

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

July 7, 2011

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, July 7, 2011 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, Secretary Gregory Aungst, and Assistant Secretary/Treasurer James Newman

Member(s) Absent: None

OTHERS PRESENT:

Solicitor Robert Cravitz, Inspector Pete DeWire, Admin. Secretary Susan Seebold, and Operator Robin Sholly

VISITORS PRESENT:

Ken Wagner of Schaeffer, Eichner and Wagner, LLP, Chris Sheaffer of Larson Design Group, Inc., Michael Kauffman, Jason Carpenter and Mike Savidge

MINUTES:

The Authority members reviewed the minutes of the June 2, 2011 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the June 2, 2011 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:

Chris Sheaffer of Larson Design Group, Inc. and several members of Christ United Methodist Church came before the board to discuss a water main extension for the proposed Christ United Methodist Church Land Development to be located along Route 522. Mr. Sheaffer explained that the church is completing the above-mentioned land development in phases and is currently preparing for the installation of the water and sewer main extensions. Mr. Sheaffer further explained that a request for water and sewer capacity will be submitted to PTMA and ESCRA when Christ UMC is ready for the construction of the church building.

(Chris Sheaffer, Michael Kauffman and Jason Carpenter left the meeting at 7:15 p.m.)

PUBLIC COMMENT:

Greystone Estates – Michael Savidge:

Michael Savidge came before the board to discuss a proposed sewer main extension from Wedgewood Drive to a one-acre lot recently subdivided from the proposed Greystone Estates Development. After a brief discussion, Vice-Chairman Neal Smith motioned to approve the sewer main extension as presented by Michael Savidge contingent upon PTMA's engineer's approval. Vice-Chairman Smith further motioned that a \$250.00 escrow must be established with PTMA prior to plan review. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved. It shall be noted that upon completion and dedication of the above-mentioned sewer main extension, the property owner of the one-acre lot must request sewer capacity from PTMA and ESCRA. Upon being granted sewer capacity from both authorities, the aforementioned property owner may purchase a sewer permit from PTMA.

(Michael Savidge left the meeting at 7:34 p.m.)

2010 PTMA AUDIT:

The Authority members and Auditor Ken Wagner of Schaeffer, Eichner and Wagner, LLP reviewed the Penn Township Municipal Authority audited financial statements for the year ended December 31, 2010. After a brief discussion, Secretary Gregory Aungst motioned to approve the Penn Township Municipal Authority Audited Financial Statements for the Year ended December 31, 2010 as presented by Schaeffer, Eichner and Wagner, LLP. Secretary Aungst further motioned to publish the Penn Township Municipal Authority Concise Financial Statements dated December 31, 2010 in the *Snyder County Times*. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

(Ken Wagner left the meeting at 7:46 p.m.)

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CORRESPONDENCE:

PTMA Well House Road Snow Removal – Penn Township Board of Supervisors:

The Authority members reviewed the June 8, 2011 letter from the Penn Township Board of Supervisors concerning their decision to no longer remove the snow from the PTMA Well House Road. After a brief discussion, Assistant Secretary/Treasurer James Newman motioned to request that the Penn Township Board of Supervisors remove the snow from the PTMA Well House Road at a yearly amount not to exceed \$1000.00 without prior approval by PTMA. Secretary Gregory Aungst seconded the motion and unanimously approved. It shall be noted that the Authority office was directed to contact the Penn Township Board of Supervisor's Office and request that PTMA be placed on the Supervisors' July 19, 2011 meeting agenda.

PTMA SEWER SPECIFICATION ADDENDUM:

The Authority members reviewed Addendum No. 3 to the PTMA Sewer Specifications, which adds section 02537 – Packaged Pump Stations. After a brief discussion, Chairman Thomas Ferry motioned to approve Addendum Number 3 to the PTMA Standard Construction and Materials Specifications for Sanitary Sewer Extensions dated July 7, 2011 as presented by Gannett Fleming, Inc. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

CHAIRMAN'S REPORT – Thomas Ferry:

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

VICE-CHAIRMAN'S REPORT – Neal Smith:

Vice-Chairman Neal Smith stated that he noticed that the sewer flows for the Old Routes 11 & 15 metered area seemed high. After the Authority members reviewed the 2nd quarter 2011 sewer flow reports, Inspector Pete DeWire was directed to visually inspect the above-mentioned area.

INSPECTOR'S REPORT By Pete DeWire:

East Snyder Park Concession Stand:

Inspector Pete DeWire reported that the Penn Township Supervisors would like to connect the oldest concession stand to the PTMA sewer system. After a brief discussion, Inspector Pete DeWire was directed to have the Penn Township Supervisors install a small grease trap in the above-mentioned concession stand prior to connection to the PTMA sewer system in accordance with PTMA Sewer Rules and Regulations.

OPERATOR'S REPORT – Scott L. Sharp:

Monthly Operating Reports:

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

Autogun Extension:

After the Authority members reviewed the June 27, 2011 proposal for the water meter hand-held autogun extension, Vice-Chairman Neal Smith motioned to purchase an Autogun Pitprobe Extension from L/B Water Service, Inc. in an amount not to exceed \$219.00. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Operator Training:

Vice-Chairman Neal Smith motioned to pay the attendance fees for Operator Robin Sholly to attend two PRWA operator certification training sessions in an amount not to exceed \$70.00. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Well House Road Repair:

Operator Robin Sholly reported that the well house road was washed out in section after the recent heavy rainfall. After a brief discussion, Vice-Chairman Neal Smith motioned to have Inspector Pete DeWire repair the well house road as discussed. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

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TREASURER'S REPORTS – Timothy Laubscher:

Financial Reports:

The Authority members reviewed the financial reports. (See *Attachment B and C*)

Authorization of Bill Payments:

Secretary Gregory Aungst 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, Secretary Gregory Aungst motioned to adjourn the July 7, 2011 PTMA meeting at 8:34 p.m. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

Respectfully Submitted,

Susan L. Seebold, Administrative Secretary

Penn Township Municipal Authority