

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting September 5, 2013**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, September 5, 2013 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Neal R. Smith presiding.

**MEMBERS PRESENT:** Vice-Chairman Neal Smith, Treasurer Timothy Laubscher, Secretary Gregory Aungst, and Assistant Secretary/Treasurer Robert Davis (arrived at 7:05 p.m.)

**MEMBERS ABSENT:** Chairman Thomas Ferry

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

**VISITORS PRESENT:** None

### **MINUTES:**

The Authority members reviewed the minutes of the August 1, 2013 PTMA meeting. A motion was made by Treasurer Timothy Laubscher to approve the minutes from the August 1, 2013 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

### **WEIS MARKETS, INC.:**

#### **Escrow Account:**

Vice-Chairman Neal Smith reported that Weis Markets, Inc. has not submitted their required \$6000.00 escrow deposit, nor have they paid their outstanding escrow account balance in the amount \$3,405.56. It shall be noted at the April 4, 2013 PTMA meeting Mr. Alex Ororbias, acting on behalf of Weis Markets, Inc., verbally agreed to pay all costs associated with the engineering review of Weis Markets Store #226 completed by Gannett Fleming, Inc.

#### **Sewer Connection and Service Agreement Approval:**

Solicitor Robert Cravitz reported that Weis Markets, Inc. has signed the Sewer Connection and Service Agreement for proposed Weis Markets Store #226 after making a few minor corrections. After a brief discussion, Assistant Secretary/Treasurer Robert Davis motioned to approve the Sewer Connection and Service Agreement between Penn Township Municipal Authority and Weis Markets, Inc. dated August 29, 2013 for proposed Weis Market Store #226 as presented contingent upon the following items being completed:

1. Weis Markets, Inc. must pay their entire outstanding escrow account balance and make an additional \$6000.00 escrow account deposit.
2. PTMA must receive written notification from the Borough of Selinsgrove stating the Borough of Selinsgrove has approved and executed the Sewer Transportation Agreement for Weis Markets, Inc.
3. PTMA must receive written notification from the Eastern Snyder County Regional Authority stating that the nutrient credit fee for Weis Markets, Inc. has been paid.

Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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### ***Sanitary Sewer System Plan Approval:***

The Authority reviewed the September 4, 2013 email from PTMA Engineer D. Jeffrey Golding of Gannett Fleming, Inc. concerning the Weis Markets Store #226 sewer system plan review. After a brief discussion, Treasurer Timothy Laubscher motioned to approve the Weis Markets Store #226 sanitary sewer system plan with last revision date of June 7, 2013 as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

### ***CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:***

Vice-Chairman Neal Smith stated there was nothing new to report on the Christ United Methodist Church Land Development.

### ***GRINDER PUMP MAINTENANCE – FINAL NOTICES:***

Vice-Chairman Neal Smith reported that the Authority Office has received pressure sewer system (grinder pump) proof of maintenance documentation from all commercial properties connected to the PTMA low pressure sewer system, except for four commercial properties located along Route 522. Vice-Chairman Smith noted that in the past eight months, the Authority Office has sent three letters to these four commercial properties requesting the required documentation. After a brief discussion, Assistant Secretary/Treasurer Robert Davis motioned to send a certified letter to the four above-mentioned properties stating this is a final notice that the Authority has not received their grinder pump maintenance inspection report for their Penn Township property, which was due on May 31, 2013. It shall further state according to section 3.6(e) of the Penn Township Municipal Authority Sewer Rules and Regulations, Penn Township property owners serviced by pressure sewer lines are required to “*inspect, maintain, repair, and replace such owner’s part of the pressure sewer system so as to avoid clogging the Authority’s lines and to prevent all health hazards and nuisances.*” The aforementioned letter shall request that they have a maintenance inspection of the pressure sewer system (including the grinder pumps) on their property conducted in the near future and submit proof of maintenance to the Authority office on or before September 30, 2013. It shall also request if they had an inspection within the past two (2) years, to submit proof of services performed upon receiving this letter. It shall note if they do not possess such evidence, the Authority will accept a sworn statement stating that an inspection has been conducted, the date the inspection took place along with a list of repairs completed. The aforementioned letter shall state if the Authority does not receive proof of maintenance on or before the due date, the Authority will be forced to conduct the inspection themselves, and if necessary, have repairs made to the property owner’s system with all associated costs being the property owner’s sole responsibility. It shall further state failure to pay for the inspection and repairs will result in the imposition of a municipal lien against their property. Treasurer Timothy Laubscher seconded the motion and unanimously approved. It shall be noted due to rising postage costs, effective immediately, all PTMA customers who receive certified mail from the Authority will be billed for all fees associated with the certified mail.

### ***CHAIRMAN’S REPORT – Thomas Ferry: None***

### ***VICE-CHAIRMAN’S REPORT – Neal Smith:***

#### ***PTMA 2014 Flow Estimate – ESCRA:***

Vice-Chairman Neal Smith reported that the Authority’s actual sewer flows to ESCRA have been substantially lower than the 2013 estimated flow of 360,000 gallons per day. After a brief discussion, Treasurer Timothy Laubscher motioned to send a letter to the Eastern Snyder County Regional Authority stating that PTMA estimates their 2014 flows to be approximately 270,000 gallons per day. Assistant Secretary/Treasurer Robert Davis seconded the motion and unanimously approved.

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***INSPECTOR'S REPORT – Pete DeWire: None***

***OPERATOR'S REPORT – Scott L. Sharp:***

***Monthly Operating Reports:***

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

***Fire Hydrant Flushing & Water Valve Exercising:***

Operator Scott Sharp reported that he and Operator Wendy Malehorn plan to flush the fire hydrants and exercise the water valves along the PTMA water system throughout the month of October. After a brief discussion, the Authority office was instructed to (1) include a fire hydrant flushing and valve exercising notice with all 3<sup>rd</sup> quarter 2013 water bills, (2) advertise the fire hydrant and valve exercising notice in the Snyder County Times newspaper, (3) notify the Snyder County and Penn Township Emergency Management Coordinators, (4) hand deliver fire hydrant flushing and valve exercising notices to the Zechman Mobile Home Complex, and (5) post notices at the Selinsgrove Post Office, the Snyder County Library and on the PTMA and Penn Township Board of Supervisors' bulletin boards.

***TREASURER'S REPORTS – Timothy Laubscher:***

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

Secretary Gregory Aungst motioned to approve the Payments and Time Cards as presented with the exception of Water Check #5604 to Meckley's Limestone Products, Inc., which will be voided and re-issued in the amount of \$13,450.00 with the remaining \$3,000.000 being held until the Well House Access Road Project is completed as per the bid specifications. Assistant Secretary/Treasurer Robert Davis seconded the motion and unanimously approved.

***ADJOURNMENT:***

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the September 5, 2013 PTMA meeting at 7:48 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

***Respectfully Submitted,***

***Susan L. Seebold, Administrative Secretary***

***Penn Township Municipal Authority***