

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting**

**April 6, 2006**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, April 6, 2006 at 7:06 p.m. in the Penn Township Municipal Building located at 228 Clifford Road, Selinsgrove, PA. Chairman Neal Smith presiding.

### ***MEMBERS PRESENT:***

Chairman Neal Smith, Vice-Chairman Darwin Swope, Secretary Gregory Aungst, and Assistant Secretary/Treasurer Thomas Ferry

***Member(s) Absent:*** Treasurer Timothy Laubscher

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

Solicitor Robert M. Cravitz, Esq., Inspector Pete DeWire of PECO Consultants, Inc., Administrative Secretary Susan Seebold and Engineer Kevin Shannon of Gannett Fleming, Inc.

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

Rick McGinnis of Caldwell Banking, Justin Keister of Larson Design Group, Glen Swope and Robert Romig (arrived at approx. 7:30 p.m.)

### ***MINUTES:***

The Authority members reviewed the minutes of the March 2, 2006 PTMA meeting. A motion was made by Vice-Chairman Darwin Swope to approve the minutes from the March 2, 2006 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:***

#### ***215 Pleasant Drive Municipal Lien – Steven Witmer:***

The Authority members reviewed the March 9, 2006 letter from Mr. Steve Witmer concerning the municipal lien filed against his 215 Pleasant Drive property. After a brief discussion, the Authority office was directed to send Mr. Witmer a letter stating that the Penn Township Municipal Authority and its solicitor have reviewed his March 9, 2006 letter concerning the outstanding sewer account balance and subsequent municipal lien for his 215 Pleasant Drive property located in Penn Township. It shall further state that upon review the Authority finds that apparently a lien search was not conducted by his attorney prior to the sale of this property. It shall also state that since this is ultimately the responsibility of the purchaser, PTMA does not have grounds to adjust the outstanding sewer bill or remove the municipal lien from this property. It shall request that Mr. Witmer mail a check or money order payable to "PTMA" in the amount of \$597.50, which includes the outstanding balance of \$512.50, currently past due, and the 1<sup>st</sup> quarter 2006 sewer billing of \$85.00, due on April 27, 2006. It shall also note that upon receiving payment for the outstanding portion of the bill, Municipal Lien #ML-36-2006 will be satisfied at the Snyder County Courthouse.

#### ***20 Creekside Drive Sewer Bill – William Rappold:***

The Authority members reviewed the March 30, 2006 letter from Mr. William H. Rappold concerning the initial sewer billing for his 20 Creekside Drive property. After a moderate discussion, the Authority office was directed to send Mr. Rappold a letter stating that the Penn Township Municipal Authority (PTMA) and its solicitor have reviewed his March 30, 2006 letter concerning the 1<sup>st</sup> quarter 2006 sewer billing for his 20 Creekside Drive property located in Penn Township, Snyder County, PA. It shall further state that the sewer permit "tapping" fees, which were paid at the time the sewer permit for his property was purchased, are for the purpose of guaranteeing sewer capacity and collection to the property. It shall also state that the "user" fees, or quarterly sewer bills, are for the purpose of conveying the sewer to the sewer plant (Eastern

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Snyder County Regional Authority) and for the treatment and disposal of sewage at said plant. It shall note that according to the PTMA Rules and Regulations, which he agreed to comply with at the time his sewer permit was purchased, an approved and executed sewer permit constitutes the sewer connection operational and ends the construction phase of the permit. It shall further note that the sewer permit for his property was completed and executed on January 13, 2006, therefore activating sewer account #20075800. The letter shall continue to state that since the sewer flows in individual residential homes are not metered, and therefore billed at a flat rate, the Authority does not have any means to know when or how much sewer is being disposed of. It shall state that the 1<sup>st</sup> quarter 2006 prorated sewer billing for the aforementioned property of \$77.00 (for the period of January 13, 2006 to March 31, 2006) was billed according to Article III, Section 3.01 of the PTMA Rate Resolution adopted on December 22, 1981, "Owners of property connected to the sewer system for only a portion of a billing quarter shall pay a prorate sewer rental for the period of time actually connected during the quarter." It shall further state that a flat sewer rate of \$90.00 per quarter will be billed each quarter thereafter.

### ***2016 Route 522 Municipal Lien – Robert C. Sprenkel:***

Chairman Neal Smith reported that Mr. Robert Sprenkel called him concerning the municipal lien placed on his 2016 Route 522 property. After a moderate discussion, the Authority office was directed to send Mr. Sprenkel a letter stating that the Penn Township Municipal Authority and its solicitor have reviewed his recent request to remove the municipal lien from his 2016 Route 522 property. It shall further state that since the sewer flows from this property are not metered, and therefore billed at a flat rate, the Authority does not have any means to know when or how much sewer is being disposed of. It shall note that according to PTMA Rules and Regulation:

- All PTMA customers are responsible for payment of all charges incurred from the time of connection.
- Operation, maintenance, repair and replacement of the grinder pump system, pressure lateral and other related appurtenance located on said property are the owner's sole responsibility.

It shall further note that PTMA rules and regulations require the sewer system on the aforementioned property to be repaired according to PTMA Rules, Regulation and Requirements and inspected by a PTMA inspector on or before May 1, 2006. It shall also note that PTMA Inspector Pete DeWire of PECO Consultants, Inc. must be contacted within 24 hours after the repairs have been completed. It shall request that Mr. Sprenkel mail a check or money order payable to "PTMA" in the amount of \$687.50, which includes the outstanding balance of \$602.50, currently past due, and the 1<sup>st</sup> quarter 2006 sewer billing of \$85.00, due on April 27, 2006. It shall also state that upon receiving payment for the outstanding portion of the bill, Municipal Lien #ML-38-2006 will be satisfied at the Snyder County Courthouse.

### ***SALEM MANOR MOBILE HOME PARK WATER SYSTEM:***

Chairman Neal Smith reported that the Authority has not received a response from Roger & Andrea Christoff, owners of the Salem Manor Mobile Home Park, concerning the possibility of PTMA servicing their mobile home park with a bulk water service. Further discussion was tabled until the owners of the Salem Mobile Home Park contact PTMA.

***(Mr. Robert Romig Joined the meeting at approx. 7:30 p.m.)***

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### ***ROBERT M. ROMIG II SUBDIVISION:***

Upon review and discussion of the Robert M. Romig II subdivision plan, Chairman Neal Smith motioned to send a letter to Mr. Robert M. Romig II stating that (1) the Penn Township Municipal Authority and its engineer have preliminarily reviewed his subdivision plan dated October 13, 2005 concerning the subdivision of tax map 3 parcel number 258 (13-03PN258) located along Old Route 522, (2) upon review the Authority finds that public sewerage facilities are available based on an estimated 1 Equivalent Dwelling Unit (EDU) per quarter for the proposed subdivided lot #1, (3) the estimated flows will not cause an overload on Penn Township Municipal Authority's sewer system in the projected 5 years, (4) the Authority will accept the proposed connections to the public sewer system upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections, and (5) it is required that a sewer permit is purchased from PTMA prior to the beginning of any construction. Chairman Smith further motioned that Prior to moving the existing sewer lateral located on the original lot, a sewer permit addendum must be purchased from PTMA for all inspection and administrative costs with all fees being paid at the time the sewer permit and sewer permit addendum are picked up. Vice-Chairman Darwin Swope seconded them motion and unanimously approved.

*(Secretary Gregory Aungst left the meeting at 7:38 p.m. due to a personal emergency.)*

*(Mr. Robert Romig left the meeting at approx. 7:45 p.m.)*

### ***ST. PIUS X LAND DEVELOPMENT:***

The Authority members reviewed the April 4, 2006 letter from Gannett Fleming, Inc. concerning the first plan submission of the developer-installed sanitary sewer and water main extensions for the St. Pius X Catholic Church. After a lengthy discussion, Mr. Justin Keister of Larson Design Group was directed to see if the developer would be willing to work with PTMA to use the water system point of entry at the University Avenue / Bel-Mar Drive connection point. Since this connection point would be further away from the construction site than other potential connection points, the Authority stated they would be willing to supply some of the materials required to build the water main. It shall be noted that if the water main is constructed from this connection point, the property owners in said area will have the advantage of fire hydrant protection, not to mention, the capability of connecting to the public water system.

### ***PHEASANT RIDGE:***

Solicitor Robert Cravitz reported that the original letters of credit for the Pheasant Ridge development were reduced due to the developer's contractor submitting incorrect estimates. Solicitor Cravitz further reported that the revised letters of credit are 110% of the construction costs as agreed upon in their water and sewer construction agreements.

### ***GARY WALTER PROPERTY:***

The Authority members reviewed Gannett Flemings, Inc. April 6, 2006 letter concerning the capacity evaluation for the Gary Walter Property. After a lengthy discussion, Vice-Chairman Darwin Swope motioned to send Mr. Gary Walter a letter stating that (1) the Penn Township Municipal Authority (PTMA) and its engineer have reviewed his request for PTMA to supply public sewer service to his proposed Land Development located in Union Township, Snyder County, (2) PTMA finds that as of April 6, 2006 physical sewer conveyance capacity is available using their "Old Routes 11 & 15" sewer line for up to 100 Equivalent Dwelling Units (EDU's), and (3) the estimated flows will not cause an overload on PTMA's sewer system in the projected 5 year period. Vice-Chairman Swope further motioned that the letter shall state that because this property is located outside of Penn Township, an agreement between Mr. Walter and PTMA will need to be negotiated, which will include fees, requirements, etc. It shall also state that upon the execution of this

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agreement, PTMA would accept the proposed sewer connection. The aforementioned letter shall note that other approvals will be required including, but not necessarily limited to, the Eastern Snyder County Regional Authority in order to proceed. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

*(Mr. Justin Keister and Mr. Rick McGinnis left the meeting at 8:40 p.m.)*

### ***OLD COLONY ROAD SEWER MAIN EXTENSION FEASIBILITY STUDY:***

Pete DeWire of PECO Consultants, Inc. discussed the status of the Old Colony Road sewer main extension feasibility study at length. Further discussion was tabled until the May 3, 2006 PTMA meeting.

*(Mr. Glen Swope left the meeting at 9:15 p.m.)*

### ***PTMA MAP FILING CABINET:***

Chairman Neal Smith reported that map filing cabinets like the ones in the Authority office have been discontinued by the manufacturer. After a brief discussion, the Authority office was directed to send a letter to the Penn Township Board of Supervisors stating that as they know both their office and the Authority office are in need of additional map filing cabinets. It shall further state that unfortunately, the Authority has discovered that the manufacturer does not produce the exact cabinet or its base to match the existing three map cabinets currently located in the two offices. It shall also state that since they are also in need of an additional matching map cabinet, the Authority would like to offer \$1200.00 to purchase their two-year old map file that matches the Authority's for the going rate of a cabinet equivalent to the one they own. It shall note that this amount is \$150.00 over the original price of \$1049.99, which they paid in 2004 when purchasing the cabinet. It shall further note that this would allow both offices to have cabinets that match, not to mention safely stack on top of each other. It shall state that if they are agreeable to this sale, the Authority will move the cabinet at their own expense and provide the man power to accomplish the move. It shall request that they contact the Authority office before their May 3<sup>rd</sup> meeting.

### ***CHAIRMAN'S REPORT By Neal Smith:***

#### ***Manhole Repair:***

Chairman Neal Smith reported that a manhole located on Gregory Avenue is in need of repair. After a brief discussion, Chairman Smith was directed to contact Fairchild Brothers, Inc. and have them repair said manhole.

#### ***Incorrect Water Meter Installation / Billing Adjustments:***

Chairman Neal Smith reported that the water meter installed at 302 Fairview Drive was coded for 217 Fairview Drive and the water meter installed at 217 Fairview Drive was coded for 302 Fairview Drive. In order for the Authority water operator to remotely read the water meter, all water meters are coded specifically to the home they are being installed. Chairman Smith further reported that apparently, in 2001 both property owners used the same contractor, who installed the incorrect water meters in each home. Since that time 217 Fairview Drive has been billed for the water usage of 302 Fairview Drive and 302 Fairview Drive has been billed for the water usage of 217 Fairview Drive. It shall be noted that the owner of 217 Fairview Drive was reimbursed for the water they paid for but did not use, and the owner of 302 Fairview Drive was billed for their water usage over the amount they were originally billed.

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

Inspector Pete DeWire reported on the Status of the Pheasant Ridge Land Development.

### ***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)

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

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. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

Vice-Chairman Darwin Swope reported that he spoke with the Northumberland National Bank (NNB) concerning the interest rate of the Authority's Certificate of Deposit. Vice-Chairman Swope further reported that NNB will, upon the Authority's request, transfer the funds in the Certificate of Deposit into the Authority's Sewer Fund with no penalties added. After a brief discussion, the Authority office was directed to arrange the transfer.

### ***ADJOURNMENT:***

With no further business to discuss Vice-Chairman Darwin Swope motioned to adjourn the April 6, 2006 PTMA meeting at 9:30 p.m. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

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