

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

March 2, 2006

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, March 2, 2006 at 7:03 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 7:10 p.m.), and Assistant Secretary/Treasurer Thomas Ferry

Member(s) Absent: Secretary Gregory Aungst

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 and Glen Swope

MINUTES:

The Authority members reviewed the minutes of the February 2, 2006 PTMA meeting. A motion was made by Chairman Neal Smith to approve the minutes from the February 2, 2006 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:

No correspondence to review.

ST. PIUS X LAND DEVELOPMENT:

Chairman Neal Smith reported that the St. Pius X Catholic Church has not responded to the Authority's February 6, 2006 letter concerning the establishment of the water and sewer escrow accounts for the engineering and legal review of their land development. Further discussion was tabled.

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.

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

OLD COLONY ROAD SEWER MAIN EXTENSION FEASIBILITY STUDY:

Pete DeWire of PECO Consultants, Inc. reported that he has started the sewer main extension feasibility study along Old Colony Road. After a brief discussion, the Authority office was directed to send a letter to Mr. and Mrs. Todd Hoot that states due to failing septic systems in their area, Penn Township Municipal Authority is in the process of conducting a feasibility study for a possible sewer main extension along Old Colony Road. It shall further state that this potential sewer main extension would serve their 200 Old Colony Road property along with 2 other properties located along Old Colony Road. It will also state that a survey will be conducted in the near future for the purpose of creating a preliminary design to determine if a sewer main extension would be possible to service the aforementioned properties.

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GARY WALTER PROPERTY (UNION TOWNSHIP):

Mr. Rick McGinnis of Caldwell Banking came before the Authority to discuss the public sewer availability to the Gary Walter Property, which is located just over the Penn Township line in Union Township. According to Mr. McGinnis there are retail developers interested in said property, which would require public sewer. After a lengthy discussion, the Authority expressed the willingness to do a study to see if it is feasible to supply public sewer services to the aforementioned property. Mr. McGinnis stated that he will contact the Authority office if the property owner decides to pursue this matter.

(Rick McGinnis left the meeting at 8:00 p.m.)

ALLEY "A":

Vice-Chairman Darwin Swope expressed his desire to see if it is feasible to sell the property owned by the Authority in Alley "A" and retain a sewer easement in its place. After a brief discussion, Solicitor Robert Cravitz was directed to research this matter. Further discussion was tabled.

PTMA OFFICE RELOCATION:

Lease Agreement:

The Authority reviewed the February 27, 2006 Keystone Building Products, Inc. rental proposal. After a brief discussion, Vice-Chairman Darwin Swope motioned to enter into a three-year lease agreement with Keystone Building Products, Inc. in the amount of \$420.00 per month including utilities as presented in their February 27, 2006 proposal contingent on the review and approval of the formal lease agreement by PTMA Solicitor Robert Cravitz. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

(Glen Swope left the meeting at approx. 8:20 p.m.)

Post Office Box:

After a brief discussion concerning the security of the Authority's mail at the new office location, Chairman Neal Smith motioned to rent a 5" x 5" post office box from the Selinsgrove Post Office in the amount of \$76.00 per year. Chairman Smith further motioned that the post office box shall be rented no later than March 13, 2006. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

PTMA Customer Payments:

After a brief discussion concerning the accessibility of the new Authority office, Vice-Chairman Darwin Swope motioned to only accept water and sewer quarterly payments from PTMA Customers via the U.S. Postal Service. Vice-Chairman Swope further motioned that no quarterly water and sewer payments will be accepted at the Authority office. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

The Authority office was directed to send a letter to all PTMA water and sewer customers stating that (1) PTMA is being evicted from the Penn Township Municipal Building, (2) the Authority office is moving to the Keystone Building Products, Inc. Complex at the beginning of April, (3) PTMA will no longer be accepting water and sewer quarterly utility payments at the PTMA office, (4) for security reasons PTMA has obtained a post office box at the Selinsgrove Post Office, (5) all PTMA water and sewer utility payments shall be sent to the new post office box in the form of a check or money order and (6) the April PTMA meeting will be held at the Penn Township Municipal Building as scheduled with all remaining 2006 PTMA meetings being held in the new office location on the advertised dates as originally scheduled.

(Engineer Kevin Shannon left the meeting at approx. 8:40 p.m.)

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Moving Quotes:

Chairman Neal Smith motioned to solicit quotes to move the Authority office from 3 local moving companies and use the services of the company with the lowest qualified bid. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Map Filing Cabinets:

Assistant Secretary/Treasurer Thomas Ferry motioned to purchase two ten-drawer map filing cabinets in the amount of \$1200.00 each plus shipping and handling. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

PTMA Office Furniture:

Chairman Neal Smith motioned to purchase a new desk with a receptionist counter along with a new chair and chair mat in an amount not to exceed \$2,250.00 to be used in the new Authority office. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

Chairman Neal Smith motioned to purchase a ten to twelve foot conference table, ten conference chairs, eight folding chairs and a coat rack in an amount not to exceed \$3,400.00 to be used in the new Authority office. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

PTMA Office Billing Printer:

After a brief discussion concerning the malfunctioning billing printer, Treasurer Timothy Laubscher motioned to purchase a Xerox 4500 Laser Printer in an amount not to exceed \$1,000.00 contingent on the cost of Computata Services, Inc. billing process options. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved. It shall be noted that if it is not cost effective for Computata Services, Inc. to print the water and sewer bills for the Authority, the new printer shall be purchased.

LAWN MOWING PROPOSAL:

After the Authority members reviewed and briefly discussed the February 28, 2006 lawn mowing proposal from Randy Hawk's Lawn Service, Vice-Chairman Darwin Swope motioned to accept the February 28, 2006 lawn mowing proposal from Randy Hawk's Lawn Service as presented. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

CHAIRMAN'S REPORT By Neal Smith:

Chairman Neal Smith stated that he had nothing further to report.

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

Inspector Pete DeWire reported that he will be taking a vacation from March 15, 2006 – March 24, 2006. Inspector DeWire further reported that he has contacted Leonard Meckley of Meck Tech, Inc. to cover his water and sewer inspections for the duration of his vacation.

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)

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TREASURER'S REPORTS By Timothy Laubscher:

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. Vice-Chairman Darwin Swope seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss Chairman Neal Smith motioned to adjourn the March 2, 2006 PTMA meeting at 9:00 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Respectfully Submitted,

Susan L. Seebold, Administrative Secretary

Penn Township Municipal Authority