

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting**

**July 6, 2006**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, July 6, 2006 at 7:04 p.m. in the Penn Township Municipal Authority Office located at 2585 Route 522, Selinsgrove, PA. Chairman Neal Smith presiding.

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

Chairman Neal Smith, Treasurer Timothy Laubscher and Assistant Secretary/Treasurer Thomas Ferry

***Member(s) Absent:*** Vice-Chairman Darwin Swope and 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:***

Justin Keister of Larson Design Group, Inc., Monica Rodriguez of Schaeffer, Jones, Eichner and Wagner Public Accountants, Glen Swope and Darwin Swope

### ***MINUTES:***

The Authority members reviewed the minutes of the June 1, 2006 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Thomas Ferry to approve the minutes from the June 1, 2006 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:***

*No correspondence to review.*

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

Upon review and approval by Solicitor Robert Cravitz, Chairman Neal Smith motioned to accept the Pheasant Ridge Water and Sewer Main Deed of Dedication dated June 29, 2006 as presented. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

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

After the Authority members reviewed and discussed the June 30, 2006 letter from Justin Keister of Larson Design Group, Inc. concerning the St. Pius X Catholic Church Land Development, Treasurer Timothy Laubscher motioned to approve the St. Pius X Catholic Church water and sewer plans last revision dated June 22, 2006 as presented. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

The Authority members briefly reviewed the St. Pius X Catholic Church Water/Sewer Permit fee and Quarterly Billing Calculation Report. After a brief discussion, Chairman Neal Smith motioned to accept the July 6, 2006 St. Pius X Catholic Church Water / Sewer Permit Fee and Quarterly Billing Calculations as presented. Chairman Smith further motioned that PTMA's total contribution shall not exceed \$40,000.00 or 10 years of water fees, whichever comes first. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

***(Justin Keister of Larson Design Group, Inc. left the meeting at 7:18 p.m.)***

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### ***OLD COLONY ROAD RESIDENTIAL SEWER CONNECTIONS:***

The Authority members reviewed and discussed the phone / fax quotes that were received for the 201 Old Colony Road sewer lateral installation. After a lengthy discussion, Chairman Neal Smith motioned to amend the June 1, 2006 motion to provide sewer taps to the low-pressure sewer main located along Old Colony and Quarry Roads for the residential homes listed in said motion that were constructed prior to the aforementioned low-pressure sewer main construction in an amount not to exceed **Three Thousand Dollars (\$3,000.00)** and waive all PTMA sewer permit fees. Chairman Smith further motioned that all other stipulations in the aforementioned June 1, 2006 motion remain the same. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Chairman Neal Smith motioned to accept the June 20, 2006 Proposal from Dave Gutelius, Inc. as presented with all costs exceeding \$3,000.00 being the responsibility of the property owners, Glen C. Swope and Darwin L. Swope. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved. The Authority members directed Inspector Pete DeWire to contact Dave Gutelius, Inc. and schedule the construction to begin after the Excavation, Construction and Installation of Sewer Tap and Lateral Release Form was signed by both aforementioned property owners.

Upon further discussion, the Authority members directed Solicitor Robert Cravitz to revise the General Release for Excavation, Construction and Installation of Sewer Tap and Lateral form as discussed.

### ***2005 PTMA AUDIT:***

The Authority members and Auditor Monica Rodriguez of Schaeffer, Jones, Eichner and Wagner, LLP reviewed the 2005 PTMA financial statements. After a brief discussion, Chairman Neal Smith motioned to approve the Penn Township Municipal Authority Audited Financial Statements for the Year ended December 31, 2005 as presented by Schaeffer, Jones, Eichner and Wagner, LLP. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

*(Monica Rodriguez left the meeting at approx. 8:30 p.m.)*

### ***PAWLING STATION BUSINESS PARK – SIDCO:***

Engineer Kevin Shannon reported on the June 8, 2006 Pawling Station Site Meeting. After a brief discussion, Treasurer Timothy Laubscher motioned to approve the Pawling Station Business Park Sewage Facilities Planning Module dated July 6, 2006 as presented. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

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

Chairman Neal Smith reported that the Authority has not received a response to their letter from the Penn Township Board of Supervisors concerning the Gary Walter Property. Further discussion was tabled until either the Penn Township Board of Supervisors or Gary Walter contacts the Authority.

### ***ANNUAL WATER SYSTEM INSPECTION REPORT:***

The Authority members reviewed the Annual Water System Inspection Report. After a moderate discussion, the Authority office was directed to contact PTMA Operator Scott Sharp to have some of the items listed in the report completed or corrected.

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### ***BIG BEE BOATS – ROBERT SPRENKEL:***

Chairman Neal Smith reported that Robert Sprenkel of Big Bee Boats has not complied with the Authority's April 10, 2006 letter to have the sewer system on his 2016 Route 522 property repaired and inspected as per the PTMA Rules, Regulations and Requirements. After a brief discussion, Solicitor Robert Cravitz was directed to send Mr. Sprenkel a follow-up letter concerning the aforementioned violation.

### ***PTMA SAFE DEPOSIT BOX:***

After the Authority members reviewed and briefly discussed the current safe deposit box annual lease fees, Chairman Neal Smith motioned to close the current safe deposit box at M & T Bank and open a new safe deposit box at the Northumberland National Bank located on 87 Lori Lane in Hummels Wharf. Assistant Secretary/Treasurer Thomas Ferry seconded the motion and unanimously approved.

### ***CENTRAL KEYSTONE COUNCIL OF GOVERNMENT – CERTIFICATE OF OCCUPANCY:***

After a brief discussion concerning the Central Keystone Council of Government certificates of occupancy, Chairman Neal Smith motioned to maintain the existing sewer billing policy of initiating a new construction sewer billing from the date the permit is completed and signed by a PTMA Board member. Chairman Smith further motioned that the initial sewer bill may be adjusted to reflect the actual date of occupancy if the Authority Office receives a copy of the Central Keystone Council of Government Certificate of Occupancy. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

The Authority office was directed to send a letter to the Central Keystone Council of Government requesting that a copy of each Certificate of Occupancy for all new construction in Penn Township be faxed or sent to the PTMA office as they are issued.

### ***DELINQUENT PTMA WATER & SEWER CUSTOMERS:***

The Authority members reviewed and discussed the delinquent PTMA Water and Sewer Customer List dated June 23, 2006. After further discussion concerning Mr. Harold Knouse's request for PTMA to create a payment plan for his outstanding sewer account, the Authority office was directed to send Mr. Knouse a letter stating that the Authority members recently discussed his request for Penn Township Municipal Authority to set up a payment plan for the purpose of paying off his outstanding sewer bill. It shall further state that unfortunately, Penn Township Municipal Authority does not have payment plans in place nor are they able to create the requested plan. It shall also state that if Mr. Knouse needs financial assistance, the Authority suggests that he contacts a bank or financial institute.

### ***ANNUAL COMPUTER SUPPORT – COMPU DATA SERVICES, INC.***

Chairman Neal Smith reported that it has been recently brought to the Authority Office's attention that Computata Services, Inc. is undergoing a substantial employee turnover leaving few, if any, support personnel. Chairman Smith further reported that on June 1, 2006 the Authority paid the annual 2006 Visual Utility Billing Support fee in the amount of \$500.00. After a brief discussion, the Authority office was directed to call Computata Services, Inc. to see if they are able to provide adequate support and fulfill the Visual Utility Billing Support agreement.

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

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

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

#### ***Alley "A":***

Inspector Pete DeWire reported that upon the Authority Office's request, he recently walked through Alley "A" to see if there were any visible obstructions located on the Authority's property as reported by a PTMA customer who owns property along Alley "A". After a brief discussion, the Authority asked Chairman Neal Smith to contact PG Energy and see if they are interested in owning the PTMA property known as Alley "A". After further discussion, the Authority directed Pete DeWire of PECO Consultants, Inc. to present a proposal to the Authority for the surveying of PTMA's Alley "A" property.

### ***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.)

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

### ***ADJOURNMENT:***

With no further business to discuss Assistant Secretary/Treasurer Thomas Ferry motioned to adjourn the July 6, 2006 PTMA meeting at 9:34 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

***Respectfully Submitted,***

***Susan L. Seebold, Administrative Secretary***

***Penn Township Municipal Authority***