

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

November 3, 2005

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, November 3, 2005 at 7:05 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 (arrived at approx. 7:30 p.m.), Treasurer Timothy Laubscher and Assistant Secretary/Treasurer Thomas Ferry

Member(s) Absent: Secretary Gregory Aungst

OTHERS PRESENT:

Inspector Pete DeWire, Solicitor Edward Mihalik, Jr. Esq. and Administrative Secretary Susan Seebold

VISITORS PRESENT:

None

MINUTES:

The Authority members reviewed the minutes of the October 6, 2005 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Thomas Ferry to approve the minutes from the October 6, 2005 Penn Township Municipal Authority meeting as presented. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

PUBLIC COMMENT:

No one present to be heard.

CORRESPONDENCE:

Concerned Meadowview Residents:

The Authority members reviewed the October 8, 2005 letter from "Concerned Meadowview Residents" regarding a possible malfunctioning septic system located next to lot 110 of Meadowview Estates phase 3. After a brief discussion, the Authority office was directed to give a copy of said letter to the Penn Township Board of Supervisors, since this property is not connected to the PTMA sewer system and does not fall within the Penn Township Board of Supervisor's Ordinances concerning mandatory connections. It shall be noted that the sewer line running in the front of said property is a low-pressure sewer line, which requires a grinder pump and is not deemed a mandatory connection according to said ordinances.

BOOSTER PUMPING STATION PROJECT:

Estimate #6-Final 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 #6-Final of the Water Booster Pumping Station Contract Part A – General Construction in the amount of \$4,500.00 to 4-M Construction Services Company. Chairman Smith further motioned to approve the Completion Certificate dated October 24, 2005 and the Final Certificate dated November 3, 2005 for the Water Booster Pumping Station Contract Part A – General Construction. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

SALEM MANOR MOBILE HOME PARK WATER SYSTEM:

Chairman Neal Smith reported that the Authority office has been recently informed that the Salem Manor Mobile Home Park has been sold to Roger and Andrea Christoff (d/b/a Salem Manor Enterprises, Inc.) Further discussion was tabled until the new owner of the Salem Manor Mobile Home Park contacts PTMA.

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PHEASANT RIDGE:

Upon reviewing Engineer Kevin Shannon's October 21, 2005 letter concerning the approval of the Pheasant Ridge water and sewer main extension, Chairman Neal Smith signed all Pheasant Ridge land development plans on behalf of the Penn Township Municipal Authority. After a brief discussion, Solicitor Edward G. Mihalik, Jr. Esq. was instructed to draw up the Water and Sewer Construction Agreements for said project. It shall be noted that the said construction agreements and a letter of credit must be in place prior to the construction of the water and sewer lines.

PENN FIRE PROTECTION:

The Authority members reviewed and briefly discussed Engineer Kevin Shannon's November 3, 2005 letter concerning the unapproved Penn Fire Protection As-Built Record Drawings. Assistant Secretary/Treasurer Thomas Ferry motioned to release Penn Fire Protection's construction letter of credit in lieu of a maintenance letter of credit upon Gannett Fleming, Inc.'s approval of all Penn Fire Protection As-Built Record Drawings. Chairman Neal Smith seconded the motion and unanimously approved.

JEROME KREAMER PROPERTY:

Chairman Neal Smith reported that the Authority office has sent several letters to Mr. Jerome Kreamer to verify if an apartment was constructed on his 224 18th Street property. Unfortunately, Mr. Kreamer has not responded to any of the aforementioned letters. After a brief discussion, the Authority office was directed to contact the Penn Township Board of Supervisor's office and see if a building permit was purchased for said construction. In the event that a building permit was issued, the Authority office was directed to send a letter to Mr. Kreamer stating that according to Penn Township Municipal Authority (PTMA) Rules and Regulations Section 3.0(b), a separate sewer permit is required in order to connect an apartment to the PTMA sewer system and is deemed an additional equivalent dwelling unit (EDU). It shall further state that a \$2,500.00 permit fee is due at the time the sewer permit is obtained and an inspection of all sewer connections on his property is required to be completed by the Authority inspector. It shall also state that he is responsible to pay all quarterly sewer bills since the building permit was issued and hence forth his property will be billed at 2 EDU's per billing quarter.

STANDING READY WATER SERVICE – SMA:

Chairman Neal Smith reported that the Authority office received two bulk water bills from the Borough of Selinsgrove this quarter, when the Authority previously only received one. Chairman Smith further reported that upon research by the Authority office, they have found that one bill was for the actual water used at the new PTMA Water Booster Pumping Station and the other is for what Selinsgrove Borough terms "Standing Ready Water Service." According to Selinsgrove Borough, this bill is for the availability of bulk water through the Harris Estates connection point in the event it is needed. Billing of this service began when PTMA requested a back-up source of water in the event of an emergency until the Water Booster Pumping Station is operational. After a brief discussion, the Authority office was directed to (1) contact PTMA Operator Rick Kline to see if a meter is installed at the Harris Estates connection point and (2) contact Selinsgrove Borough to see if PTMA is responsible for the "Standing Ready Water Service" bill, since the Water Booster Pumping Station is operational.

(Vice-Chairman Darwin Swope joined the meeting at approximately 7:30 p.m.)

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PTMA OFFICE COPIER:

PTMA Administrative Secretary Susan Seebold reported that the current office copier is not working properly and can no longer be repaired, since parts are not available. After reviewing and discussing two proposals from Modern Business Machines, Treasurer Timothy Laubscher motioned to use the IR2200 Digital Copier (previously a demo machine) for a trial period. Treasurer Laubscher further motioned that if after the trial period the Authority Office is satisfied with the aforementioned copier, to purchase it from Modern Business Machines in the amount of \$2,500.00 as presented in their November 3, 2005 proposal. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

2006 PTMA WATER & SEWER BUDGETS:

The Authority members reviewed the drafted 2006 PTMA Water and Sewer Budgets. After a moderate discussion, the Authority office was directed to make necessary changes and present the revised 2006 budgets for approval at the December 1, 2005 PTMA meeting.

PTMA SEWER RATE INCREASE:

After the Authority members reviewed the need to increase gravity sewer rates, Chairman Neal Smith motioned to increase the gravity sewer quarterly rate from seventy-five dollars (\$75.00) per quarter to eighty-five dollars (\$85.00) per quarter effective January 1, 2006. Vice-Chairman Darwin Swope seconded the motion and unanimously approved. It shall be noted that the sewer rates for properties served by a sewer pump station will remain the same.

CHAIRMAN'S REPORT:

PTMA Solicitor:

Chairman Neal Smith reported that he has contacted Attorneys Tom Clark, Robert Cravitz and Ken Potter concerning the position of PTMA Solicitor. Chairman Smith further reported that Attorneys Tom Clark and Ken Potter have declined the request; whereas, Attorney Robert Cravitz will send a proposal to the Authority prior to the next PTMA meeting. It shall be noted that Solicitor Edward G. Mihalik, Jr. Esq. will no longer be able to serve as Penn Township Municipal Authority's solicitor as of January 1, 2006 due to accepting a new position as District Magistrate if elected next week.

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

Wendt's Pork Palace:

Inspector Pete DeWire reported that Wendt's Pork Palace As-Built Record Drawings have been submitted to Gannett Fleming, Inc. for approval.

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)

Chairman Neal Smith motioned to purchase a printer for use in the well house in an amount not to exceed \$49.99. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

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TREASURER'S REPORTS By Timothy Laubscher:

Certificate of Deposits:

The Authority members reviewed the current certificate of deposits interest rates of various area banks. After a brief discussion, the Authority office was directed to monitor the rates until the next PTMA meeting.

Financial Reports:

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

Treasurer Timothy Laubscher motioned to approve the Payments and Time Cards as presented with the exception of water fund check #3890 to the Selinsgrove Borough in the amount of \$1283.65. Treasurer Laubscher further motioned to only pay \$892.70 of the Selinsgrove Borough water bill and not pay the \$390.95 *Standing Ready Water Service* portion of said bill until the Authority Office can discuss it with the Selinsgrove Borough. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved. It shall be noted that if PTMA is responsible for the *Standing Ready Water Service* portion of the aforementioned bill, it will be approved and paid with the December 2005 payments.

ADJOURNMENT:

With no further business to discuss Chairman Neal Smith motioned to adjourn the November 3, 2005 PTMA meeting at 8:40 p.m. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

Respectfully Submitted,

Susan L. Seebold, Administrative Secretary

Penn Township Municipal Authority