

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting September 6, 2007

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, September 6, 2007 at 7:02 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 (arrived at 7:18 p.m.), Secretary Gregory Aungst and Assistant/Secretary Treasurer James Newman

Member(s) Absent: *None*

OTHERS PRESENT:

Solicitor Robert Cravitz, Engineer D. Jeffrey Golding of Gannett Fleming, Inc., Administrative Secretary Susan Seebold and PTMA Operator Scott Sharp

VISITORS PRESENT:

Ben Cairns

MINUTES:

The Authority members reviewed the minutes of the August 2, 2007 PTMA meeting. Vice-Chairman Thomas Ferry motioned to approve the minutes from the August 2, 2007 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved

PUBLIC COMMENT:

No one present to be heard.

SOUTH FRONT STREET SEWER MAIN EXTENSION FEASIBILITY STUDY:

Mr. Ben Cairns presented plans showing a sewer main that was constructed across the Borough of Selinsgrove Boat Launch Isle of Que property that ends on Mr. Cairns' adjoining property. Mr. Cairns stated that Selinsgrove Borough Manager John Bickhart inspected the aforementioned sewer main construction including the portion that ends on Mr. Cairns' adjoining Penn Township property.

The Authority members reviewed and discussed the aforementioned plans along with the July 27, 2007 letter from Pete DeWire of Larson Design Group, Inc. concerning the South Front Street Sewer Main Extension Feasibility Study to determine if a public sewer main extension along South Front Street is feasible to service the properties with failing on-lot sewer systems. It shall be noted that Mr. Cairns stated that he would be willing to work with the other property owners along the extension route and would be willing to give the necessary right-of-way across the front of his property as long as it is not constructed on the river side of the road. Further discussion was tabled until the aforementioned feasibility study is completed.

CORRESPONDENCE:

Imposition of Cap Nutrients Limits - ESCRA:

The Authority members reviewed and discussed the August 23, 2007 letter from Eastern Snyder County Regional Authority Manager John Abromitis concerning the imposition of cap nutrient limits on the ESCRA wastewater discharge. Chairman Neal Smith explained that ESCRA plans to obtain the nutrient credits and resell them to the new property owners. Chairman Smith further explained that the aforementioned plans should only affect developments granted sewage treatment capacity after June 2007.

2008 Net Operating Budget - ESCRA:

The Authority members reviewed the August 7, 2007 letter from Eastern Snyder County Regional Authority (ESCRA) Manager John Abromitis concerning ESCRA's 2008 Net Operating Budget. After a brief discussion, Chairman Neal Smith motioned to send a letter to the Eastern Snyder County Regional Authority stating that PTMA estimates their 2008 flows to be approximately 360,000 gallons per day. Vice-Chairman Thomas Ferry seconded the motion and unanimously approved.

Drought Watch – PA Dept. of Environmental Protection:

The Authority reviewed and briefly discussed the August 9, 2007 letter from the PA Department of Environmental Protection concerning the declaration of a "Drought Watch" that was announced on August 6, 2007.

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Request to Waive Late Penalties – Cathy Hines:

After the Authority members reviewed and briefly discussed the August 27, 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 August 27, 2007 letter concerning the 2nd quarter 2007 water and sewer billing for her property located at 37 Woodlynn Drive. It shall further state that according to the enclosed copies of Article XI, Section C of the PTMA Water Service Rules and Regulations and Schedules of Charges and Article III, Section 3.01 of the PTMA Sewer Rate Resolution, all water and sewer bills are due and payable upon presentation by date shown on her water and sewer bill. It shall note that if the Authority does not receive her water and sewer bill payment by the due date, a 20% penalty will be added to her account balance. The aforementioned letter shall further note that if she can show proof of timely payment by either a copy of a cancelled check or through a letter from her financial institution, the Authority would be willing to review the documentation and possibly waive the late fees; however since the Authority currently does not have proof that payment was made by the due date, PTMA is required to follow their rules and regulations concerning billing and penalties.

PAWLING STATION BUSINESS PARK – SIDCO:

The Authority members reviewed the August 10, 2007 letter from Engineer Jeffrey Golding and the August 17, 2007 email from Kenneth Estep of Mid-Penn Engineering Corporation concerning the Pawling Station Business Park. After a brief discussion, Chairman Neal Smith motioned to grant electrical easement to SIDCO as presented on the Pawling Station Business Park Grading, Stormwater and Utility Plan dated June 13, 2007. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

PEACHWOOD VIEW:

The Authority members and Solicitor Robert Cravitz reviewed the Peachwood View water and sewer construction agreements, sewer letter of credit and a September 6, 2007 letter from Michael McCleary of Coukart and Associates, Inc. After a brief discussion, Vice-Chairman Thomas Ferry motioned to approve the Peachwood View Water and Sewer Construction Agreements dated September 6, 2007 as presented contingent upon receiving the water letter of credit as required by the aforementioned construction agreements. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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 October 4, 2007 PTMA meeting.

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:

Solicitor Robert Cravitz reported that the East Snyder Park water and sewer construction agreements have been sent to the developers for their approval. Further discussion was tabled until PTMA receives the signed construction agreements and letters of credit.

WATER CUSTOMER – PAST DUE BALANCE:

The Authority members reviewed the accounts receivable data for water account #10043200 that is substantially past due. After a brief discussion, the Authority office was directed to send a letter to Seth M. Hicks stating that as per the enclosed delinquent water and sewer account data, the Authority has not received a payment for the above referenced account since January 27, 2006. It shall further state that according to the PTMA Water Service Rules and Regulations and Schedule of Charges, the Authority reserves the right to shut off water service for non-payment of delinquent water bills and assess a \$100.00 restoration fee. It shall also state to avoid having his water service discontinued and additional fees being applied to his account, a payment for the amount due must be sent to the Authority office on or before October 4, 2007. It shall be noted that the aforementioned letter along with copies of Mr. Hick's account data and a copy of the section 8 of the PTMA Water Service Rules, Regulations and Schedule of Charges will be sent to Mr. Hicks certified mail with a restricted delivery.

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PTMA WEB SITE:

Chairman Neal Smith reported that the Authority's web site has not been updated since 2001. After a brief discussion, Vice-Chairman Thomas Ferry motioned to have Administrative Secretary Susan Seebold, with the assistance of Assistant Secretary/Treasurer James Newman, updated PTMA's web site and to obtain a "www" address in an amount not to exceed twenty dollars (\$20.00). Treasurer Timothy Laubscher seconded the motion and unanimously approved.

SEWER OPERATOR TRAINING:

Chairman Neal Smith motioned to reimburse Inspector Pete DeWire up to \$250.00 plus mileage for sewage operator training that is required to retain his grandfathered sewage license. Vice-Chairman Thomas Ferry seconded the motion and unanimously approved.

CHAIRMAN'S REPORT by Neal Smith:

Grease Trap Maintenance:

After the Authority members briefly discussed grease trap maintenance, the Authority office was directed to send a letter to all food handling establishments connected to the PTMA sewer system stating that the Authority has determined that cooking greases, oils and fats are being disposed of through the PTMA public sewer system. It shall further state that this causes grease build-up and may damage or block sewer mains and is against PTMA rules and regulations. It shall also state that in order to ensure that their required grease trap is working properly and to ensure that cooking grease, oil and fats are not entering the PTMA system through their establishment, the Authority requires that they (1) submit a letter certifying that they have not removed or altered the original grease trap that was installed in their establishment and inspected by a PTMA inspector and (2) include a grease trap maintenance schedule that is followed in their establishment. It shall be noted that the aforementioned documentation must be submitted to PTMA no later than October 4, 2007. It shall further note that if they need a way to dispose of their cooking grease, oil and fat waste, there is a relatively new company in the area that is looking for sources of the aforementioned waste to convert to fuel. For more information, they should contact Biodiesel of Pennsylvania (White Deer Area) at (570) 538-1041.

INSPECTOR'S REPORT by Pete DeWire:

Smoke Testing & Inspector's Report:

The Authority members reviewed and briefly discussed the August 30, 2007 inspector's report submitted by Inspector Pete DeWire. PTMA Operator Scott Sharp reported on the smoke testing that was conducted on August 25, 2007.

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)

Chairman Neal Smith motioned to purchase a Fluoride Colorimeter in an amount not to exceed \$500.00. Secretary Gregory Aungst seconded the motion and unanimously approved.

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. Secretary Gregory Aungst seconded the motion and unanimously approved

ADJOURNMENT:

With no further business to discuss Chairman Neal Smith motioned to adjourn the September 6, 2007 PTMA meeting at 8:48 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Respectfully Submitted,

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