

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting January 8, 2009

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 8, 2009 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Thomas Ferry presiding.

MEMBERS PRESENT:

Thomas Ferry, Neal Smith, Timothy Laubscher, Gregory Aungst and James Newman

Member(s) Absent: None

OTHERS PRESENT:

Solicitor Robert Cravitz, Inspector Pete DeWire, and Administrative Secretary Susan Seebold

VISITORS PRESENT:

None

REORGANIZATION:

Neal Smith motioned to retain all current Penn Township Municipal Authority officers and professional advisors as follows for 2009:

Chairman	Thomas C. Ferry
Vice-Chairman	Neal R. Smith
Treasurer	Timothy M. Laubscher
Secretary	Gregory A. Aungst
Assistant Secretary/Treasurer	James S. Newman
Legal Counsel	Robert M. Cravitz, Esq.
Inspector	Pete DeWire
Engineers	Gannett Fleming, Inc.
Auditors	Schaeffer, Jones, Eichner and Wagner, LLP

Timothy Laubscher seconded the motion and unanimously approved.

MINUTES:

The Authority members reviewed the minutes of the December 4, 2008 PTMA meeting. A motion was made by Assistant Secretary/Treasurer James Newman to approve the minutes from the December 4, 2008 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:

Chapter 94 Reports:

Vice-Chairman Neal Smith motioned to have Gannett Fleming, Inc., with the assistance of the PTMA office, complete the 2008 Chapter 94 Report. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

SOUTH FRONT STREET DEVELOPMENT:

Chairman Thomas Ferry reported that Eastern Snyder County Regional Authority has granted capacity for the South Front Street Development. Chairman Ferry further reported that Engineer D. Jeffrey Golding plans to start review of the aforementioned plans in the near future. Further discussion was tabled until the next PTMA meeting.

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EAST SNYDER PARK:

Inspector Pete DeWire stated that he has nothing new to report on the East Snyder Park. Further discussion was tabled until the next PTMA meeting.

PTMA OFFICE SHREDDER:

Administrative Secretary Susan Seebold reported that the PTMA office is in need of a new shredder. After a brief discussion, Chairman Thomas Ferry motioned to purchase a new office shredder in an amount not to exceed \$199.99. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PTMA COMPUTER SYSTEM BACKUPS:

The Authority members discussed several options for off-site computer system backups. Currently, the data files are backed up daily to two separate media devices. One set of the files is kept on the premises and the other set is kept off-site. Further discussion was tabled until Assistant Secretary/Treasurer James Newman and Secretary Gregory Aungst check into on-line off-site computer system backup options.

CHAIRMAN'S REPORT By Thomas Ferry:

Chairman Thomas Ferry reported that the Commonwealth of Pennsylvania has \$800 million grant funding available for qualifying water supply, sanitary sewer and storm water projects. After the Authority members discussed several possible projects, the Authority office was directed to send a letter to all property owners located along Route 522 across from Harris Estates stating that the Penn Township Municipal Authority (PTMA) is conducting a survey to see how many properties along the section of Route 522 across from Harris Estates would be interested in public water service. It shall further state that the Authority's goal is to provide the highest quality water service and fire protection to their residents and customers. It shall also state that if the Authority proceeds with this project, they plan to install fire hydrants along the proposed water line route, which may make the property owner eligible for a reduction in their homeowner's or business insurance. The aforementioned letter shall note that the undertaking of any water main extension can be costly. It shall also note that, currently, the connection of existing properties to the public water system is not mandatory and is completely on a voluntary basis. It shall request that they complete and return the enclosed self-addressed stamped postcard, in order for PTMA to verify the cost effectiveness of a possible water main extension in their area.

INSPECTOR'S REPORTS By Pete DeWire:

Alley "A":

Inspector Pete DeWire reported that due to the holidays, he has not been able to touch base with Fairchild Brothers, Inc. concerning the cost of repairs needed along Alley "A." Further discussion was tabled until the next PTMA meeting.

D. B. Construction Water and Sewer Permit Inspections:

Inspector Pete DeWire reported that D. B. Construction is not following the water and sewer permit inspection procedures. After a brief discussion the Authority office was directed to send a letter to D. B. Construction stating that it has been brought to the attention of the Penn Township Municipal Authority (PTMA) that the Authority inspector has not been contacted in a timely fashion to inspect the two homes his company is constructing in the Pheasant Ridge Development. It shall further state that according to the PTMA Rules, Regulations and Specifications, he as the contractor is responsible to contact the Authority inspector for a permit inspection prior to (1) pouring a basement floor, (2) air testing the sewer lines, (3) activating the water service and (4) occupation of the structure. It shall note that the water meter touch pad must be installed on the outside of the structure **prior** to the completion of the water permit. It shall also note that the Authority Inspector must be contacted **48 hour prior** to the aforementioned inspections.

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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Salem Glenn Pump Station Pump Replacement:

The Authority members reviewed the January 8, 2009 email from Operator Scott Sharp concerning the Salem Glenn Pump Station pump failure on January 7, 2009 and the January 8, 2009 quote from Kappe Associates, Inc. After a brief discussion, Vice-Chairman Neal Smith motioned to replace Salem Glenn pump #1 with an ABS Piranha M100/2D Pump purchased from Kappe Associates, Inc. in the amount of \$7,500.00, including installation, as presented. Vice-Chairman Smith further motioned that if Pump #1 is repairable to have Kappe Associates, Inc. make necessary repairs and keep it as a backup pump for the Salem Glenn Pump Station. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Well House Telemetry:

The Authority members reviewed and discussed the December 29, 2009 email from Operator Scott Sharp concerning the well house and stand pipe telemetry. Further discussion was tabled until the Authority members can look into other options.

TREASURER'S REPORTS By Timothy Laubscher:

The Authority members reviewed the financial reports. (See *Attachment B and C.*) Secretary Gregory Aungst motioned to approve the Payments and Time Cards as presented. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Chairman Thomas Ferry called an executive session at 8:05 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 8, 2009 meeting was reconvened at 8:16 p.m.

Based upon the Executive Session Treasurer Timothy Laubscher motioned to increase Operator Scott L. Sharp, Operator Richard F. Kline, Jr. and Administrative Secretary Susan L. Seebold's hourly wages sixty cents per hour (\$.60/hr.) with Roy N. Sauer's hourly wage remaining the same. Treasurer Laubscher further motioned that all increases are effective as of January 1, 2009. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss Secretary Gregory Aungst motioned to adjourn the January 8, 2009 PTMA meeting at 8:17 p.m. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Respectfully Submitted,

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