

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting January 5, 2006

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 5, 2006 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, Treasurer Timothy Laubscher, Secretary Gregory Aungst and Assistant Secretary/Treasurer Thomas Ferry

Member(s) Absent: None

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:

None

REORGANIZATION:

Treasurer Timothy Laubscher motioned to retain all current Penn Township Municipal Authority officers and professional advisors as follows for 2006:

Chairman	Neal R. Smith
Vice-Chairman	Darwin L. Swope
Treasurer	Timothy M. Laubscher
Secretary	Gregory A. Aungst
Assistant Secretary/Treasurer	Thomas C. Ferry
Legal Counsel	Robert M. Cravitz, Esq.
Inspector	Pete DeWire of PECO Consultants, Inc.
Engineer	Gannett Fleming, Inc.
Auditors	Schaeffer, Jones, Eichner and Wagner, LLP

Secretary Gregory Aungst seconded the motion and unanimously approved.

MINUTES:

The Authority members reviewed the minutes of the December 1, 2005 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Thomas Ferry to approve the minutes from the December 1, 2005 Penn Township Municipal Authority meeting as presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

PUBLIC COMMENT:

Chairman Neal Smith thanked Vice-Chairman Darwin Swope for having the insight to discuss the early withdrawal penalties with the Northumberland National Bank manger. Chairman Smith reported that when he and Vice-Chairman Darwin Swope went to the Northumberland National Bank to close out the Certificate of Deposit as directed by the Authority, Vice-Chairman Swope spoke to the bank manager concerning the penalty fees for cashing in the certificate early. Upon this conversation, the bank waived all penalties due to the fact the monies remained in their bank.

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CORRESPONDENCE:

Selinsgrove State Center Sewer Billing:

The Authority members reviewed and discussed the December 7, 2005 letter from Judith Brokus of the Selinsgrove State Center concerning the late penalties applied to the Center's sewer bills. After a brief discussion, Chairman Neal Smith motioned to acknowledge the Selinsgrove State Center's December 7, 2005 letter concerning the late penalties applied to their sewer account (#50000200) and waive all said penalties. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Chapter 94 Report – Gannett Fleming, Inc.:

After the Authority members briefly reviewed the December 30, 2005 letter from Kevin Shannon of Gannett Fleming, Inc. concerning the 2005 Chapter 94 Report, Assistant Secretary/Treasurer Thomas Ferry motioned to have Gannett Fleming, Inc., with the assistance of the PTMA office, complete the 2005 Chapter 94 Report. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

PTMA Office Space Rent Increase – Penn Township Board of Supervisors:

The Authority members reviewed and discussed the January 5, 2006 memo from the Penn Township Board of Supervisors concerning the PTMA office space rent increasing from \$300.00 per month to \$1200.00 per month.

ROBERT ROMIG II LAND DEVELOPMENT:

Chairman Neal Smith reported that the Authority office has not heard from Robert Romig II concerning his land development. Further discussion was tabled until Mr. Romig presents PTMA with the land development plans, at which time, the Authority can review the sewer capacity required for said land development.

BOOSTER PUMPING STATION PROJECT:

Cingular Wireless Selinsgrove Cell Site Damage – Cingular Wireless:

The Authority members reviewed the December 22, 2005 fax from Leonard Parrish of Cingular Wireless and subsequent letters from PTMA to 4-M Construction and PSI Pumping Solutions, Inc. After a brief discussion, the Authority office was directed to contact the Authority's insurance carrier and notify them of a potential claim in the event the contractor's insurance does not cover the damage.

Status Report:

Engineer Kevin Shannon reported that the telemetry has been installed at the PTMA Water Booster Pumping Station. Engineer Shannon further reported that the Commonwealth of Pennsylvania Department of Environmental Protection has granted PTMA an *Operation of Facilities* permit.

Approval of Contract B, Estimate #2 – Final:

Chairman Neal Smith motioned to approve and pay Contract B, Estimate #2-Final in the amount of \$9,730.00 contingent on receiving written approval of all associated paperwork from Gannett Fleming, Inc. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Approval of Contract B, Completion Certificate:

Vice-Chairman Darwin Swope motioned to approve and sign Contract B, *Completion Certificate* dated December 15, 2005. Secretary Gregory Aungst seconded the motion and unanimously approved.

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PHEASANT RIDGE:

Engineer Kevin Shannon reported that Pheasant Ridge sanitary sewer design revisions were reviewed and appeared acceptable by Gannett Fleming, Inc. After a brief discussion, Engineer Shannon was instructed to obtain copies of the revisions along with additional copies of entire set of plans for use by PTMA and their inspector.

WENDT'S PORK PALACE:

Chairman Neal Smith motioned to accept the Sewer Deed of Dedication dated December 8, 2005 for Wendt's Pork Palace sewer main extension as presented. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

SALEM MANOR MOBILE HOME PARK WATER SYSTEM:

The Authority office was directed to send a letter to Roger & Andrea Christoff, which states that the Authority has recently been notified that they are the new owners of the Salem Manor Mobile Home Park located along Salem Road in Penn Township, Snyder County. It shall further state that over the last several years the Authority has met with the previous owner of the mobile home court to discuss the possibility of the Penn Township Municipal Authority (PTMA) supplying bulk water service to their newly acquired mobile home park. It will further note that it was determined, upon review by the Authority's engineer, that a short water main extension from the corner of Clifford and Salem Roads to their mobile home park could be built. It will also state that if they would like to discuss this matter further along with any other water options, to contact the Authority office and asked to be placed on the next PTMA meeting agenda.

CHAIRMAN'S REPORT By Neal Smith:

Chairman Neal Smith reported that he has nothing further to report.

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

Manhole Repairs:

Inspector Pete DeWire reported that PTMA manhole #80, which is located in the intersection of Greenridge and South Clifford Roads, was damaged when recently hit by snowplow. After a brief discussion, Chairman Neal Smith motioned to repair the integrity of PTMA manhole #80 and see what can be done about repairing it in a way that will not cause the same damage to reoccur. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

Inspector Pete DeWire reported that the road around manhole #19, which is located on Gregory Ave., has settled around said manhole. Inspector DeWire further reported that according to Penn Township Roadmaster Roy Knause, this problem should be corrected when the road is tarred and chipped in the spring.

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)

Assistant Secretary/Treasurer Thomas Ferry motioned to purchase two (2) Rebuild Seal Kits with Bearings in the amount of \$461.00 each, as presented in Kappe Associates December 27, 2005 quote. Vice-Chairman Darwin Swope seconded the motion and unanimously approved. It shall be noted that the rebuild kits will be kept on hand at the Salem Glenn Pump Station in the event they are needed.

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Chairman Neal Smith motioned to enter into a Service Contract for the Salem Glenn, Salem Road and Meadowview Estates Pump Stations with Kappe Associates in the amount of \$2,500 per year as per the July 28, 2005 quote. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Chairman Neal Smith motioned to approve the purchase of a Superior Auto Switchover Regulator Kit in the amount of \$2,773.00 as presented in L/B Water Service, Inc.'s December 6, 2005 quote contingent on receiving further information and review of other options by Chairman Neal Smith and Assistant Secretary/Treasurer Thomas Ferry. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

TREASURER'S REPORTS By Timothy Laubscher:

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

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

Chairman Neal Smith called an executive session at 8:24 p.m. to discuss employee salary matters. The Penn Township Municipal Authority January 5, 2006 meeting was reconvened at 8:48 p.m.

Based upon the Executive Session Vice-Chairman Darwin Swope motioned to amend the *Penn Township Municipal Authority Employee Policy Handbook* "Employee Benefit" section concerning personal time off to state that after 10 years of continuous service, 120 Hours of "Personal Time Off" (PTO) will be granted with all other qualifications remaining the same. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Based upon the Executive Session Chairman Neal Smith motioned to increase (1) Scott L. Sharp's hourly wage from \$19.65 to \$20.15 per hour, (2) Richard F. Kline, Jr.'s hourly wage from \$18.75 to \$19.25 per hour, (3) Susan L. Seebold's hourly wage from \$13.90 to \$14.50 per hour and (4) Roy N. Sauer's hourly wage from \$12.00 to \$12.50 per hour, with all increases effective as of January 1, 2006. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss Treasurer Timothy Laubscher motioned to adjourn the January 5, 2006 PTMA meeting at 8:50 p.m. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

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