

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting October 3, 2013**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, October 3, 2013 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, Treasurer Timothy Laubscher, and Secretary Gregory Aungst

**MEMBERS ABSENT:** Assistant Secretary/Treasurer Robert Davis

**OTHERS PRESENT:** Solicitor Robert Cravitz, Inspector Pete DeWire, Engineer D. Jeffrey Golding, and Admin. Secretary Susan Seebold

**VISITORS PRESENT:** Kenneth R. Estep of Christ UMC

### **MINUTES:**

The Authority members reviewed the minutes of the September 5, 2013 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the September 5, 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 / Sewer Permit / ESCRA Nutrient Credits:**

Chairman Thomas Ferry reported that Weis Markets, Inc. has submitted their required escrow deposit and has purchased a sewer permit for ten equivalent dwelling units (10 EDUs). Chairman Ferry further reported that PTMA received written confirmation from ESCRA stating Weis Markets, Inc. has paid the required nutrient credit fee.

#### **Agreements:**

Solicitor Robert Cravitz reported that the Sewer Connection and Service Agreement between PTMA and Weis Markets, Inc. has been executed by both PTMA and Weis Markets, Inc. Solicitor Cravitz further reported the Sewer Transportation Agreement for Weis Markets, Inc. between PTMA and the Borough of Selinsgrove has also been executed by both municipalities.

#### **Sanitary Sewer Shop Drawing Approval:**

The Authority members reviewed the September 20, 2013 email from Engineer D. Jeffrey Golding of Gannett Fleming, Inc. After a brief discussion, Secretary Gregory Aungst motioned to approve the Weis Markets, Inc. proposed store #226 shop drawings contingent upon Engineer D. Jeffrey Golding review and written approval. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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

#### ***Water Main Extension Deed of Dedication:***

Inspector Pete DeWire reported the inspection of the Christ UMC water main extension located along Route 522 is almost completed. After a lengthy discussion, Vice-Chairman Neal Smith motioned to accept the Water Main Extension Deed of Dedication between Christ United Methodist Church and Penn Township Municipal Authority as presented contingent upon the following:

1. The water main extension must pass the bacteria testing and demonstrate acceptable chlorine residual.
2. Revised as-built drawings must be submitted to Inspector Pete DeWire for his review and approval.
3. Eight paper copies and one CAD copy of the approved as-built drawings must be submitted to the PTMA office.
4. Christ UMC must execute the aforementioned deed of dedication.

Secretary Gregory Aungst seconded the motion and unanimously approved.

#### ***Sewer Permit:***

The Authority members reviewed the September 17, 2013 letter from Kenneth R. Estep of Christ UMC requesting a seven-month time extension to their PTMA sewer permit, which will expire on November 10, 2013. After a brief discussion, the authority denied the above-mentioned extension request as the sewer permit will be completed on or before the expiration date.

***(Kenneth Estep left the meeting at 8:07 p.m.)***

### ***GRINDER PUMP MAINTENANCE – KREAMER FEED TRUCK WASH:***

Chairman Thomas Ferry 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 the Kreamer Feed Truck Wash located along Route 522. Inspector Pete DeWire reported that he has been in contact with Kreamer Feed Truck Wash and is working with them to have their low pressure sewer system inspection completed in the near future.

### ***SOUTH FRONT STREET SEWER MAIN:***

Administrative Secretary Susan Seebold reported that she was recently contacted by the property owners of 720 and 724 South Front Street, who requested information to see if it is feasible for their properties to be connected to the PTMA sewer main located along South Front Street. After a brief discussion, it was noted that the above-mentioned property owners cannot connect to the PTMA sanitary sewer system until the South Front Street sewer main is extended across the rear of the 720 and 724 South Front Street properties and appropriate cleanouts are installed. It shall be noted in order to proceed with a sewer main extension, sketch plans including a 20-foot utility easement must be submitted to PTMA for their review and approval.

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### ***2014 PTMA MEETING SCHEDULE:***

After a brief discussion, Secretary Gregory Aungst motioned to schedule the PTMA meetings for 2014 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 Wednesday 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 2014 PTMA meeting schedule in the next edition of the Snyder County Times.

### ***2014 PTMA BUDGET PREPARATION:***

The Authority members briefly discussed several fees and calculations to be used in creating the 2014 PTMA Water & Sewer Budgets. Further discussion was tabled until the next PTMA meeting.

### ***BREEZEWOOD DEVELOPMENT CURB STOPS:***

Chairman Thomas Ferry reported that the curb stop located at 2 Sycamore Court will not turn and seems to be stuck in the open position. Chairman Ferry further reported PTMA does not own the water mains located in the western half Breezewood Development, since they were not accepted by the Authority when the water system was dedicated to PTMA in 1996. After a brief discussion, Vice-Chairman Neal Smith motioned to send a letter to the Breezewood Forest Homeowner's Association stating it has recently been brought to the Authority's attention that the curb stop located on the property currently owned by Shawn Pickering (2 Sycamore Court) will not turn. It shall further state since the Breezewood Forest Homeowner's Association owns the water mains located in the western portion of the Breezewood Development, they are responsible for the repair of this curb stop. It shall also state according to PTMA rules, regulations and requirements, water valve boxes must be operational at all times. The above-mentioned letter shall request that the curb stop be repaired on or before October 31, 2013. It shall further note a PTMA inspector must be present at the time of the repair to ensure that all repairs are done according to the PTMA rules, regulations and requirements. Secretary Gregory Aungst seconded the motion with Treasurer Timothy Laubscher abstaining. Motion Approved.

### ***CHAIRMAN'S REPORT – Thomas Ferry:***

Chairman Thomas Ferry reported that PTMA received a thank-you card from East Snyder Park Volunteers, Pete and Cookie DeWire, thanking the Authority for waiving East Snyder Park's sanitary sewer and water permit fees.

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

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

### ***INSPECTOR'S REPORT – Pete DeWire:***

Inspector Pete DeWire stated he had nothing further to report.

### ***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)

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### ***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.

Vice-Chairman Neal Smith seconded the motion and unanimously approved.

### ***ADJOURNMENT:***

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the October 3, 2013 PTMA meeting at 8:45 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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