

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

January 4, 2018

The Penn Township Municipal Authority (Authority) met on Wednesday, January 4, 2018 in the Penn Township Municipal Building. Chairman Henry Holman 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

CeCe Novinger, Asst. Secretary/Asst. Treasurer

Professional staff present:

Dennis J. Shatto, Solicitor

Lew Massie, Facilities Operation and Management (FOAM), Operator

Authority staff present:

Susan Long, Treasurer, Recording Secretary

Visitors present:

Richard Wilson, Schoolhouse Road

Minutes

Upon a Knaub/Novinger motion, the Authority voted unanimously to approve the minutes of the December 6 and December 21, 2017 minutes as presented.

Visitors

Richard Wilson

Mr. Wilson was present at the request of the Authority to discuss the inflow and infiltration (I&I) entering into the sanitary sewer. During periods of heavy rain, his duplex grinder pump (DGP) alarm goes off, signaling that it can not pump the water out of the pump as fast as it is entering.

Mr. Wilson stated that the property was connected to the sewer one week before he bought it and he used the system for months before it was realized that the DGP had never been turned on. The fact that the sewage did not back up into the house suggests that there is a problem with the line between the house and the DGP. This line is the responsibility of the home owner. CeCe asked if Mr. Wilson has a recourse to go back on the previous owner. The Solicitor offered his opinion that it was possible, but the length of time that has elapsed could be a problem.

There was discussion on the source of the I&I. Mr. Wilson stated there is a floor drain in the basement but no water runs through it. Field Operator, Jody Hoffman, suggested that the DGP lid could be removed while water is poured into the floor drain. That would show whether the drain is connected to the DGP. The problem is that there is a large amount of I&I, much more than would be entering through a floor drain.

Mr. Wilson stated that the top of the grinder pump tank is below grade and asked if a riser could be installed. Because the DGP was installed below grade, there was a Novinger/Knaub motion to supply and install an extension on the DPG. Motion passed unanimously. Staff will check if there are any in storage, the Field Operator will install it.

Mr. Wilson also expressed concern that the septic tank was never disconnected. The Solicitor and Chairman Holman reviewed the inspection report completed on the day the DPG was connected to the sanitary sewer. It notes that the septic tank was pumped out. The drawing of the location of the DPG and the lines connected to it appears to show that the septic tank is bypassed.

Mr. Wilson requested that the line between the house and the DGP be televised, which will prove that the septic tank is still connected.

Chairman Holman repeated that any problems with lines entering the DGP are the responsibility of the homeowner and it is Mr. Wilson's responsibility to resolve the I&I issue. Chairman Holman suggested that Mr. Wilson video the line from the house basement to the DGP. This will give a 360-degree view of the inside of the line, and reveal any cracks, downspouts, or other lines entering the main line. Jody gave Mr. Wilson the name of a company that will televise his line at a reasonable rate.

Mr. Wilson has another property, which is vacant but for which he is paying sewer charges. He asked how those charges could be abated. Staff will send him the procedure for disconnection and the cost of the dis-connection and re-connection fees.

Engineer Report See report dated January 3, 2018

Engineer Randy Bailey was not in attendance.

Field Representative Report

Jody Hoffman reported on his attempts to repair water meters on Sunshine Hill. Of eight recently scheduled visits, only two customers were at home. His dispatcher called the remaining customers to re-schedule. When one customer answered the phone, he blew an air horn into the phone, loud enough that Jody could hear it from his office. He and his employees have had a number of incidents with "abusive" water and sewer customers. As a result, Jody has decided he will no longer subject his employees to this treatment and has started a list of Authority customers to whom he will not provide service.

Jody asked the Solicitor to write a stern letter to all grinder pump and Sunshine Hill water customers. The letter will inform them that the Authority has hired contractors to maintain the water and sewer systems and ask them to let the contractors do their job. Failure to act in a civil manner toward the contractors will result in repairs not being completed.

Jody informed the members of his process for repairing grinder pumps, which can range from replacing just the stator cup and liner at a cost of \$600.00 to \$800.00, up to a complete re-build for \$2,500.00. He gives a six-month warranty on all repairs, and in four years, he has only had to re-service two pumps. He estimated a pump can last for 22 years when it is used properly.

Jody reported that he is still getting high-water alerts from the pumping station near Tubby's. The Solicitor reported that the demolition company informed him that the sewer line was capped when the building was torn down after the fire. Staff will need to check the four-unit apartment complex that is also connected to the pumping station.

Operator Report

See report dated January 3, 2018.

Cove WWTP

Operator Lew Massie reported that the Authority's facilities operated within permit limits during December.

Kinkora WWTP

Lew reported that he and Chairman Holman walked the gravity lines from the Kinkora Home to the Kinkora WWTP. He also reported that the chlorine solution feed line froze during the cold weather and he has been temporarily using a floating chlorine feeder.

There has been an inconsistency in the readings of the flow meter at the WWTP as compared to the readings of the water meter installed by Kinkora Home. Chairman Holman reported that Kinkora Home had their water meter re-calibrated within the past few weeks. Lew noted that most water meters are sent back to the manufacturer to be re-calibrated and asked if this was done. He asked if the Authority could request Kinkora Home to send a certificate of calibration.. The Authority has its flow meters re-calibrated annually in June. It was the consensus to have Tri-Star perform those re-calibrations earlier in the year from now on.

Sunshine Hill Water Line Flushing

Lew reported that he flushed the water mains from valves 2, 4, and 8 on December 19th. He brought in samples of the water from before and after the flushing at each site and compared the samples from the ones taken after the November 6th flushing. Two of the flushing points showed significant improvement because of the shorter duration between flushings. He will flush more of the 8 flushing points again in six weeks.

Master Meter Report

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

Penn Township Supervisor (PTS) Report

Currently, the Township Secretary uploads the Authority's approved minutes onto the Township's website, along with boil-water advisories and other Authority information. Office staff wrote a letter to the PTS, asking for permission for Karen Rhinehart to access the website and upload this information to reduce the workload of the Township staff. At its December 27th meeting the PTS denied the request, stating that it wanted to limit access to just the Township staff. The Supervisors also noted that they had no problem with the Authority providing any information it wanted placed on the website, and to continue with its usual procedure.

Solicitor Report

Perry County Beer

Norfolk Southern owns the land where Perry County Beer is located. According to Norfolk Southern, Mr. Filippone, the owner of Perry County Beer, has not requested approval to connect his business to the sanitary sewer. Solicitor Dennis Shatto said that his contact at Norfolk Southern feels that the connection would be approved, once requested.

Chairman Holman offered that the Authority should proceed with installation of the tap the Authority wants for future use. Once installed, he feels the Authority should then tell the owner he either needs to connect or start paying a Ready-to-Serve fee.

"Rates, Rules, and Regulations" (R&Rs)

The Solicitor had earlier presented draft language to revise Section 6.10 of the R&Rs. This section addresses tapping and connection fees but currently does not provide for unusual situations. The revision includes provisions for cases where a tapping fee may not be necessary when sewage is discharged into an existing system, such as seasonal food carts. No action was taken on the proposed revision.

1015 State Road

The Solicitor reported that, when purchasing this property, the new owner was not told that the property needed to be connected to the sanitary sewer. The owner is now trying to rescind the sale.

At its December 27th meeting, the PTS gave the owner a 30-day time extension from the present connection deadline of January 30th as long as the property remains un-occupied. If the property is occupied before connection, the owner will be cited with a violation of Township Ordinance 101.

MW2 Property

The Solicitor was asked to notify Mr. Ward that his escrow balance was overdrawn by \$260.57 and that his sewer account is in arrears by \$4,452.93.

Stone Mill Estates Development

The Solicitor has reviewed the draft water agreement between the Authority and the developer of the proposed Stone Mill Estates. He was asked to forward his comments to the developer.

Treasurer Report

Delinquent Accounts

The Solicitor reviewed the list of accounts delinquent as of December 31, 2017 and commented on several of them. Water delinquencies total \$2,721.46. Sewer delinquencies total \$77,100.10.

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

Invoices and Expenditures

The December 2017 invoices in the amount of \$91,620.25 were unanimously approved on a Novinger/Knaub motion.

Financial Report

The Financial Report for December 31, 2017 was reviewed and approved on a Novinger/Knaub motion. The December 31st balance of all accounts was \$253,082.20. Of this, \$101,825.50 is earmarked for escrows and future projects, leaving an available balance of \$151,256.70 for operational expenses.

Executive Secretary Report

The new copier lease was approved on December 21st. Chairman Holman signed the agreement this evening.

JOAC Meeting

The JOAC meeting will be held Thursday, January 18th, at 6:30 p.m., in the Penn Township meeting room.

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.

Old Business

There was no old business to discuss.

New Business, Not Previously Discussed

Resolution 2018-01

Upon a Novinger/Holman motion, the Authority voted unanimously to approve Resolution 2018-01. This resolution allows for the disposal of Treasurer Reports dated through December 31, 2016, Bank Deposit Slips dated through December 31, 2014, and Bank Statements, Invoices and Checks, and Customer Payment Records dated through December 31, 2010.

Stone Mill Estates Plan

It was the consensus that the Stone Mill Estates Final Land Development Plan should receive a full review. The Township office will be so notified.

2018 Operation and Maintenance (O&M) Charges

Because the Authority owed additional money to Duncannon Borough for its share of O&M charges for the Duncannon WWTP, there was a Holman/Novinger motion to increase the monthly O&M payment to the Borough from \$6,454.00 to \$9,000.00. Motion passed unanimously.

Re-Organization Meeting

The annual re-organization will be the first agenda item for the February 7th Authority meeting.

Water Billing

CeCe noted that there were a number of “Error” messages when she took the water meter readings for the fourth quarter. She asked how those accounts are billed. Susan reported that she looked at past readings and used the ‘average’ water usage for that quarter. When the meter is repaired and a correct reading is obtained, the account is then adjusted to reflect the correct usage.

Further discussion will be held on this issue, especially for the situations where the customer fails or refuses to keep an appointment to repair the meters.

CeCe also noted that there are bushes or barriers that prevent her from getting access to the water meter reading button. A letter will be sent to those customers, informing them that the button must be accessible to the meter reader, and they must make changes to provide access.

CeCe noticed that a previously vacant house was now inhabited and ask if the owner was being billed for water and sewer. Susan will check to make sure they are being billed.

Executive Session

The Authority will hold an executive session to discuss legal matters immediately after adjournment. No decisions or action will be taken during the session.

Adjournment

With all business completed, and upon a Knaub/Novinger motion, the Authority voted unanimously to adjourn the meeting at 9:37 p.m.

Susan E. Long

Recording Secretary