

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting October 4, 2012

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, October 4, 2012 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Thomas C. Ferry presiding.

MEMBERS PRESENT: Chairman Thomas Ferry, Vice-Chairman Neal Smith, and Treasurer Timothy Laubscher

MEMBERS ABSENT: Secretary Gregory Aungst and Assistant Secretary/Treasurer James Newman

OTHERS PRESENT: Solicitor Robert Cravitz, Inspector Pete DeWire, Admin. Secretary Susan Seebold, and Operator Scott Sharp

VISITORS PRESENT: Mervin Heimbach and Jeff Cook

MINUTES:

The Authority members reviewed the minutes of the September 6, 2012 PTMA meeting. A motion was made by Treasurer Timothy Laubscher to approve the minutes from the September 6, 2012 Penn Township Municipal Authority meeting as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT:

Fire Hydrant Repair Bill / Crop Damage – Mervin Heimbach:

Mervin Heimbach came before the board to discuss the bill he received from PTMA for the loss of water and damages incurred to the PTMA water main when Mr. Heimbach's tractor hit the Pawling Station Fire Hydrant #3. Mr. Heimbach also reported that crops in the field located along South Clifford Road were recently damaged near the vicinity of the manholes by who he suspects was a PTMA representative. After a brief discussion, Vice-Chairman Neal Smith motioned to deduct \$2,508.00 off of Invoice #PTMA082312 (fire hydrant/water main repair invoice) for crop damage sustained outside of the sewer easement when the manholes along the South Clifford Road Sewer Trunk Line were marked by the PTMA inspector. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

(Mr. Mervin Heimbach and Mr. Jeff Cook left the meeting at 7:23 p.m.)

CORRESPONDENCE: None

PTMA WELL HOUSE ACCESS ROAD:

Inspector Pete DeWire reported that D.B. Construction started construction of the PTMA Well House Access Road and should be completed with construction by the end of the weekend. Inspector DeWire further reported the new well house gate should be installed next week.

CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:

Chairman Thomas Ferry stated there was nothing new to report on the Christ UMC Land Development.

BREEZEWOOD, PHASE 1A:

Chairman Thomas Ferry stated there was nothing new to report on Breezewood, Phase 1A.

2013 PTMA MEETING SCHEDULE:

After a brief discussion, Treasurer Timothy Laubscher motioned to schedule the PTMA meetings for 2013 to be held on the first Thursday of each month with the exception of the January and July meetings being scheduled for the second Thursday of January and the first Tuesday of July, respectively, with all meetings scheduled to begin at 7:00 p.m. in the Penn Township Municipal Authority Office. Vice-Chairman Neal Smith seconded the motion and unanimously approved. The Authority office was directed to advertise the 2013 PTMA meeting schedule in the next edition of the Snyder County Times.

2013 PTMA BUDGET PREPARATION:

The Authority members briefly discussed several fees and calculations to be used in creating the 2013 PTMA Water & Sewer Budgets. Further discussion was tabled until the next PTMA meeting.

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WATER FUND LOAN INTEREST:

The Authority members reviewed the method in which the interest for the Water Fund Loan is calculated. After a brief discussion, the Authority office was directed to make a journal entry transaction dated October 4, 2012 for (\$31,935.89), which will decrease the interest income in the water fund loan to the sewer fund to correct an in-house error. This transaction will have a net-effect of zero dollars (\$0.00) on the 2011 and 2012 income statements and balance sheets, and it will have no effect on the 2011 and 2012 financial statements as a whole. It shall be noted that a revised interest table will be used to calculate future interest as directed by the PTMA auditor.

NEW PTMA SECONDARY OPERATOR:

The Authority members discussed the secondary operator position. After a brief discussion, Vice-Chairman Neal Smith motioned to hire Wendy M. Malehorn as the PTMA Secondary Operator at a rate of \$21.45 effective September 25, 2012. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

CHAIRMAN'S REPORT – Thomas Ferry:

Chairman Thomas Ferry reported he has been in contact with the Penn Township Board of Supervisors concerning the construction of the PTMA Well House Access Road. Chairman Ferry further reported he will contact the supervisors and let them know the status of the above-mentioned construction.

VICE-CHAIRMAN'S REPORT – Neal Smith:

Vice-Chairman Neal Smith reported the Authority office has been contacted by the engineering firm for the proposed new Weis Markets building, which is planned to be constructed in the Borough of Selinsgrove on the corner lot along Routes 522 and 204. Vice-Chairman Smith further reported that Weis Markets was interested in connecting to the PTMA sewer system along Route 204. Further discussion was tabled until Weis Markets, Inc. submits a written request for sewer capacity from PTMA.

INSPECTOR'S REPORT – Pete DeWire:

Water Meter Inspection:

Inspector Pete DeWire reported he inspected the water meter at the Craig Urey property located at 12 Burgess Avenue and found that it was functioning properly. Inspector DeWire further reported he repaired the touch pad on the exterior of the home. Operator Scott Sharp was directed to get a meter reading using the touch pad in the near future.

South Clifford Road Manholes:

Inspector Pete DeWire reported he recently constructed manhole markers with recycled steel posts and reflecting signs, which he used to mark the manholes along the South Clifford Road Sewer Trunk Line.

OPERATOR'S REPORT – Scott L. Sharp:

Monthly Operating Reports:

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

TREASURER'S REPORTS – Timothy Laubscher:

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

Vice-Chairman Neal Smith motioned to approve the Payments and Time Cards as presented. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Treasurer Timothy Laubscher motioned to adjourn the October 4, 2012 PTMA meeting at 8:17 p.m. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

Respectfully Submitted,

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