

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting January 5, 2012

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 5, 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:

Thomas Ferry, Neal Smith, Gregory Aungst, and James Newman

Member(s) Absent: Timothy Laubscher

OTHERS PRESENT:

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

VISITORS PRESENT:

None

REORGANIZATION:

Neal Smith motioned to retain all current Penn Township Municipal Authority officers as follows for 2012:

Chairman	Thomas C. Ferry
Vice-Chairman	Neal R. Smith
Treasurer	Timothy M. Laubscher
Secretary	Gregory A. Aungst
Assistant Secretary/Treasurer	James S. Newman

James Newman seconded the motion and unanimously approved.

Assistant Secretary/Treasurer James Newman motioned to retain all current Penn Township Municipal Authority professional advisors as follows for 2012:

Legal Counsel	Robert M. Cravitz, Esq.
Inspector	Pete DeWire
Engineers	Gannett Fleming, Inc.
Auditors	Schaeffer, Eichner and Wagner, LLP

Secretary Gregory Aungst seconded the motion and unanimously approved.

MINUTES:

The Authority members reviewed the minutes of the December 1, 2011 PTMA meeting. A motion was made by Assistant Secretary/Treasurer James Newman to approve the minutes from the December 1, 2011 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*

CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:

Land Development Plan Review / Approval:

The Authority members reviewed the December 15, 2011 email from Engineer D. Jeffrey Golding of Gannett Fleming, Inc. stating he has reviewed the December 8, 2011 revisions submitted by Larson Design Group and find that all comments for the Christ UMC water and sewer extensions have been adequately addressed. After a brief discussion, Vice-Chairman Neal Smith motioned to approve the Christ United Methodist Church Water Main Expansion and Water/Sewer Plans dated December 8, 2011 as presented contingent upon Christ United Methodist Church signing the Water Main Extension Agreement with Penn Township Municipal Authority. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

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Water Main Agreement:

The Authority members reviewed the drafted Christ UMC Water Main Extension Agreement as presented by Solicitor Robert Cravitz. After a brief discussion, Assistant Secretary/Treasurer James Newman motioned to approve the January 5, 2012 Water Main Extension Agreement between Penn Township Municipal Authority and Christ United Methodist Church as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PTMA WELL HOUSE ACCESS ROAD:

The Authority members reviewed the December 13, 2011 letter from Charlie Ross of SIDCO concerning the easement for the proposed PTMA Well House Access Road. After a brief discussion, Assistant Secretary/Treasurer James Newman motioned to (1) have Salem Consultants & Sales, Inc. survey the proposed PTMA well house access road easement in the Pawling Station Business Park, (2) have Solicitor Robert Cravitz prepare a deed of easement for the above-mentioned access road, (3) authorize Mid-Penn Engineering to do the engineering work associated with said easement, and upon approval of the aforementioned easement, (4) authorize the recording of the deed of easement and payment of all associated court costs. Secretary Gregory Aungst seconded the motion and unanimously approved.

GRAND OAK ESTATES:

After the Authority members reviewed and briefly discussed the December 5, 2011 letter from Chad Shaffer of Stahl Sheaffer Engineering, LLC, Vice-Chairman Neal Smith motioned to send a letter to Mr. Chad Shaffer stating the Penn Township Municipal Authority and its engineer have preliminarily reviewed his December 5, 2011 letter concerning the proposed Grand Oak Estates Land Development located on the eastern side of Clifford Road, approximately 1000 feet south of the intersection of Clifford Road and Route 522. It shall further state upon review the Authority finds that public sewerage facilities are available based on an estimated total average sewage flow of 1,100 gallons per day (4 EDU's at 275 gallons per day per EDU) to serve the proposed 4 single-family dwelling units located in the proposed Grand Oak Estates Land Development. It shall also state the estimated flows will not cause an over-load on the Authority's sewer system in the projected 5 years. The above-mentioned letter shall note 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. The aforementioned letter shall note prior to the plan review, a sewer escrow account in the amount of \$3,500.00 must be set up with the Authority office. It shall further note that escrow funds will be used for Engineering & Legal review of all sewer plans for the said development along with associated inspection fees by the Authority's Inspector with all unused funds being returned upon the final completion of the project. Assistant Secretary/Treasurer James Newman seconded the motioned and unanimously approved.

PTMA LAWN MAINTENANCE QUOTES:

The Authority members reviewed two lawn maintenance proposals submitted by M&R Lawn Service and Randy Hawk's Lawn Service. After a brief discussion, Vice-Chairman Neal Smith motioned to approve a three-year contract with Randy Hawk's Lawn Service to mow and trim the following locations at a rate of \$60.00 per mowing/trimming: PTMA Well House – Off of Universal Road, PTMA Stand Pipe – Gaugler Lane, Salem Glenn Pump Station – Farmhouse Lane, Salem Road Pump Station – Salem Road, and Pawling Station Pump Station – Lisalyn Road. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved. The Authority office was directed to send Mr. Randy Hawk a letter stating that he received the three-year PTMA Lawn Maintenance Contract.

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 has nothing further to report.

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INSPECTOR'S REPORT – Pete DeWire:

Inspector Pete DeWire reported that the fire hydrant in front of the Penn Township Building located on Clifford Road needs to be manually realigned. After a brief discussion, Operator Scott Sharp was directed to contact Operator Robin Sholly to realign the fire hydrant. Inspector Pete DeWire further reported that he has requested quotes for spare sewer pumps from a new company moving into the area.

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)

Rotating Assembly Quotes – Kappe Associates, Inc.:

The Authority members reviewed and discussed the October 25, 2011 Rotating Assembly Quote from Kappe Associates, Inc. Further discussion was tabled until prices can be compared.

321 Pleasant Drive Water Line Leak:

Operator Scott Sharp reported that a major water leak was found at the former Mary Book property located at 321 Pleasant Drive. According to Operator Sharp a water line located in a closet leaked 423,000 gallons of water into the home's crawl space. Operator Scott Sharp further reported that he received a call from the care taker of the property stating that the leak has been repaired.

Liquid Chlorination:

After the Authority members reviewed and briefly discussed the chlorine pump proposal from L/B Water Service, Inc., Secretary Gregory Aungst motioned to (1) purchase a Series E-Plus Pulsatron chemical pump and 19 gallon spill containment from L/B Water Service, Inc. as presented in their December 28, 2011 proposal, (2) approve the installation costs for the above-mentioned items, and (3) have Operator Scott Sharp and Engineer D. Jeffrey Golding of Gannett Fleming, Inc. submit a request to amend the PTMA Water Permit from a gas chlorination system to a liquid chlorination system with the PA Department of Environmental Protection Agency. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

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. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Chairman Thomas Ferry called an executive session at 8:10 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 5, 2012 meeting was reconvened at 8:20 p.m.

Based upon the Executive Session Chairman Thomas Ferry motioned to increase Operator Scott L. Sharp and Operator Robin M. Sholly's hourly wages forty-five cents per hour (\$.45/hr.) and increase Administrative Secretary Susan L. Seebold's hourly wage thirty-five cents per hour (\$.35/hr.). Chairman Ferry further motioned that all rate increases are effective as of January 1, 2012. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Vice-Chairman Neal Smith motioned to adjourn the January 5, 2012 PTMA meeting at 8:24 p.m. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

Respectfully Submitted,

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