

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting September 1, 2005**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, September 1, 2005 at 7:02 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 (arrived at approx. 7:10 p.m.) and Assistant Secretary/Treasurer Thomas Ferry

***Member(s) Absent:*** Secretary Gregory Aungst

### ***OTHERS PRESENT:***

Inspector Pete DeWire, Solicitor Edward Mihalik, Jr. Esq., Administrative Secretary Susan Seebold, Engineer Kevin Shannon of Gannett Fleming, Inc. and PTMA Operator Scott Sharp

### ***VISITORS PRESENT:***

*No Visitors Present*

### ***MINUTES:***

The Authority members reviewed the minutes of the August 4, 2005 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Thomas Ferry to approve the minutes from the August 4, 2005 Penn Township Municipal Authority meeting as presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

### ***PUBLIC COMMENT:***

*No one present to be heard.*

### ***CORRESPONDENCE:***

#### ***Water & Sewer Bill – Tom McGrath:***

After the Authority members reviewed Mr. Tom McGrath's August 5, 2005 letter concerning his 2<sup>nd</sup> quarter 2005 water and sewer bill, the Authority office was directed to send a letter to Mr. McGrath stating that the Penn Township Municipal Authority (PTMA) has reviewed Mr. McGrath's August 5, 2005 letter concerning the 2<sup>nd</sup> quarter 2005 water and sewer billing for his 42 Grayson View Court property. It shall further state that upon review of his letter and further review of the PTMA Rules and Regulations, the Authority members feel that he received the aforementioned bill with his 2004 PTMA Water Quality Report and are required to follow the rules and regulations concerning billing and penalties. The letter shall also state that the Authority has reviewed his recommendation of including a brief message on the Water Quality report stating that the bill is enclosed, but can not include such a message, since non-property owners do not receive water and sewer bills with this report. It shall be noted that a message was included on the envelope stating that the bill was enclosed for all property owners.

### ***BOOSTER PUMPING STATION PROJECT:***

#### ***Estimate #5 of Part A – General Construction:***

Upon review and approval by PTMA Engineer Kevin Shannon of Gannett Fleming, Inc., Chairman Neal Smith motioned to approve and pay Estimate #5 of the Water Booster Pumping Station Contract Part A – General Construction in the amount of \$9,714.22 to 4-M Construction Services Company. Chairman Smith further motioned to approve the Substantial Completion Certificate dated August 23, 2005 for the Water Booster Pumping Station Contract Part A – General Construction. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

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*(Treasurer Timothy Laubscher joined the meeting at approx. 7:10 p.m.)*

### ***Estimate #1 of Part B – Electrical Work:***

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 B – Electrical Work in the amount of \$29,150.00 to PSI Pumping Solutions, Inc. Chairman Smith further motioned to approve the Substantial Completion Certificate dated August 23, 2005 for the Water Booster Pumping Station Contract Part B – Electrical Work. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

### ***Change Order #1 of Part B – Electrical Work:***

Engineer Kevin Shannon reported that Change Order #1 of Water Booster Pumping Station Contract Part B – Electrical Work was not completed. Further discussion was tabled until the October 6, 2005 PTMA meeting.

### ***Additional Engineering Costs:***

Engineer Kevin Shannon reported that Gannett Fleming, Inc. has gone over their contracted engineering costs. After a lengthy discussion, this matter was tabled until Engineer Shannon could bring an itemized list of charges for further review by the Authority.

### ***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.

### ***WHITEBRIAR, PHASE 2:***

Upon reviewing Engineer Kevin Shannon letter dated August 31, 2005 concerning the Whitebriar, Phase 2 Sewer Extension, Vice-Chairman Darwin Swope motioned to approve the Whitebriar, Phase 2 land development plans dated May 22, 1997, with last revision date of August 26, 2005, as presented. Vice-Chairman Swope further motioned that approval is contingent on Penn Township Municipal Authority being presented all sets of final plans to be signed at the same time. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

### ***CHAIRMAN'S REPORT:***

#### ***Pawling Station Business Park:***

The Authority members reviewed and discussed at length the Snyder County Industrial Development Corporation Planning Matrix for Pawling Station Business Park Project as submitted by Owen Heller of the Chamber of Commerce. Mr. Heller requested water and sewer capacity for the proposed Pawling Station Business Park located along U.S. Route 522. After a lengthy discussion, Vice-Chairman Darwin Swope motioned to send a letter to the Chamber of Commerce granting sewer capacity for the proposed Pawling Station Business Park in the amount of 8 Equivalent Dwelling Units (EDU's) at 275 gallons per day (GPD) until PTMA receives further information on the proposed method of service and the projected impact on the low pressure sewer force main located along U.S. Route 522. Vice-Chairman Swope further motioned to grant domestic water capacity in the amount of 21,595 gallons per day (GPD). Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

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

#### ***Penn Fire Protection:***

Inspector Pete DeWire reported that the sewer and water systems have not been completed in the Penn Fire Protection land development. Inspector DeWire further reported that Double Check Valve Backflow Preventor cut sheets are currently being reviewed by Gannett Fleming.

#### ***LINBEC (Forest Homes) Fire Hydrant:***

Inspector Pete DeWire reported that the fire hydrant on the LINBEC (Forest Homes) property is currently unusable due to the newly completed landscaping around said fire hydrant. After a brief discussion, the Authority office was directed to send a letter to LINBEC Industrial Association, Inc. stating that the Penn Township Emergency Management has recently notified the Penn Township Municipal Authority (PTMA) concerning the condition of the fire hydrant located on their U.S. Route 522 property. It shall further state that the recent landscaping conducted by their company around said fire hydrant has rendered the hydrant unusable. The letter shall also state that PTMA requires that the following items be completed within the next 10 days:

1. Raise said fire hydrant 1 foot.
2. Turn said fire hydrant 180 degrees.
3. Extend valve box to the surface
4. Render said fire hydrant and valve usable again.

The letter shall note that the aforementioned items must be completed by an approved PTMA plumber or contractor and a list of all PTMA approved plumbers and contractors shall be included for their use. It shall also be noted that PTMA Inspector Pete DeWire of PECO Consultants, Inc. must be contacted within 48 hours prior to the repairs being completed.

#### ***PTMA Policy Change:***

Inspector Pete DeWire reported that some contractors have installed the operating nut of the quarter turn domestic curb stop valve at a bury depth of greater than 5'-0," making it very difficult to operate the valve with a standard 6-foot shaft curb wrench. After a brief discussion, Assistant Secretary/Treasurer Thomas Ferry made a motion to adopt a domestic water connection policy that will allow the maximum bury depth to the top of the quarter turn operating nut of 5'-0." Assistant Secretary/Treasurer Ferry further motioned that should the operating nut be installed at a depth greater than 5'-0," it must be equipped with an operating nut extension piece as approved by the Authority's inspector. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

### ***OPERATOR'S REPORT By Scott L. Sharp:***

#### ***Status Report:***

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

### ***TREASURER'S REPORTS By Timothy Laubscher:***

#### ***Financial Reports:***

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

Assistant Secretary/Treasurer Thomas Ferry motioned to approve the Payments and Time Cards as presented. Chairman Neal Smith seconded the motion and unanimously approved.

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### ***Selinsgrove State Center Sewer Billing:***

Chairman Neal Smith reported that the Authority office received Selinsgrove State Center's 2<sup>nd</sup> Quarter 2005 sewer payment dated August 29, 2005, but has not received the late penalties assessed after the original due date of August 6, 2005. Chairman Smith further reported that although the Selinsgrove State Center paid their bill almost four weeks late, they deducted the five percent discount that is granted to them if they pay the full amount by the original due date. After a brief discussion, the Authority office was directed to send a past due statement showing the outstanding balance that needs to be paid upon receipt of the statement to the Commonwealth of Pennsylvania, Department of Public Welfare Comptroller.

### ***ADJOURNMENT:***

With no further business to discuss Chairman Neal Smith motioned to adjourn the September 1, 2005 PTMA meeting at 9:23 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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