

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting April 2, 2009

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, April 2, 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, Secretary Gregory Aungst and Assistant Secretary/Treasurer James Newman

Member(s) Absent: Treasurer Timothy Laubscher

OTHERS PRESENT:

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

VISITORS PRESENT:

None

MINUTES:

The Authority members reviewed the minutes of the March 5, 2009 PTMA meeting. A motion was made by Assistant Secretary/Treasurer James Newman to approve the minutes from the March 5, 2009 Penn Township Municipal Authority meeting as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT:

No one present to be heard.

CORRESPONDENCE:

None

CHARLES STEININGER SANITARY SEWER PROJECT:

The Authority members reviewed the March 30, 2009 letter from Engineer D. Jeffrey Golding of Gannett Fleming concerning the Charles Steinger Sanitary Sewer Project. After a brief discussion, Vice-Chairman Neal Smith motioned to conditionally approve the Sewer Main Construction Agreement and Letter of Credit for the Charles Steinger Sanitary Sewer Main Extension conditional upon the construction agreement language being satisfactory to Solicitor Robert Cravitz and the presentation of the required security for construction. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved. It shall be noted that the construction agreement and letter of credit for the aforementioned project cannot be implemented until the DEP Planning approval is obtained for this project and copies of the approval letter are provided to the Authority office.

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.

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, Chairman Thomas Ferry motioned to purchase QuickBooks Pro 2009. Secretary Gregory Aungst seconded the motion and unanimously approved.

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PTMA OPERATOR APPLICATIONS:

The Authority members reviewed a resume submitted for the PTMA secondary operator's position. After a brief discussion, the Authority office was directed to contact the applicant and schedule a time when he can meet for an interview with Chairman Thomas Ferry and Operator Scott Sharp. After further discussion, Vice-Chairman Neal Smith motioned to hire Robin M. Sholly at an hourly rate of \$20.05 with no benefits contingent upon Chairman Thomas Ferry's approval. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

CHAIRMAN'S REPORT By Thomas Ferry:

PTMA System Grease and Organic Discharges:

Chairman Thomas Ferry reported that the Eastern Snyder County Regional Authority members are currently discussing the high levels of regional system grease and organic discharges and are deciding on measures to rectify the problem. After a brief discussion, Chairman Thomas Ferry was directed to draft a letter to send to all residential customers concerning the proper disposal of grease, oils, fats, etc., which will be sent out with the 2nd quarter 2009 water and sewer billing and the CCR reports at the end of June.

INSPECTOR'S REPORTS By Pete DeWire:

Grinder Pump Inspection:

Inspector Pete DeWire reported that he has created a *Low Pressure Sewage Pump Station Maintenance Inspection Check List* for use when contractors are inspecting the individual sewer grinder pumps. Inspector DeWire further reported that the Crystal Pools' grinder pump is in the process of being repaired and that the 911 Center's grinder pump has failed and will be replaced with a new grinder pump in the near future.

Pawling Station Business Park:

Inspector Pete DeWire reported that there has been a verbal agreement with the USTA Bus Company to purchase a lot in the Pawling Station Business Park.

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.)

Secretary Gregory Aungst 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 Secretary Gregory Aungst motioned to adjourn the April 2, 2009 PTMA meeting at 7:43 p.m. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Respectfully Submitted,

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