

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting March 5, 2009**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, March 5, 2009 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Chairman Thomas Ferry presiding.

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

Chairman Thomas Ferry, Vice-Chairman Neal Smith, Treasurer Timothy Laubscher and Assistant Secretary/Treasurer James Newman

***Member(s) Absent:*** Secretary Gregory Aungst

### ***OTHERS PRESENT:***

Solicitor Robert Cravitz, Inspector Pete DeWire, Engineer D. Jeffrey Golding, Administrative Secretary Susan Seebold and Operator Scott Sharp

### ***VISITORS PRESENT:***

Roger Christoff and Roy Thomisto of Salem Manor Mobile Home Park

### ***MINUTES:***

The Authority members reviewed the minutes of the February 5, 2009 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the February 5, 2009 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:***

#### ***Resignation of Richard F. Kline, Jr.:***

After the Authority members briefly reviewed the March 5, 2009 letter from Richard F. Kline, Jr. concerning his resignation as PTMA Secondary Operator, Vice-Chairman Neal Smith motioned to regretfully accept Richard F. Kline, Jr.'s resignation as of April 30, 2009. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

### ***SALEM MANOR MOBILE HOME PARK:***

Mr. Roger Christoff and Mr. Roy Thomisto of Salem Manor Mobile Home Park came before the board to discuss a possible water main extension to supply a bulk water service to the Salem Manor Mobile Home Park. After a lengthy discussion, this matter was tabled until PTMA can look into possible grant funding.

*(Mr. Roger Christoff and Mr. Roy Thomisto left the meeting at 7:45 p.m.)*

### ***CHARLES STEININGER SANITARY SEWER PROJECT:***

Engineer D. Jeffrey Golding reported that he is in the process of reviewing the second submission of plans for the Charles Steinger Sanitary Sewer Project, formally known as the South Front Street Land Development. After a brief discussion, Chairman Thomas Ferry motioned to conditionally approve the Charles Steinger Sanitary Sewer Project dated December 1, 2008 as presented with the condition that PTMA receives written plan approval from Gannett Fleming, Inc. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

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

The Authority members reviewed and briefly discussed the February 19, 2009 letter from John C. Abromitis of the Eastern Snyder County Regional Authority concerning the capacity approval time extension for the East Snyder Park Recreational Development. It shall be noted that the Eastern Snyder County Regional Authority approved a two year time extension for 1 EDU of capacity for the aforementioned project with an expiration date of March 15, 2011.

### ***APPROVAL OF 2008 CHAPTER 94 REPORT:***

After the Authority members briefly reviewed and discussed the drafted 2008 Chapter 94 Report, Assistant Secretary/Treasurer James Newman motioned to approve the PTMA 2008 Municipal Wasteload Management Report dated March 2009 as presented by Gannett Fleming, Inc. on the condition that Gannett Fleming, Inc. include any addition changes or corrections the Authority members find upon further review prior to March 31, 2009. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

### ***PTMA COMPUTER SYSTEM BACKUP:***

Assistant Secretary/Treasurer James Newman reported that the Authority office has implemented an internal PTMA system backup process where a backup copy is stored off site at all times.

### ***QUICKBOOKS SOFTWARE UPGRADE:***

Administrative Secretary Susan Seebold reported that the Authority office was notified by Intuit that they will be discontinuing service of QuickBooks 2006, effective May 31, 2009. After a brief discussion, this matter was tabled until Assistant Secretary/Treasurer James Newman can look into some of the reported problems found in QuickBooks 2009.

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

#### ***PTMA System Grease and Organic Discharges:***

Chairman Thomas Ferry presented the board with a drafted letter concerning grease trap inspections and waste disposal practices. After a brief discussion, the Authority office was directed to send a letter to all commercial and industrial customers (including churches, schools and state and local government-owned agencies) connected to the PTMA sewer system stating that the Eastern Snyder County Regional Authority (ESCRA) has informed the Penn Township Municipal Authority that its discharges to the regional system contain excess contents of fats, oils, greases and organic material. It shall further state that in an effort to control the substances stated above, the Authority will be implementing an inspection of their grease traps and waste disposal practices as they relate to discharges into the sanitary sewer system. It shall note that these inspections will be performed by the township municipal authority inspector and will begin during the month of May 2009. It shall also note that every attempt will be made to provide proper notification prior to the inspection.

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

Inspector Pete DeWire stated that he has nothing further to report.

### ***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)

Operator Scott Sharp reported that the telemetry is not working in the well house and that the other electronic devices need to be serviced. After a brief discussion, Operator Scott Sharp was directed to contact Pennsylvania Rural Water Association to see if they have someone available to repair the telemetry and service the other electronic devices.

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### ***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. Vice-Chairman Neal Smith seconded the motion and unanimously approved

### ***ADJOURNMENT:***

With no further business to discuss Assistant Secretary/Treasurer James Newman motioned to adjourn the March 5, 2009 PTMA meeting at 8:32 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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