

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting January 10, 2008**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 10, 2008 at 7:07 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Neal Smith presiding.

### **MEMBERS PRESENT:**

Neal Smith, Thomas Ferry, Timothy Laubscher, Gregory Aungst and 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:**

Michael & Rick Savidge of Savidge Housing, Inc. and Ben Cairns

### **REORGANIZATION:**

Neal Smith motioned to appoint Thomas Ferry as Chairman of the Penn Township Municipal Authority for the year 2008. Timothy Laubscher seconded the motion and unanimously approved.

Timothy Laubscher motioned to appoint Neal Smith as Vice-Chairman of the Penn Township Municipal Authority for the year 2008. Gregory Aungst seconded the motion and unanimously approved.

Neal Smith motioned to retain Timothy Laubscher, Gregory Aungst and James Newman as Penn Township Municipal Authority Treasurer, Secretary and Assistant Secretary / Treasurer, respectively, for the year 2008. James Newman seconded the motion and unanimously approved.

Neal Smith motioned to retain all current professional advisors as follows for the year 2008:

Legal Counsel	Robert M. Cravitz, Esq.
Inspector	Pete DeWire
Engineers	Gannett Fleming, Inc.
Auditors	Schaeffer, Jones, Eichner & Wagner, LLP

Thomas Ferry seconded the motion and unanimously approved.

Chairman Thomas Ferry assumed the chair at 7:15 p.m.

### **MINUTES:**

The Authority members reviewed the minutes of the December 6, 2007 PTMA meeting. A motion was made by Treasurer Timothy Laubscher to approve the minutes from the December 6, 2007 Penn Township Municipal Authority meeting as presented. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

### **PUBLIC COMMENT:**

*No one present to be heard.*

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### ***GREYSTONE ESTATES TOWNHOUSES:***

After the Authority members reviewed and discussed the December 21, 2007 letter from Engineer D. Jeffrey Golding concerning the Greystone Estates Townhouse Lots, Vice-Chairman Neal Smith motioned to approve the Greystone Estates Townhouse Lot land development plan dated October 13, 2006 with a last revision date December 6, 2007 as presented. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

### ***BEN CAIRNS SOUTH FRONT STREET PROPERTY SEWER CONNECTIONS:***

Ben Cairns came before the board to request permission to connect his two lots located at 710 and 712 South Front Street on the Isle of Que to the PTMA public sewer system. The Authority members explained that they need to receive (1) a letter from the Eastern Snyder County Regional Authority (ESCRA) stating that Mr. Cairns has paid for all required nutrient credits and that ESCRA has capacity for two (2) EDUs to service the aforementioned two lots and (2) a letter from the Borough of Selinsgrove stating that the Borough will accept the proposed sewer main extension and that the Borough has capacity for two (2) EDUs to service the aforementioned two lots. After further discussion, Vice-Chairman Neal Smith motioned that upon receiving all required documentation from the Eastern Snyder County Regional Authority and the Borough of Selinsgrove and upon receiving a signed agreement drawn up by Solicitor Robert Cravitz stating that Mr. Cairns agrees to install approx. 220 feet of sewer force main from the Borough of Selinsgrove's South Front Street property line across the front of Mr. Cairn's 710 and 712 South Front Street property ending at the southern most point of his 712 South Front Street property with Mr. Cairns granting the authority a permanent easement for the aforementioned area, the authority will agree to pay Mr. Cairns for the cost of the pipe material for the sewer force main and waive the standard escrow and inspection fees. The aforementioned force main shall be installed according to PTMA Rules, Regulations and Specifications and will be inspected by a PTMA inspector. Upon meeting all of PTMA's requirements, the Authority will take ownership of said sewer force main. Sewer permits will be accepted after the Authority accepts Deed of Dedication for the aforementioned sewer force main. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

*(Michael Savidge, Rick Savidge and Ben Cairns left the meeting at 7:35 p.m.)*

### ***CORRESPONDENCE:***

#### ***Chapter 94 Reports:***

Secretary Gregory Aungst motioned to have Gannett Fleming, Inc., with the assistance of the PTMA office, complete the 2007 Chapter 94 Report. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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

The Authority members reviewed and discussed the December 17, 2007 letter from Engineer D. Jeffrey Golding concerning the Pawling Station Business Park Pump Station Layout Shop Drawings. Further discussion was tabled until the February 7, 2008 PTMA meeting.

### ***PEACHWOOD VIEW:***

Inspector Pete DeWire reported that the Peachwood View water main tap has been completed and the sewer main construction is 95% complete. Further discussion was tabled until the February 7, 2008 PTMA meeting.

### ***GRAYSON VIEW EXTENSION:***

Vice-Chairman Neal Smith reported that a zoning permit and a building permit were purchased for the new Grayson Selinsgrove Assisted Living Facility building in September 2007; however, the PTMA water and sewer permits were apparently overlooked. After a brief discussion, the Authority office was directed to contact Scott Ramey and explain that a water permit for 10 EDUs and a sewer permit for 10 EDUs are required prior to any water and sewer line construction for the new building. It shall be noted that an additional water meter will be required for the new building.

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### ***EAST SNYDER PARK:***

Inspector Pete DeWire reported on the status of the East Snyder Park. Further discussion was tabled until PTMA receives the signed Water and Sewer Main Construction Agreements and letters of credit.

### ***REVISION OF PTMA SEWER RULES, REGULATIONS, SPECIFICATIONS & SCHEDULE OF CHARGES:***

The Authority members reviewed, discussed and revised the current PTMA Sewer Rules & Regulations and Schedule of Charges. Further discussion was tabled until the February 7, 2008 meeting.

### ***CHAIRMAN'S REPORT By Thomas Ferry:***

Chairman Thomas Ferry stated that he has nothing further to report.

### ***INSPECTOR'S REPORTS By Pete DeWire:***

#### ***Wedgewood Gardens Mobile Home Park:***

Inspector Pete DeWire reported that the Wedgewood Gardens Mobile Home Park is in the process of repairing several clean outs and broken laterals.

### ***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 James Newman motioned to approve the Payments and Time Cards as presented. Secretary Gregory Aungst seconded the motion and unanimously approved

***Chairman Thomas Ferry called an executive session at 8:28 p.m. to discuss personnel matters.***

***(Inspector Pete DeWire and Engineer D. Jeffrey Golding left the meeting at 8:30 p.m.)***

***The Penn Township Municipal Authority January 10, 2008 meeting was reconvened at 8:37 p.m.***

Based upon the Executive Session Chairman Thomas Ferry motioned to increase (1) Scott L. Sharp's hourly wage from \$20.75 to \$21.35 per hour, (2) Richard F. Kline, Jr.'s hourly wage from \$19.85 to \$20.45 per hour and (3) Susan L. Seebold's hourly wage from \$15.10 to \$15.70 per hour with Roy N. Sauer's' hourly wage remaining at \$13.00 per hour. Chairman Ferry further motioned that all increases are effective as of January 1, 2008. Secretary Gregory Aungst seconded the motion and unanimously approved.

### ***ADJOURNMENT:***

With no further business to discuss Vice-Chairman Neal Smith motioned to adjourn the January 10, 2008 PTMA meeting at 8:38 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

***Respectfully Submitted,***

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

***Penn Township Municipal Authority***