

AGENDA

WEST PENNSBORO TOWNSHIP MUNICIPAL AUTHORITY

REGULAR MEETING

March 28, 2023

7:30 AM - Call to Order

Pledge of Allegiance

Public Participation

Approval of Minutes – January 24, 2023 Meeting

Old Business

- Delinquent Accounts Update
- Supervisors & Authority Board Joint Meeting (Water Discussion)

New Business

- Myra Barrick Retirement – July 2023

Engineer's Report

- Update to UV Replacement Project
- Chapter 94 Municipal Wasteload Management Report(s)
- Turnpike Surcharge Calculation

Supervisor of Operations

Solicitor's Report

- Title Search (As requested by Board)

Next Scheduled Authority Meeting – May 23, 2023

Adjournment

**WEST PENNSBORO TOWNSHIP
MUNICIPAL AUTHORITY MEETING**

March 28, 2023

Please print and sign your name so that we may properly record your presence at the Authority Meeting this day March 28, 2023 at the West Pennsboro Township Municipal Building.

- 1. Justin Doty FSA
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

Minutes of Meeting

West Pennsboro Township Municipal Authority March 28, 2023

The West Pennsboro Township Municipal Authority met on Tuesday, March 28, 2023, 7:30 AM, at the West Pennsboro Township Municipal Building, 2150 Newville Road, Carlisle, Pennsylvania. The following Authority members were present: Chairman William L. Piper, Vice-Chairman John Bixler, and Secretary Jane F. Burke, and James Snyder. D. Mark Lehman joined via telephone.

Also present: Solicitor Mark Allshouse, Nancy Adams of GHD, Director of Operations Wayne E. Myers, and Administrative Assistant Myra Barrick.

Members of the Public: Justin Doty of Frederick, Seibert & Associates.

CALL TO ORDER

Chairman William Piper called the meeting to order at 7:30 AM, followed by the Pledge of Allegiance.

PUBLIC PARTICIPATION – None

APPROVAL OF MINUTES

The Board unanimously **approved** the minutes of the January 24, 2023 meeting of West Pennsboro Township Municipal Authority on a **Burke/Bixler** motion.

OLD BUSINESS

Delinquent Accounts Update

Myra Barrick, Administrative Assistant, reviewed the Aged Receivables Report with the Board. There are 10-Ten customers with more than \$500.00 in delinquency, and more than 90-ninety days overdue. Letters will be sent out to these customers, giving them 30-days to pay the balance, before a lien is to be recorded.

Ms. Barrick advised Solicitor Allshouse that the lien filed against 61 Greason Road has been satisfied.

Billing Addresses

Ms. Barrick advised of two customers we keep receiving their sewer bills back from the postal service as undeliverable. These include:

- Jeremy Walters at 16 W. Main Street and Ginnie Mae at 48 Carlisle Road. Jeremy Walters's taxes are mailed to a lender, Penny Mac. Secretary Burke advised she will do research on this property.
- For the property at 48 Carlisle Road, there was a sheriff sale held in 10/1/22 for the Estate of Cletus Wise Jr. Property went to Rocket Mortgage, who are no longer the owner and property will be auctioned off as a foreclosure. The investor is Ginnie Mae. Ms. Barrick will be in contact with Newville Water & Sewer Authority to verify their mailing address for the property.

27 Young Drive (Red Oak Estates)

Ms. Barrick advised that 27 Young Drive was connected on 5/18/22. To date the connection fee of \$2,875.00 is still outstanding. Copy of sections 2.1, 2.2, and 8.4 of the Rates, Rules and Regulations have

previously been mailed to Mr. Michael Adler in reference to the connection fee. Solicitor Allshouse will draft a letter to Mr. Adler reminding him of the regulations for connection to the sewer main.

Board of Supervisors & Municipal Authority Joint Meeting

Director of Operations, Wayne Myers advised that the joint meeting between the Supervisors and the Authority Board was held March 27, 2023, for water discussion.

- John Bixler asked Nancy Adams of whether the calculation included 2-two additional employees, but no fulltime. She advised the additional employees were not included and an operator without both water and sewer licenses was also not included in the calculation.
- Add to have the developer set up an escrow with the Township.
- Nancy advised we would need to start to talk with North Middleton Township if our Authority wants water to be provided from them. Inter-municipal Agreements would need to be drafted with North Middleton and the developer.
- We would need to hire one additional full-time employee. Currently Jake Fealtman works 2.5 hours per day at our sewer plant. Additional responsibilities would need to be added and his position would become full-time working at the plant. We also currently have a dual certified part-time employee.
- If the Authority decides to buy water from North Middleton, we are able to add water billing with our current billing software.
- Jim Snyder asked about the rate to buy water is at \$7.34 per 1000 gallons? Nancy Adams advised that the rates would be discussed in negotiations.
- Mark Lehman asked for clarification that if our Authority wanted to take ownership of the water lines, the developer would first pay for all of the lines and then they would be turned over to our Authority, who would then be responsible for the lines after dedication. He was in favor of adding one part-time office staff worker.

*On a **Burke/Bixler motion**, the Authority **approved** to provide water to the Lexington Land Development along Route 641 and Meadowbrook Road and to have an agreement to provide water through North Middleton Township as long as all contingency agreements are in order.*

Lexington Land Development

- A Phasing Plan drawing was provided by Justin Doty of Frederick, Seibert & Associates, which included 8-phases for the project. He advised that each phase would take approximately 2 years to be completed.
- Land Development and Subdivision Plans are expected to be prepared and submitted during the summer of 2023.
- Nancy Adams advised that a sewer analysis would be started in the year 2026 and show in the Chapter 94 Report, which would trigger DEP with higher amounts. A more in-depth evaluation of our current Treatment Plant would need to be completed. The developer would be responsible for the sewer expansion.
- Solicitor Allshouse would draft the agreements, as needed for our Authority.

NEW BUSINESS

Administrative Assistant/Treasurer Myra Barrick has announced her retirement, with her last day as June 30, 2023. Wayne Myers advised there are a couple of applications for the position.

ENGINEER'S REPORT

Update to UV Replacement Project

Nancy Adams provided an update for the UV Project, with some of the materials starting to be delivered. Construction will start April 15, 2023, and continue through October, 2023. Start up for the new UV Unit is expected for late September, 2023. Grant money is being used for this project.

Chapter 94 Municipal Wasteload Management Report

Nancy Adams reported that the report has been completed and submitted.

Turnpike Surcharge Calculation

The Turnpike Surcharge Calculation invoice of \$5,236.75 has been mailed to the Turnpike.

DIRECTOR OF OPERATIONS

Wayne Myers, Supervisor of Operations, reviewed his report.

- Mr. Myers advised the Board the Turnpike has allowed their Wastewater Discharge Permit to expire. The permit should have been obtained 60-90 days prior to expiring. The first step would be to send a Notice of Violation to them, which Chairman Piper suggested the Turnpike Commission be carbon-copied with the notice.
- Mr. Myers advised that Comcast has now switched to the name of Brightspeed. He obtained a quote of \$18,097.79 from Brightspeed to have internet services installed at the sewer plant facility. The expense would include having to go under the turnpike, with the lines being included in conduit. Jane Burke suggested the use of possibly using a hot spot service.
- Mr. Myers reported that the micro-organisms were killed off at the wastewater plant. Manhole samplings have been conducted to try to determine the source of contamination.

SOLICITOR'S REPORT

Solicitor Allshouse conducted a Title Search, as requested by the Board, for 80 Greason Road. Owners on the Deed are Edward D. & Alma M. Giemza. Currently, there are four liens on the property, all filed by West Pennsboro Township Municipal Authority for a total of \$10,033.51. A Sheriff Sale would be subject to the mortgage. Jane Burke reported the property is worth \$250,000.00, with the outstanding mortgage at \$111,000.00, from an internet search.

Begin legal proceedings to sell the house, by having a Sheriff Sale, the owner has 20-days to respond after being filed and served the notice. *On a **Burke/Snyder motion**, the Authority **approved** to have Solicitor Allshouse pursue reducing the liens to a Judgement.*

ADJOURNMENT

*On a **Snyder/Bixler motion**, and there being no further business to come before the Board, the meeting was adjourned at 8:45 AM.*

The next Authority meeting is scheduled for May 23, 2023 at 7:30 AM.



John K. Bixler, Vice-Chairman



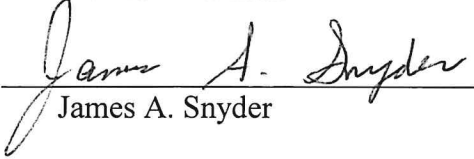
Jane F. Burke, Secretary



D. Mark Lehman



William L. Piper, Chairman



James A. Snyder

MINUTES

WEST PENNSBORO TOWNSHIP

BOARD OF SUPERVISORS AND MUNICIPAL AUTHORITY JOINT MEETING

MARCH 27, 2023

The West Pennsboro Township Board of Supervisors and Municipal Authority convened on Monday, March 27, 2023 at 9:00 AM, at the West Pennsboro Township Building at 2150 Newville Road, Carlisle, Pennsylvania.

Members in Attendance: Donald Agar, Rick Mains, Jr., James Snyder, Mark Lehman via phone, Jane Burke, William Piper, and John Bixler.

Staff present: Secretary Evelyn Swartz, Manager Wayne Myers, Township Solicitor Mark Allshouse and Township Engineer Nancy Adams.

Members of the public: See attached sheet

OVERVIEW

Manager Myers said this meeting was to look at the future of the West Pennsboro Township Municipal Authority and water usage.

The West Pennsboro Township Municipal Authority has received a request from Frederick, Seibert & Associates, Inc., on behalf of their client Lexington Land Developers Corporation (Lexington), with a request for sewer capacity to serve a proposed mixed-use residential development located at the northwest corner of the intersection of PA 641 (Newville Road) and Meadowbrook Road. The proposed development is located at 1525 and 1617 Newville Road. The project proposes 482 apartment units, 176 townhomes and 157 single family dwellings, for a total of 815 residential units. Based on updated information provided by Lexington, the development is anticipated to serve a total of 800 units for a total estimated water demand of 184,000 GPD based on 230 GPD/EDU. As it currently stands, the developer anticipates a 20-year build-out of the development with approximately 40 units being connected per year. Construction is not anticipated to start until summer 2025.

The Township has completed an Act #537 plan, which prepares sewer planning for over 10 years. The developer of this project would be required to pay for those facilities. The planning is already in place with water available. They have been approached about owning and maintaining the water, they do not want to maintain the water system but have it available. An agreements would have to be in place with North Middleton Township to purchase the water.

Member Piper asked what the requirements would be for the Act #537 plan to extend to the wastewater treatment plant. The developer would be required to pay for the infrastructure to get to the WWTP including a pumping station and infrastructure. The WWTP would need to be expanded with a 2nd and 3rd lagoon to accommodate the development. Also the Township will need to have a dual certified operator in both water & sewer. Both parcels of land have been purchased by the developer.

Member Snyder asked what the Authority would need to go solo on the water. Manager Myers said a geological study/survey would need completed, and there is no capacity from the creek, would need wells.

Manager Myers said if the Authority would contract this service out, they would have no control on the rates for the customers, if it was kept in house, they can control rates for customers.

Mark Lehman asked what the staffing would look like if the Authority kept it in house. The Authority would need 2 full time employees both dual certified.

Member Mains asked if the Authority owned enough property to expand the WWTP. Yes the Authority has land for expansion.

Justin Doty/Phil Garland (Lexington Development)

Engineer Doty advised they have submitted water & sewer provision phasing drawings to the Authority Board for their review. This development will be in two phases with around 800 units, apartments, townhouses, and single family homes. Carlisle Borough has water capacity and North Middleton Township would allow the one mile extension. The developer would do the sewer design and the Authority would look over this design. This project would have a three to four year approval process, six months to a year for sewer.

Member Piper asked what the time frame would be when a student would be behind a desk. Mr. Garland said the potential planning would be around 2028.

Millard Finkenbinder asked if the Authority would own the pump station. The pump station would be turned over to the Township, Mr. Finkenbinder said the developer should maintain.

Jennifer Marrinacci asked if the contract ops could be changed after a certain time frame to manage pricing. The two options would be: Private – WPTMA would be the permit holder and have a 3rd party contract w/operator: Township Owned - would own and maintain the system. Manager Myers said most contracts are for 5yr re-occurring, and it would depend on the costs of the homes. These new rates would only apply to new customers.

Justin Doty


Mr. Doty said they would like a direction for the next steps to be taken and would prepare a new presentation for the Authority.

Authority Attorney

Mr. Allshouse said the next steps are to determine if water is available, a letter would need to be provided and inter-municipal agreements would need drafted. The Authority would need to decide if they wish to maintain the water service.

ADJOURNMENT


On an Agar/Mains motion, there being no further business to come before the Board, the meeting was adjourned at 9:52PM.



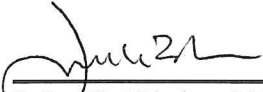
Charles Finkenbinder, Vice Chairman



Rick Mains, Jr. Supervisor




Donald S. Agar, Chairman



John K. Bixler, Vice-Chairman



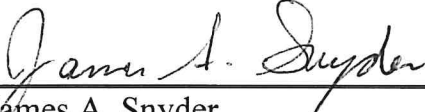
Jane F. Burke, Secretary



D. Mark Lehman



William L. Piper, Chairman



James A. Snyder

Acct.	Name	House No.	Street	Account Balance	90 Days	Lien Amounts	Outstanding Amount
20-0	THOMAS ADAMS	40	GREASON RD	9,697.29	161.60	7,367.73	2,167.96
63-1	DALE & GAILL SCHLUSSER	29	WEST MAIN ST	77.31	0.91		76.40
64-1	DALE & GAILL SCHLUSSER	27	WEST MAIN ST	77.31	0.91		76.40
93-0	JORDAN DEITCH	100	GREASON RD	390.80	74.08		316.72
137-0	ERLE S SCHLUSSER	11	GREASON RD	6,873.41	201.86	4,913.72	1,757.83
155-1	SUMMER R TURNER	6	BURGNERS MILL RD	285.91	54.19		231.72
171-1	ANJAN GAJUREL	101	EAST MAIN ST	674.27	86.32		587.95
218-0	DAVID LIBERATOR	38	BACK ST	268.78	17.52		251.26
244-0	SCOTT R EDWARDS	9	YOUNG DRIVE	883.02	94.46		788.56
299-0	JEREMY WALTERS	16	WEST MAIN ST	2,524.73	144.66	1,194.24	1,185.83
312-0	DALE & GAILL SCHLUSSER	52	WEST MAIN ST	77.31	0.91		76.40
315-0	DALE & GAILL SCHLUSSER	44	WEST MAIN ST	77.31	0.91		76.40
322-0	JAMES RITCHEY	100	BACK ST	5,230.81	190.41	3,397.07	1,643.33
326-0	EDWARD D. GIEMZA	80	GREASON RD	13,067.68	299.54	10,033.51	2,734.63
338-0	JILLIAN SWARTZ	21	YOUNG DRIVE	305.86	70.00		235.86
340-0	KYLIE RAMSAY	107	EAST MAIN ST	311.23	70.32		240.91
343-0	JOHN VON LUMM	1	EAST MAIN ST	977.65	98.69		878.96
354-0	DALE & GAILL SCHLUSSER	65	WEST MAIN ST	313.48	3.76		309.72
361-0	DALE A BAKER	7	BURGNERS MILL RD	755.25	88.25		667.00
362-0	RANDOLPH FRENCH JR.	108	GREASON RD	520.60	86.63		433.97
372-0	TRAVIS WILLIAMS	8	EAST MAIN ST	1,546.44	117.00	827.25	602.19
382-0	JEFFERY CUNNINGHAM	58	CARLISLE RD	29.81	0.70		29.11
400-0	MARK T. GRAHAM	25	MOUNT ROCK RD	1.30	0.10		1.20
409-0	JEFFERSON GURGANIOUS	21	MOUNT ROCK RD	44.47	1.40		43.07
423-0	TRACEY M KANN	11	MIDLAND RD	14.10	0.10		14.00
445-0	PETER RYNARD	36	CARLISLE RD	63.47	2.10		61.37
446-0	ARTHUR MORRIS	30	SCHOOL HOUSE RD	14.10	0.10		14.00
449-0	RONALD R. MUMBAUER, SR.	28	SCHOOL HOUSE RD	107.98	3.19		104.79
453-0	CHRISTOPHER NELSON	20	SCHOOL HOUSE RD	77.50	2.57		74.93
455-0	NEWVILLE CH OF THE BRETH	14	CARLISLE RD	44.40	1.40		43.00
474-0	JAMES E. SHOWWAKER	3	CENTRAL ST	12.97	0.00		12.97
502-0	CORNERSTONE FCU	5	CARLISLE RD	88.80	2.80		86.00
505-0	STEVEN D GAYMAN, JR	36	MOUNT ROCK RD	1.30	0.10		1.20
520-0	TYLER WILEY	1	SCHOOL HOUSE RD	45.64	1.40		44.24
523-0	TRAVIS SIMS	27	CARLISLE RD	44.40	1.40		43.00

Acct.	Name	House No.	Street	Account Balance	90 Days	Lien Amounts	Outstanding Amount
526-0	BENJAMIN STALVEY	7	SCHOOL HOUSE RD	12.91	0.00		12.91
528-0	ANDREW SHUGHART	1	MIDLAND RD	107.98	3.19		104.79
529-0	TAYLOR MANSFIELD	4	MOUNT ROCK RD	107.98	3.19		104.79
531-0	UGO-3 (BIG SPRING DELI)	63	CARLISLE RD	82.50	2.10		80.40
		39		45,838.06	1,888.77	27,733.52	16,215.77



Memorandum

23 March 2023

To	West Pennsboro Township Municipal Authority		
Copy to	Wayne Myers		
From	Nancy Adams	Tel	717-585-6355
Subject	Engineer's Report for March 28, 2023 Authority Meeting	Project no.	12603677

Discussion Items:

1. Update to UV Replacement Project
 - a. GHD continues to receive, review and return shop drawing submittals from PSI
 - b. Project timeline based on contractor's schedule is as follows:
 - i. March-April 2023 – Contractor procurement of materials, submittal of shop drawings, delivery of materials
 - ii. May - October 2023 – Construction
 - iii. New UV Unit Startup – Late September
2. Chapter 94 Municipal Wasteload Management Report(s)
 - a. 3/14/2023: WPTMA Contributing Municipality Report submitted to Newville
 - b. 3/23/23: WPTMA Report Complete and sent to Wayne for review and signature
3. Turnpike Surcharge Calculation
 - a. Turnpike owes WTPMA \$5,236.75; submitted calculation to West Pennsboro on 3/9/2023

Supervisor of Operation Report
March 28th 2023

1. Working on Chapter 94 reports with Nancy & Eilleen from GHD
2. Received Quote from Comcast to put internet at the sewer plant 18097.79 we have to go under the turnpike and put the lines in there conduit, looking for another solution.
3. Uv project to starting April 15th
4. Working with Jake at wastewater plant, we got dumped on at the treatment (killed off micro-organisms) feeding the plant dog food (did extra samples to avoid a violation) and manholes sampling to determine source of contamination
5. Andy Thomas new employee working well



Wayne E. Myers

Supervisor of Operations