinquent sewer balance. Regarding Mr. Ward's escrow account, the Solicitor reported that it can only be used for construction expenses, not monitoring water usage after the sewer was connected. Therefore, Mr. Ward's escrow balance is only in arrears by \$260.57. The Solicitor will notify Mr. Ward that he owes that amount. Susan will contact the auditors to see how to adjust expenses from 2016.

### **Perry County Beer**

The Engineer reported that he has had no further communication with Mr. Filippone regarding the status of Norfolk Southern's approval for the installation of the proposed grinder pump/pressure sewer system. The Engineer was asked to provide an estimate for the Authority's cost to extend the sewer line to S/R 11/15, and the necessary valves, fittings and road repairs for future connections to the tap.

Chairman Holman reported that Mr. Filippone is having trouble getting Norfolk Southern's approval to install the grinder pump. The Solicitor will contact Norfolk Southern to see if he can get the issue resolved.

## **Operator Report**

See report dated November 1, 2017.

Operator Lew Massie reported that the WWTPs and the Sunshine Hill water system operated within the permit limits during October.

The Operator reported that during the last period of heavy rain, the Cove WWTP was treating 115,000 gallons/day, up from the usual 50,000 gallons/day. He stated that the lines from Perdix and from the Cove pump station were running high with very clear water. He was informed of the manhole on Schoolhouse Road across from the ball field that the Ward property flow drains into. It was suggested he check that the next time it rains to see if it was running high.

Regarding the I&I at 1 Schoolhouse Road, the Solicitor reported that he had written a letter to the owner stating that I&I is entering the system between the house and the grinder pump. He informed the owner that, since the grinder pump was his responsibility to replace, it was in his financial interest to prevent excessive wear and tear by eliminating the excessive flow.

The Solicitor also informed the owner that the Authority is willing to conduct a smoke test to help determine where the excessive water is entering the system. If the water is found to be entering before the grinder test, the owner will be responsible for the cost of the test. If the owner is not agreeable to a smoke test, the Authority will start legal proceedings within 30 days, unless the owner commits to correcting the problem.

The Operator noted a clog was removed from the Cove WWTP piping, netting was installed over the grates at the Kinkora WWTP, and the interior wall of the well chamber was inspected at the water system.

The Operator again recommended the purchase of a refrigerated, automated influent and effluent composite sampler for Cove WWTP. He submitted a list of items for consideration for inclusion in the 2018 budget. This list will be reviewed by the members after the JOAC meeting on Thursday, November 16<sup>th</sup>.

The Operator noted that a full flushing of the water lines on Sunshine Hill has not been done in two months. Although it is not required to be flushed monthly, because of DEP's concern over the water quality, he suggested that it be done on a monthly basis. He has offered to find out where the flushing points are located and will get a regular schedule implemented. He made no promises on how long he would do the flushing.

### **Field Representative Report**

There was no report. Chairman Holman noted that the original grinder pump was re-installed in the Linnane property, 1005 State Road.

### **Master Meter Report**

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

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

Supervisor Jesse Boyer reported that the Roadmaster will inform the Authority when the road crew anticipates doing any work near the water or sewer lines. Chairman Holman noted that the Roadmaster does all the PA One-Calls for the Authority.

Supervisor Boyer reported on information he had obtained at the Perry County Courthouse concerning the strip of land running from Eisenhower Boulevard to Butchershop Road. Although the Authority has an easement through the land for a water line, the land itself is not owned by anyone, and appears to be a paper street.

Supervisor Boyer then thanked the members of the Authority for all the work they do.

### **Solicitor Report**

#### **Tubby's Night Club**

It had been previously reported that the Sentry Alarm monitoring the Tubby's pump station goes off every time it rains. The Solicitor will check with the excavation company to see if they capped it when the structure was demolished after the fire.

#### **1015 State Road**

The Solicitor reported that he sent a letter to the new owner of 1015 State Road informing him of the need to connect the property to the sanitary sewer. It was also noted that the Township Secretary had sent the owner a 'Notice To Connect'.

## **Treasurer Report**

### **Delinquent Accounts**

The Solicitor reviewed the list of accounts delinquent as of October 31, 2017 and commented on several of them. The next Sheriff Sale will be held in January 2018. Water delinquencies total \$4,514.30. Sewer delinquencies total \$76,248.53.

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

### **Invoices and Expenditures**

The October invoices in the amount of \$54,478.59 were unanimously approved on a Novinger/Kocher motion. Included in the motion was check #5992, dated November 1, written to I J Technical in the amount of \$1,251.25. This check will appear on the November invoice report.

### **Financial Report**

The Financial Report for October 31, 2017 was reviewed and approved on a Novinger/Kocher motion. The October 31<sup>st</sup> balance of all accounts was \$257,779.31. Of this, \$100,667.75 is earmarked for escrows and future projects, leaving an available balance of \$157,111.56 for operational expenses.

## **Executive Secretary Report**

There was no report.

## **JOAC Meeting**

The JOAC meeting will be held Thursday, November 16<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, Not Previously Discussed**

### **Borough O&M Charges for 2016**

Susan reported that she and the Borough's Financial Manager will start reconciling the 2016 O&M bills for the Duncannon WWTP.

### **26 Mountain Street**

There has been no answer from the owner on whether the property at 25 Mountain Street was subdivided to create 26 Mountain Street. Office staff will continue to investigate.

### **Tap Fee for Mojo Taco Food Cart and Mama Pat's Food Service**

The Solicitor will draft language for the Authority's *Rates, Rules, and Regulations* for cases where the Authority feels that an additional tapping fee is not needed.

### **New Business, Not Previously Discussed**

#### **Grinder Pump Ownership Letter**

On January 1, 2018 all residential property owners with grinder pumps will assume full responsibility for the maintenance and repair of the pumps. A draft letter reminding the owners of this date, and including a list of items that should never be flushed or put down their drain, was approved by consensus of the Authority. The letters will be sent as soon as possible.

### **Adjournment**

With all business completed, and upon a Kocher/Novinger motion, the Authority voted unanimously to adjourn the meeting at 9:30 p.m.

Susan E. Long

Recording Secretary