

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

January 18, 2018

The Penn Township Municipal Authority (Authority) met on Thursday, January 18, 2018 in the Penn Township Municipal Building. The meeting was held immediately after the JOAC meeting, which started at 6:30 p.m.

Authority members present:
Henry Holman, III, Chairman
Jim Kocher, Vice-Chairman
Elmer Knaub, Secretary
CeCe Novinger

Authority staff present:
Susan Long, Treasurer, Recording Secretary

4 Hill Top Road

It was noted that a truck was parked at this property. The property has never been connected to the sanitary sewer and is supposed to be un-occupied. Further research needs to be done.

Office Computers

The Authority had previously authorized spending \$2,000.00 for a new computer for the Treasurer. Susan reported that Alliance Business Technologies can provide computers for the Treasurer and the Executive Secretary plus QuickBooks 2018 Pro for \$1,455.00. She noted that Alliance offers IT service for \$87.50 per month. This includes unlimited remote access during business hours, antivirus software and upgrades, 24/7/365 online monitoring for hardware/software issues, offsite backup, and Microsoft Office and upgrades. After discussion and upon a Knaub/Novinger motion, the Authority voted unanimously to authorize payment of the IT service at a cost of \$87.50 per month for one year.

Disconnection Procedure for Owners of Grinder Pumps

Once an owner submits a written request to have a property disconnected, the Authority will notify the owner that a Reservation of Capacity fee of \$300.00 per year, non-pro-rated, must be paid. Once that fee is received, the Authority will notify its Field Representative, Jody Hoffman, to shut off the curb valve. The Field Representative's charge will be paid by the owner. The owner will notify the Authority when he wants the property re-connected. The Field Representative will then turn on the curb valve, again at the owner's cost.

The grinder pump is now the homeowner's responsibility. However, the Authority will suggest that the home owner store the pump out of the elements and turn off the electricity to the wet well, either at the control panel, or at the breaker box in the residence.

Sunshine Hill Water System

The intermittent loss of water by certain residents at the top of the hill has been perplexing to both the Authority and its water treatment operator. It had been suggested that the DEP-required valve restrictor is causing the problem, but that is being ruled out. The Authority will continue working on the

cause of this problem. Members have been requested to inform the office of any complaints of this nature, so that a record of incidents can be maintained for DEP.

Non-Servicing of Customers

The Field Operator has had several cases where customers have shown complete disrespect for his staff and himself. He has informed the Authority that there are two customers whose property he will no longer service. The Solicitor has been asked if the Authority can refuse to service these properties or if it needs to find another contractor to perform the work.

104 Railroad Street Fire

The Authority is aware that the property at 104 Railroad Street was completely destroyed by a recent fire. However, it was the consensus that the owner needs to submit a written request before any rebate of sewer charges can be approved.

PA DOT E-Mail

The Authority received an e-mail from PA DOT stating that the Authority had not submitted Application 142,281. No one has any idea what application is being referenced. It was noted that the email was also sent to the Authority's Engineer. Office staff will contact the Engineer for further information.

Stone Mill Estates

Discussion was held on a proposed developer's agreement for Stone Mill Estates. The Authority reviewed a list of items that its Solicitor had concerns about. It also reviewed the developer's response to these concerns. A speaker-phone conference was then held with the Solicitor as a follow-up. Jim will contact the Authority's Engineer and notify him that the latest sub-division plan is in the office for his review.

With no other business to conduct, the meeting adjourned at 8:45 on a Kocher/Knaub motion.

Susan E. Long
Recording Secretary