

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

February 4, 2010

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, February 4, 2010 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:

Chairman Thomas Ferry, Vice-Chairman Neal Smith, Treasurer Timothy Laubscher (arrived at 7:08 p.m.), Secretary Gregory Aungst and Assistant Secretary/Treasurer James Newman

Member(s) Absent: None

OTHERS PRESENT:

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

VISITORS PRESENT:

Steve Bogush

MINUTES:

The Authority members reviewed the minutes of the January 7, 2010 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the January 7, 2010 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT:

Request for Sewer Capacity: Clifford Road Property (03PN272) – Steve Bogush

Mr. Steve Bogush came before the Authority to request sewer capacity to his Clifford Road property. After a brief discussion, Vice-Chairman Neal Smith motioned to send a letter to Mr. Steve Bogush stating that the Penn Township Municipal Authority (PTMA) has preliminarily reviewed his request for sewer capacity for the purpose of providing public sewer service to his property located along Clifford Road (03PN272). It shall further state that upon review the Authority finds that public sewerage facilities are available based on an estimated total average sewage flow of 275 gallons per day (1 EDU at 275 gallons per day per EDU) to serve the above-mentioned property. It shall also state that the estimated flows will not cause an over-load on the PTMA sewer system in the projected 5 years. It shall note that the Authority will accept the proposed connections to the public sewer system upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections. It shall further note that approval by the Eastern Snyder County Regional Authority (ESCRA) (treatment capacity) is also required in order to proceed with this project. Vice-Chairman Smith further motioned that the letter shall state that (1) prior to construction a PTMA sewer permit must be obtained from the Authority office; (2) the proposed sewer lateral for the above-mentioned property shall be tapped into the PTMA ten-inch (10") sewer trunk line between manholes 91 and 92; (3) the tap shall be made using an approved six-inch (6") saddle supported with 4,000 PSI concrete; (4) fitting shall be wrapped with plastic to isolate bolts for future maintenance; (5) the PTMA inspector shall be notified 24 hours in advance of the sewer tap being made; and (6) all pipe, fittings and installation shall be in accordance with PTMA requirements and specifications. Secretary Gregory Aungst seconded the motion and unanimously approved.

(Mr. Steve Bogush left the meeting at 7:12 p.m.)

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 DOCUMENT SCANNER:

After the Authority members discussed the need for a document scanner, Assistant Secretary/Treasurer James Newman motioned to purchase a document scanner in an amount not to exceed \$200.00. Secretary Gregory Aungst seconded the motion and unanimously approved.

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

February 4, 2010

CHAIRMAN'S REPORT By Thomas Ferry:

Water Fund Loan – Interest Calculation:

The Authority members discussed the interest calculation for the inter-company loan from the Sewer Fund to the Water Fund. It shall be noted that the original loan was established when the PTMA Water System was built at which time very little interest was paid to the sewer fund. The balance of the loan increased substantially when additional funds were loaned to the Water Fund for the PTMA Water System Consolidation Project. It shall be also noted that no interest has been paid to the Sewer Fund since 1994. After further discussion, Chairman Thomas Ferry motioned that in addition to the current inter-company loan balance, accumulated interest be paid from the Water Fund to the Sewer Fund, as presented in Attachment D – *Water Loan Fund – Interest Calculation, Accumulated Interest Method*.

Chairman Ferry further motioned to charge an interest rate of 1.65% for 2010 using the accumulated interest method. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PTMA Water Rates:

The Authority members discussed different ways to adjust the current water rate schedule. After a brief discussion the Authority office was directed create a list of the local municipality water rates, which will be used to evaluating the PTMA water rate schedule. Further discussion was tabled until the next PTMA meeting.

VICE-CHAIRMAN'S REPORT By Neal Smith:

Vice-Chairman Neal Smith stated that he has nothing further to report.

INSPECTOR'S REPORTS By Pete DeWire:

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

OPERATOR'S REPORT By Scott L. Sharp:

Monthly Operating Reports:

The Authority members reviewed the Monthly Operating Report submitted by PTMA Operator Scott L. Sharp. (See Attachment A)

TREASURER'S REPORTS By Timothy Laubscher:

Financial Reports:

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

Jackson Penn Elementary School Sewer Billing:

The Authority members discussed the 1st quarter 2010 sewer bill calculation for the Jackson Penn Elementary School. After a brief discussion the Authority Office was directed to send a letter to the Eastern Snyder County Regional Authority stating that as they may know students are no longer attending the Jackson Penn Elementary School and future use of the building has not been determined by the Selinsgrove Area School District (SASD). It shall further state that currently the building is being used for storage; however, the SASD is reviewing several options for the building's use. It shall note that one of these options would be to use the building to house several pre-kindergarten classes. The aforementioned letter shall further state that in the past, sewer billing for the Jackson Penn Elementary School has been determined by the number of students, teachers and other employees occupying the building. It shall note that since there is currently no one working in the building, PTMA will start charging the minimum billing of 1 Equivalent Dwelling Unit (EDU) as of the 1st quarter 2010 billing period, which is a decrease of 14 EDU's. It shall also note that the minimum billing will be charged until the SASD determines the use of the building, at which time, the billable EDU's will be adjusted accordingly. It shall state that since there is a possibility of the building being used for a school again, PTMA requests that the school's allocated 15 EDU's of treatment capacity remain in place so it is available for their use in the future.

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting February 4, 2010

ADJOURNMENT:

With no further business to discuss, Treasurer Timothy Laubscher motioned to adjourn the February 4, 2010 PTMA meeting at 7:52 p.m. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

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