

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting October 4, 2007

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, October 4, 2007 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Chairman Neal Smith presiding.

MEMBERS PRESENT:

Chairman Neal Smith, Vice-Chairman Thomas Ferry, Treasurer Timothy Laubscher, Secretary Gregory Aungst (arrived at 7:23 p.m.) and Assistant/Secretary Treasurer James Newman

Member(s) Absent: *None*

OTHERS PRESENT:

Inspector Pete DeWire, Engineer D. Jeffrey Golding of Gannett Fleming, Inc. and Administrative Secretary Susan Seebold

VISITORS PRESENT:

None

MINUTES:

The Authority members reviewed the minutes of the September 6, 2007 PTMA meeting. Vice-Chairman Thomas Ferry motioned to approve the minutes from the September 6, 2007 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:

2008 – 2009 Surface Improvement Program – Penn Dot:

The Authority members reviewed the September 13, 2007 letter from the Pennsylvania Department of Transportation concerning their 2008-2009 Surface Improvement Program.

Water / Sewer Bill Late Penalties – Cathy Hines:

After the Authority members reviewed and briefly discussed the September 14, 2007 letter from Cathy Hines, the Authority office was directed to send a letter to Mrs. Hines stating that the Penn Township Municipal Authority (PTMA) has reviewed her September 14, 2007 letter concerning the 2nd quarter 2007 water and sewer billing for her property located at 37 Woodlynn Drive. It shall further state that the Authority would like to commend her on her exemplary record of paying on time and would like to waive the late penalties assessed to her account; however, the Authority is unable to do so due to setting precedence for other customers, some of which who do not have such a stellar record as hers. The aforementioned letter shall also state that the Authority is currently looking into other payment options for their customers and hope to offer an additional method of payment in the near future.

PAWLING STATION BUSINESS PARK – SIDCO:

The Authority members reviewed and discussed the October 3, 2007 letter from Engineer Jeffrey Golding and the September 24, 2007 letter from Kenneth Estep of Mid-Penn Engineering Corporation concerning the Pawling Station Business Park. It shall be noted that Chairman Neal Smith and Vice-Chairman Thomas Ferry plan to attend the field meeting on October 5, 2007 at 10:30 a.m.

PEACHWOOD VIEW:

Chairman Neal Smith reported that he had nothing new to report on the Peachwood View Land Development. Further discussion was tabled until the November 1, 2007 PTMA meeting.

GRAYSON VIEW EXPANSION:

Chairman Neal Smith reported that he had nothing new to report on the Grayson View Expansion. Further discussion was tabled until the November 1, 2007 PTMA meeting.

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GREYSTONE ESTATES TOWNHOUSES:

Chairman Neal Smith and Engineer Jeffrey Golding reported that they had nothing new to report on the Greystone Estates Townhouses. Further discussion was tabled until a sewer construction agreement and letter of credit are submitted for the Greystone Estates Townhouses.

EAST SNYDER PARK:

Chairman Neal Smith reported that he had nothing new to report on the East Snyder Park Land Development. Further discussion was tabled until PTMA receives the signed Water and Sewer Construction Agreements and letters of credit.

SOUTH FRONT STREET SEWER MAIN EXTENSION FEASIBILITY STUDY:

Pete DeWire of Larson Design Group, Inc. reported that the potential developers of the South Front Street Sewer Main Extension have decided not to proceed with the sewer main extension. It shall be noted that this does not include Mr. Ben Cairns' plans to connect the sewer main that was constructed across the Borough of Selingsgrove Boat Launch Isle of Que property to Mr. Cairns' adjoining property in Penn Township. Currently Mr. Cairns is seeking plan approval from the Borough of Selingsgrove.

2008 PTMA MEETING SCHEDULE:

After a brief discussion, Vice-Chairman Thomas Ferry motioned to schedule the PTMA meetings for 2008 to be held on the first Thursday of each month with the exception of the January, May and July meetings being scheduled for the second Thursday of January, the last Wednesday of April and the first Tuesday of July, respectively, with all meetings scheduled to begin at 7:00 p.m. in the Penn Township Municipal Authority Office. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved. The Authority office was directed to advertise the 2008 PTMA meeting schedule in the next edition of the Snyder County Times.

2008 PTMA WATER & SEWER BUDGETS:

The Authority members briefly discussed several fees and calculations to be used in creating the 2008 PTMA Water & Sewer Budgets. Further discussion was tabled until the November 1, 2007 PTMA meeting.

PTMA OFFICE COMPUTER SYSTEM:

Administrative Secretary Susan Seebold reported that the Authority office computer system crashed on September 21, 2007. Administrative Secretary Seebold further reported that Assistant Secretary/Treasurer James Newman and Smithville Computer Services looked at the system to determine if it could be repaired and if so, if it would be cost effective. Upon inspection of the system, they determined that due to the age of the system and due to not being sure that the system is repairable, it would be most cost effective to purchase a new computer system (not including monitors). Assistant Secretary/Treasurer James Newman motioned to purchase a Dell Precision 390 as presented in the September 26, 2007 quote from Smithville Computer Services in an amount not to exceed \$1600.00. Secretary Gregory Angst seconded the motion and unanimously approved.

AUTO READ EQUIPMENT UPGRADE:

Administrative Secretary Susan Seebold reported that the Auto Read equipment and software used to read the water meters is out-of-date and is no longer supported by Sensus Technologies. The Authority members reviewed and discussed the September 27, 2007 quote from L/B Water Service, Inc. for the upgrade of the aforementioned software and equipment. Further discussion was tabled until the current equipment stops working.

CHAIRMAN'S REPORT by Neal Smith:

CDBG Grant Funding:

Chairman Neal Smith reported that the Snyder County Commissioners are taking applications for CDBG grant funding. After a brief discussion, it was determined that PTMA does not have any pending projects that would qualify for the aforementioned funding.

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INSPECTOR'S REPORT by Pete DeWire:

Inspector Pete DeWire reported on various properties that he recently inspected.

OPERATOR'S REPORT by Scott L. Sharp:

Operator's Reports:

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.)

Vice-Chairman Thomas Ferry motioned to approve the Payments and Time Cards as presented. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss Vice-Chairman Thomas Ferry motioned to adjourn the October 4, 2007 PTMA meeting at 8:09 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Respectfully Submitted,

Susan L. Seebold, Administrative Secretary

Penn Township Municipal Authority