

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting November 7, 2013

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, November 7, 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, Treasurer Timothy Laubscher, Secretary Gregory Aungst, and Assistant Secretary/Treasurer Robert Davis

MEMBERS EXCUSED: Vice-Chairman Neal Smith

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

VISITORS PRESENT: *None*

MINUTES:

The Authority members reviewed the minutes of the October 3, 2013 PTMA meeting. A motion was made by Secretary Gregory Aungst to approve the minutes from the October 3, 2013 Penn Township Municipal Authority meeting as presented. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE:

2014 Proposed ESCRA Budget – John Abromitis, ESCRA:

The Authority members reviewed and briefly discussed the October 18, 2013 letter from John Abromitis of the Eastern Snyder County Regional Authority (ESCRA) concerning the proposed 2014 ESCRA Net Operating Budget and the 2012 Net Budget Credit/Deficit Computations.

Penn Township Joint Workshop – Brenda Moyer, Penn Township Planning Commission:

The Authority members reviewed the October 29, 2013 letter from Brenda Moyer of the Penn Township Planning Commission inviting the PTMA members to a joint workshop for all Penn Township Boards on February 10, 2014. After a brief discussion, Chairman Thomas Ferry stated he plans to attend the above-mentioned joint workshop.

Late Fees – Jeremy B. Hummel:

The Authority members reviewed a letter from Jeremy Hummel of 6 Sycamore Court concerning the late fees added to his water and sewer account. After a brief discussion, Secretary Gregory Aungst motioned to remove the 3rd quarter 2013 late fees from Jeremy and Yvette Hummel's 6 Sycamore Court account due to their excellent payment record. Assistant Secretary/Treasurer Robert Davis seconded the motion and unanimously approved.

WEIS MARKETS, INC.:

Sanitary Sewer Shop Drawings:

Administrative Secretary Susan Seebold reported that Engineer D. Jeffrey Golding has not received the revised shop drawings from Weis Markets, Inc.

PENN TOWNSHIP MUNICIPAL AUTHORITY – November 7, 2013 minutes (cont.)

Field Meeting:

Inspector Pete DeWire reported that a field meeting was held on October 16, 2013 to determine if the sewer crossing for the Weis Markets, Inc. sewer lateral needs to be bored or if Route 204 and Bridge Street can be open cut. After a brief discussion, Inspector DeWire further reported that all representatives present at the field meeting determined the open cut method would be the best method in this situation. It shall be noted representatives from PTMA, First Capital Engineering, Fairchild Brothers, and Penn DOT were present at the above-mentioned field meeting.

CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:

Water Main Extension Deed of Dedication:

Inspector Pete DeWire reported Christ UMC Water Main Extension passed the bacteria testing and had acceptable chlorine residual at the time of the testing. Inspector DeWire further reported that as-built plans were submitted for the above-mentioned water main extension and have been approved. Administrative Secretary Susan Seebold reported the Authority has received the paper and electronic copies of the aforementioned as-built plans. Solicitor Robert Cravitz stated the Christ UMC Water Main Extension Deed of Dedication has been executed by the church and filed at the Snyder County Courthouse.

Water and Sewer Permit:

Inspector Pete DeWire reported the water and sewer permits for the Christ UMC Outdoor Worship Center have been completed.

Christ UMC Fire Hydrant:

Operator Scott Sharp and the Authority members discussed several methods, which could be used to maintain the required chlorine residual in the Christ UMC Water Main Extension, such as flushing the Christ UMC fire hydrant. After a brief discussion, the Authority office was directed to send a letter to the Christ UMC Trustees stating the water main extension from Harris Estates to the Christ United Methodist Church property located along Route 522 has been completed and put into operation. It shall further state the Snyder County Emergency Management has been notified that both fire hydrants along the above-mentioned extension are operational and can be used in the event of a fire. It shall also state according to the Penn Township Municipal Authority rules and regulations, unauthorized use of fire hydrants connected to the PTMA water system is strictly prohibited, unless in an emergency situation, such as a fire. The aforementioned letter shall advise if Christ UMC needs to use a PTMA fire hydrant, **including the Christ UMC fire hydrant located at the end of the aforementioned water main extension**, they must contact the Authority office for authorization, at which time a water operator will be dispatched to operate the fire hydrant and to determine the amount of water used for billing purposes. It shall further state the Penn Township Municipal Authority is required to account for all water used from the PTMA water system and must report all water usage to the PA Department of Environmental Protection and Susquehanna River Basin Commission. It shall note that this includes any water accessed from fire hydrants for fire-fighting, flushing, or any other purpose. The above-mentioned letter shall conclude that record keeping is extremely important to achieve these requirements.

PENN TOWNSHIP MUNICIPAL AUTHORITY – November 7, 2013 minutes (cont.)

2014 PTMA BUDGET:

The Authority members reviewed the drafted 2014 PTMA Water and Sewer Budgets. After a brief discussion, Treasurer Timothy Laubscher motioned to approve the 2014 Penn Township Municipal Authority Water and Sewer Fund Budgets as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

U. S. POSTAL SERVICE PRESORT PERMIT RENEWAL:

Administrative Secretary Susan Seebold reported that it is time to renew the first-class U.S. Postal presort permit. After a brief discussion, Secretary Gregory Aungst motioned to **not** renew First-Class U. S. Postal Permit #29, since the Authority no longer uses the imprint on their water and sewer bills. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

CHAIRMAN'S REPORT – Thomas Ferry:

Chairman Thomas Ferry stated he had nothing further to report.

VICE-CHAIRMAN'S REPORT – Neal Smith: None

INSPECTOR'S REPORT – Pete DeWire:

Kreamer Feed Truck Wash:

Inspector Pete DeWire reported the Kreamer Feed Truck Wash low pressure sewer system inspection will be completed within the next two weeks.

2 Sycamore Court (Breezewood Development) Curb Stop:

Inspector Pete DeWire reported that what he and PTMA Operator Scott Sharp thought was a curb stop for 2 Sycamore Court turned out to be a water blow-off valve. Inspector DeWire further reported after an extensive investigation by the Breezewood Homeowners Association, PTMA and Bowen Agency, it was determined that the curb stop for the above-mentioned property was located under the concrete slab around the in-ground pool. Since the aforementioned property was in the process of being sold and the homeowners did not want to disturb the concrete slab, a new curb stop was installed near the water touch-read pad in the rear of the home. It shall be noted Inspector DeWire has inspected the new curb stop for the above-mentioned property.

East Snyder Park:

Inspector Pete DeWire reported that the facilities at the East Snyder Park have been shut down for the winter.

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)

PENN TOWNSHIP MUNICIPAL AUTHORITY – November 7, 2013 minutes (cont.)

TREASURER’S REPORTS – Timothy Laubscher:

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

Assistant Secretary/Treasurer Robert Davis motioned to approve the Payments and Time Cards as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the November 7, 2013 PTMA meeting at 7:58 p.m. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

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