

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting May 4, 2005

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Wednesday, May 4, 2005 at 7:08 p.m. in the Penn Township Municipal Building located at 12 Clifford Road, Selinsgrove, PA. Chairman Neal Smith presiding.

MEMBERS PRESENT:

Chairman Neal Smith, Vice-Chairman Darwin Swope, Treasurer Timothy Laubscher and Secretary Gregory Aungst

Member(s) Absent: Assistant Secretary/Treasurer Thomas Ferry

OTHERS PRESENT:

Inspector Pete DeWire, Solicitor Edward Mihalik, Jr. Esq., Administrative Secretary Susan Seebold and PTMA Operator Scott Sharp

VISITORS PRESENT:

No Visitors Present

MINUTES:

The Authority members reviewed the minutes of the April 7, 2005 PTMA meeting. A motion was made by Secretary Gregory Aungst to approve the minutes from the April 7, 2005 Penn Township Municipal Authority meeting as presented. Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT:

No one present to be heard.

CORRESPONDENCE:

AQUA Pennsylvania:

The Authority members reviewed the April 16, 2005 form letter from AQUA Pennsylvania. Upon a very brief discussion, this matter was closed due to the Authority not being interested at the present time.

Safety Deposit Box:

The Authority discussed the possibility of moving their safety deposit box from M & T Bank to Northumberland National Bank's new branch office in Hummel's Wharf. After a brief discussion, the Authority decided to keep the safety deposit box at M & T Bank until it is time to renew the Safety Deposit Box Agreement. It shall be noted PTMA is getting a free one-year safety deposit box rental at M & T Bank as per an agreement with M & T Bank upon moving the Authority's Safety Deposit Box to M & T's new office in Hummel's Wharf.

Zechman Mobile Home Park Water Meter:

The Authority members reviewed the May 2, 2005 letter from Mr. Carl Zechman concerning his main water meter located in a water meter pit in the Zechman Mobile Home Park. After a brief discussion, Vice-Chairman Darwin Swope motioned to approve Mr. Carl Zechman's request to replace the main water meter located in the water meter pit in the Zechman Mobile Home Park located along Route 522 on the condition that (1) he replaces the meter with the identical model and is installed according to PTMA Rules, Regulations and Requirements, (2) a final water meter reading must be taken by a PTMA employee **prior** to the removal of the current meter, (3) PTMA must order and receive the water meter in order to obtain the meter identification numbers, which are required for the PTMA billing system. Billing for said meter will be at PTMA's cost, and (4) Mr. Carl Zechman is responsible for all costs incurred. Secretary Gregory Aungst seconded the motion and unanimously approved.

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Penn Township Municipal Building Expansion:

The Authority reviewed the May 4, 2005 letter from the Penn Township Board of Supervisors concerning the Penn Township Municipal Building Office Expansion and additional rental charges. After a brief discussion, the Authority office was directed to send the Penn Township Board of Supervisors a memo stating that the Authority has reviewed their May 4, 2005 letter concerning the Penn Township Municipal Building office addition and suggested rent of \$1200.00 per month. It shall further state that in order to fulfill the Authority's fiduciary duty to their water and sewer customers, they feel they must inquire into other rental options in the township. It shall also state that in order to compare the rates fairly, the Authority requests a written list of utilities/services included in the \$1200.00 per month rental rate. It shall be noted that the Authority Office was directed to contact the Bowen Agency and several other businesses with office space available for rent in Penn Township, preferably along Route 522.

BOOSTER PUMPING STATION PROJECT:

Estimate #1 of Part A – General Construction:

Chairman Neal Smith reported that the construction of the PTMA Booster Pumping Station has begun. Chairman Smith further reported that the pump station building and pumps are scheduled to be delivered on June 6, 2005. Upon review and approval by PTMA Engineer Kevin Shannon of Gannett Fleming, Inc., Chairman Neal Smith motioned to approve and pay Estimate #1 of the Water Booster Pumping Station Contract Part A – General Construction in the amount of \$27,276.21 to 4-M Construction Services Company. Vice-Chairman Darwin Swope seconded the motion and unanimously approved. It shall be noted that the Authority office was directed to submit a letter to DEP requesting reimbursement for Estimate #1 and several engineering bills associated with this project.

Project Extension:

After a brief discussion, the Authority office was directed to send a letter to Tony Maisano of the PA Department of Environmental Protection stating that due to unforeseen circumstances, the final completion of the Penn Township Municipal Authority (PTMA) Water Booster Pumping Station is now scheduled for mid-September 2005. It shall further state that as per the Safe Water Appropriation Grant Agreement between the Department and PTMA for \$170,000, the Authority requests that the aforementioned grant be extended until December 31, 2005. It shall further note that this Safe Water appropriation state grant is to assist the Penn Township Municipal Authority with the cost to construct a water booster pumping station. It shall also request that DEP notifies PTMA in writing if the aforementioned request has been granted.

SELINGROVE STATE CENTER WATER SYSTEM:

Chairman Neal Smith reported on the April 27, 2005 Selinsgrove State Center meeting concerning the Selinsgrove State Center Water System. Further discussion was tabled until a time when the Selinsgrove State Center contacts the Authority.

PTMA/SMA WATER SYSTEM CONSOLIDATION:

The PTMA/SMA Water System Consolidation discussion was tabled until PTMA and the Selinsgrove State Center conclude their analysis of PTMA supplying water to the State Center.

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SALEM MANOR MOBILE HOME PARK WATER SYSTEM:

Chairman Neal Smith reported that the Authority has not received a response from Mr. Fred Madeira, owner of the Salem Manor Mobile Home Park, concerning the proposed water main extension agreement and Deed of Water Rights. Further discussion was tabled until the owner of the Salem Mobile Home Park contacts PTMA.

ACT 57 OF 2003 CAPITAL CHARGES STUDIES:

The Authority members reviewed the revised, drafted copies of the PA Act 57 of 2003 Capital Charges Study for the Sanitary Sewer and Water Systems. After a lengthy discussion, further discussion was tabled for further Authority member review of the Capital Charges Studies along with the drafted Tapping Fee Resolutions.

ALLEY "A" SEWER MAIN EXTENSION:

Chairman Neal Smith reported that he has nothing new on the Alley "A" sewer main extension project. Further discussion concerning the aforementioned project was tabled until Fairchild Brothers, Inc. starts construction.

CHAIRMAN'S REPORT:

Manholes:

Chairman Neal Smith reported that he has been in contact with Fairchild Brothers, Inc. (FBI) concerning the broken manhole lid in Grayson View. Chairman Smith further reported that FBI could not find a replacement lid due to it being thinner than other PTMA lids. After a moderate discussion, the Authority directed Engineer Kevin Shannon to review the cut sheets on the Grayson View manhole construction to see if they meet PTMA specifications. It shall be noted that the manhole in question is in the roadway and has been temporarily repaired with a thicker lid that rests above the road way. After further discussion, the Authority directed Inspector Pete DeWire to switch the thicker manhole lid in the roadway with a thinner manhole lid that is located out of the roadway.

INSPECTOR'S REPORT By Pete DeWire of PECO Consultants, Inc.:

Salem Manor Mobile Home Park Sewer Repairs:

Inspector Pete DeWire reported on several substantial sewer line repairs that have been recently completed at the Salem Manor Mobile Home Park.

LINBEC Industrial Assoc. Water Meter Pit:

Inspector Pete DeWire reported that according to his review, he finds it necessary to have LINBEC Industrial Assoc., Inc. install a water meter pit to join the current water line with the new water line, which is to be constructed for their office building expansion. After a moderate discussion, the Authority office was directed to send a letter to LINBEC Industrial Assoc., Inc. that states upon reviewing the construction site for their new addition, the Authority inspector deemed it necessary to have the existing water service on their Route 522 property connected to the new water service line and run through a water meter pit. It shall further state that this action would require an addendum to their original permit #5-001-951110 and would not require another water connection permit which was recently purchased from PTMA. It shall also request that they please void water permit #4-2005-0006 and replace it with an enclosed water connection addendum. A refund check in the amount of \$32.69 will also be enclosed for the difference between the Water Permit #4-2005-0006 (\$645.85) and Water Permit Addendum #5-001-951110 (\$613.16).

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OPERATOR'S REPORT By Scott L. Sharp:

The Authority members reviewed the Monthly Operating Report submitted by PTMA Operator Scott L. Sharp. (See Attachment A)

After a brief discussion concerning RAM Industrial Services' service agreement, the Authority office was directed to send RAM Industrial Services a letter stating that as per the Authority's service agreement dated May 27, 2004, PTMA is tendering their 30 days written notice of service agreement termination for the aforementioned service agreement. It shall further state that RAM Industrial Services shall not renew this agreement on the upcoming annual anniversary date.

TREASURER'S REPORTS By Timothy Laubscher:

The Authority members reviewed the financial reports. (See *Attachment B and C.*)

Vice-Chairman Darwin Swope motioned to approve the Payments and Time Cards as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss Secretary Gregory Aungst motioned to adjourn the May 4, 2005 PTMA meeting at 9:24 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Respectfully Submitted,

***Susan L. Seebold, Administrative Secretary
Penn Township Municipal Authority***