

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting December 1, 2005

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, December 1, 2005 at 7:00 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 and Assistant Secretary/Treasurer Thomas Ferry

Member(s) Absent: Treasurer Timothy Laubscher and Secretary Gregory Aungst

OTHERS PRESENT:

Inspector Pete DeWire, Solicitor Edward Mihalik, Jr. Esq., Administrative Secretary Susan Seebold, Engineer Kevin Shannon of Gannett Fleming, Inc. (Arrived at 7:05 p.m.) and PTMA Operator Scott Sharp (Arrived at 7:40 p.m.)

VISITORS PRESENT:

Robert Romig II

MINUTES:

The Authority members reviewed the minutes of the November 3, 2005 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Thomas Ferry to approve the minutes from the November 3, 2005 Penn Township Municipal Authority meeting as presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

(Engineer Kevin Shannon joined the meeting at 7:05 p.m.)

PUBLIC COMMENT:

Robert Romig II Property:

Mr. Robert Romig II came before the board to discuss the sub-division of his Old Route 522 property. According to Mr. Romig his parcel of land will be divided into two parcels. The mobile home currently on his property will be replaced with a double wide mobile home, which will use the current sewer connection with a slight modification of moving the lateral to the edge of said property. The newly formed parcel will then require another sewer connection, which currently does not exist. After a moderate discussion, the Authority directed Mr. Romig to present the land development plans at the January 5, 2005 PTMA meeting; at which time, the Authority can review the sewer capacity required for said land development.

(Mr. Robert Romig II left the meeting at 7:12 p.m.)

CORRESPONDENCE:

Position of PTMA Solicitor Proposal – Robert Cravitz:

The Authority members reviewed the November 11, 2005 proposal from Attorney Robert M. Cravitz, Esq. concerning the position of PTMA Solicitor. After a brief discussion this matter was tabled.

PENN FIRE PROTECTION:

Vice-Chairman Darwin Swope motioned to accept the Water and Sewer Deeds of Dedication dated November 30, 2005 for the Penn Fire Protection water and sewer main extensions as presented. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

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PHEASANT RIDGE DEVELOPMENT:

Upon Solicitor Edward G. Mihalik, Jr. Esq.'s review and approval, Chairman Neal Smith motioned to approve the Water and Sewer Construction Agreements for the Pheasant Ridge Land Development dated December 1, 2005 as presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

After a brief discussion and upon Solicitor Edward G. Mihalik, Jr. Esq.'s review and approval, Chairman Neal Smith motioned to approve the drafted form of the Pheasant Ridge Land Development Water and Sewer Letters of Credit and accept the final Water Letter of Credit in the amount of \$122,371.50 and the final Sewer Letter of Credit in the amount of \$116,282.25 when presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

(PTMA Operator Scott Sharp joined the meeting at 7:40 p.m.)

BOOSTER PUMPING STATION PROJECT:

Status Report:

Engineer Kevin Shannon reported that the *Certificate of Construction/Modification Completion* form has been completed and submitted to the PA Department of Environmental Protection (PA DEP). Upon the PA DEP receiving the aforementioned certificate a facilities inspection will be scheduled with PTMA.

Engineer Kevin Shannon further reported that since the electrical contractor plans to complete the change order work later next week, the final estimate for Contract B and subsequent completion certificate will not be ready for approval until later this month.

Grant Extension:

After a brief discussion, Vice-Chairman Darwin Swope motioned to request an extension to the grant period for the PA DEP Safe Water Appropriation State Grant. Vice-Chairman Swope further motioned to approval payment of all non-submitted bills associated with the PTMA Water Booster Pumping Station Project on the condition that PA DEP advises PTMA to submit all bills prior to the end of the current grant period. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved. It shall be noted that the Authority office was directed to send a letter to Tony Maisano of the PA DEP stating that due to unforeseen circumstances, the final completion of the Penn Township Municipal Authority (PTMA) Water Booster Pumping Station may not be completed until January 2006. It shall also state that as per the Safe Water Appropriation Grant Agreement between the Department and PTMA for \$170,000, the Authority request that the aforementioned grant be extended until March 31, 2006. It shall note that the Authority is currently holding \$12,750.00 in requests until they receive all remaining bills for this project, at which time, they will submit all bills for grant reimbursement. It shall also be noted 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. The aforementioned letter shall request a written grant extension approval within the next two weeks due to the end of the current grant period approaching in the very near future.

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Gannett Fleming, Inc. Project Budget Status:

Engineer Kevin Shannon presented a report dated December 1, 2005 explaining the areas where Gannett Fleming, Inc. went over their initial engineering design budget for the PTMA Water Booster Pumping Station Project. After a moderate discussion, Chairman Neal Smith motioned to compensate Gannett Fleming, Inc. \$8,250.00 over and above the lump sum contracted amount of \$38,500 as set forth in their August 27, 2005 proposal for the engineering work of the PTMA Water Booster Pumping Station Project. Chairman Smith further motioned that the aforementioned compensation is a one-time payment for extra work completed with no further compensations to Gannett Fleming, Inc. being granted for the duration of said project. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

SALEM MANOR MOBILE HOME PARK WATER SYSTEM:

Chairman Neal Smith reported that the Authority office has not been contacted by the new owners of the Salem Manor Mobile Home Park concerning the possibility of PTMA providing bulk water service for the mobile home park. Further discussion was tabled until the new owner contacts PTMA.

2006 PTMA WATER & SEWER BUDGETS:

After the Authority members reviewed and briefly discussed the drafted 2006 PTMA Water and Sewer Budgets, Chairman Neal Smith motioned to approve the 2006 Penn Township Municipal Authority Sewer Fund Budget as presented with a budgeted amount increase of \$10,000 in the "Investment Income" account, changing the amount from \$45,000 to \$55,000. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Chairman Neal Smith motioned to approve the 2006 Penn Township Municipal Authority Water Fund Budget as presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

PTMA OFFICE COPIER MAINTENANCE AGREEMENTS:

After the Authority members briefly reviewed two maintenance agreements for the new PTMA office copier from Modern Business Machines, they unanimously agreed not to enter into a maintenance agreement at this time.

CHAIRMAN'S REPORT:

Pawling Station Industrial Park:

Chairman Neal Smith reported that the Susquehanna Industrial Development Corporation has recently been granted a construction grant for the development of the Pawling Station Industrial Park.

Alley "A":

Chairman Neal Smith reported that Todd Aungst has recently contacted the Authority concerning the substantial storm water running on his 733 W. Chestnut Street property located along Alley "A". Chairman Neal Smith further reported that it was explained to Mr. Aungst that historically there have been storm water issues along Alley "A," which best to the Authority's knowledge, has been caused by the storm water run-off from University Avenue.

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

Grayson View:

Inspector Pete DeWire reported that all water and sewer work has been completed in Grayson View in accordance with the July 8, 2005 PTMA letter and punch list. Inspector DeWire further reported that the only remaining item that might need to be completed is the raising of MH GV2A casting, which is located in a private driveway. According to Inspector DeWire, Yingst Homes, Inc. is aware of the situation and will have it repaired if necessary.

Wendt's Pork Palace:

Inspector Pete DeWire reported that Wendt's Pork Palace sewer line extension has been completed and inspected. Currently Inspector DeWire is waiting for the installation of the water meter, which will be used for billing purposes. Upon the completion of the aforementioned item, their sewer permit will also be completed.

Solicitor Edward G. Mihalik, Jr. Esq. reported that the drafted Deed of Dedication for the Wendt's Pork Palace sewer line extension has been sent to the property owners for the execution of the deed. Solicitor Mihalik further reported that the owners were also informed that an eighteen-month maintenance letter of credit in the amount of \$1,642.20 (15% of the actual installation cost) must be submitted to PTMA as soon as possible in order to be in compliance with their Sewer Construction Agreement.

Salem Glenn Pump Station:

Inspector Pete DeWire reported that Kappe Associates have repaired the Salem Glenn sewer pump station, which is currently up and running.

After a brief discussion, PTMA Operator Scott Sharp was directed to contact Kappe Associates and request a quote for the purchase of two (2) rebuild kits to be kept on hand for maintaining the Salem Glenn pump station.

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)

Upon discussing the need to maintain the fire hydrant valves, PTMA Operator Scott Sharp was directed to exercise said valves each time the fire hydrants are flushed.

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, Vice-Chairman Darwin Swope motioned to cash in Certificate of Deposit #0011083367 that is due to mature on November 5, 2007 and place all funds from said certificate of deposit into the PTMA Sewer Fund in order to obtain a better interest rate. Chairman Neal Smith seconded the motion and unanimously approved.

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Financial Reports:

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

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

PTMA SOLICITOR:

Resignation of PTMA Solicitor:

Due to his new position as District Magistrate and subsequent closing of his office on December 22, 2005, Solicitor Edward G. Mihalik, Jr. Esq. tendered his resignation as PTMA solicitor effective immediately. After a brief discussion, Chairman Neal Smith motioned to regretfully accept the resignation of Solicitor Edward G. Mihalik, Jr. Esq. effective the close of this meeting. Assistant Secretary/Treasurer Thomas Ferry regretfully seconded the motion and unanimously approved. It shall be noted that Solicitor Edward G. Mihalik, Jr. Esq. has volunteered to transfer all of his PTMA records to the new solicitor and will complete current project work, if any, until his office closes on December 22, 2005.

Appointment of New PTMA Solicitor:

After a brief discussion, Assistant Secretary/Treasurer Thomas Ferry motioned to appoint Robert M. Cravitz, Esq. as PTMA solicitor effective December 2, 2005 as per his November 11, 2005 proposal. Vice-Chairman Darwin Swope seconded the motion and unanimously approved. It shall be noted that upon Solicitor Edward G. Mihalik, Jr. Esq. recommendation the Authority appointed a new solicitor prior to the new year to handle any new situations that may arise within the remainder of the current year.

ADJOURNMENT:

With no further business to discuss Chairman Neal Smith motioned to adjourn the December 1, 2005 PTMA meeting at 8:28 p.m. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Respectfully Submitted,

Susan L. Seebold, Administrative Secretary

Penn Township Municipal Authority