

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting January 8, 2015**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 8, 2015 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, Gregory Aungst, and Pete DeWire

**MEMBERS EXCUSED:** Neal Smith and Robert Davis

**OTHERS PRESENT:** Solicitor Robert Cravitz and Administrative Secretary Susan Seibold

**VISITORS PRESENT:** Ben Burns and Matt Cooper of the Breezewood Forest Homeowners' Association

### **REORGANIZATION:**

Pete DeWire motioned to appoint the following Penn Township Municipal Authority officers as follows for 2015:

Chairman	Thomas C. Ferry
Vice-Chairman	Neal R. Smith
Treasurer	Robert A. Davis
Secretary	Gregory A. Aungst
Assistant Secretary/Treasurer	Pete DeWire

Gregory Aungst seconded the motion and unanimously approved.

Chairman Thomas Ferry motioned to retain the following Penn Township Municipal Authority professional advisors as follows for 2015:

Legal Counsel	Robert M. Cravitz, Esq.
Inspector	Pete DeWire
Auditors	Wagner, Dreese, Elsasser & Assoc.

Secretary Gregory Aungst seconded the motion with Assistant Secretary/Treasurer Pete DeWire abstaining. Motion Passed.

Assistant Secretary/Treasurer Pete DeWire motioned to appoint Gannett Fleming, Inc. as the PTMA Engineer for 2015 subject to their engineering fees coming in line with other local municipalities and conditional upon Gannett Fleming, Inc. supplying detailed monthly invoices. Secretary Gregory Aungst seconded the motion and unanimously approved.

### **MINUTES:**

The Authority members reviewed the minutes of the December 4, 2014 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Pete DeWire to approve the minutes from the December 4, 2014 Penn Township Municipal Authority meeting as presented. Chairman Thomas Ferry seconded the motion and unanimously approved.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**PENN TOWNSHIP MUNICIPAL AUTHORITY – January 8, 2015 minutes (cont.)**

***BREEZEWOOD FOREST WATER MAINS:***

Mr. Ben Burns and Mr. Matt Cooper of the Breezewood Forest Homeowners' Association came before the board to continue the discussion concerning their request that PTMA takes ownership of the privately owned water mains in the Breezewood Development. After a lengthy discussion, Inspector Pete DeWire was directed to plot the "Breezewood Forest Water Main Easement Description" in the August 8, 1988 Deed between Forest Homes Systems of Pennsylvania and the Breezewood Forest Homeowners' Association. Further discussion was tabled until the Breezewood Forest Homeowners' Association does additional investigation on this issue. It shall be noted according to the March 18, 1996 Deed between the Breezewood Forest Homeowners' Association and the Penn Township Municipal Authority, PTMA does not own or have easements for the water mains that service Beech Court or Sycamore Court.

*(Mr. Ben Burns and Mr. Matt Cooper left the meeting at 7:58 p.m.)*

***WEIS MARKETS STORE #226 SEWER PRE-TREATMENT FACILITY TESTING:***

The Authority members reviewed the January 8, 2015 email from William Gralski of First Capital Engineering concerning Weis Store #226 sewage pre-treatment facility. According to the aforementioned email, Weis has discovered that the resolution to the pre-treatment facility operational problems extended beyond switching one sanitizer. It further states they are continuing to sample and make operational adjustments to improve the pre-treatment facility and expect to be operating properly in the next few weeks. Further discussion was tabled until the February 5, 2015 PTMA meeting.

***MEADOWVIEW ESTATES PUMP STATION – Guiderail Bracket Replacement Quote:***

The Authority members reviewed the 2014 Preventative Maintenance Report and associated quote from Kappe Associates, Inc. After a brief discussion, Administrative Secretary Susan Seebold was directed to order a Guiderail Bracket and Profile Gasket for the Meadowview Estates Pump Station from Kappe Associates, Inc. as described in their December 16, 2014 Quote.

***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:***

***Water Booster Pump Station – Tree Damage:***

Inspector Pete DeWire reported that a large pine tree located on an adjacent property fell onto the Water Booster Pump Station sometime late Sunday night or early Monday morning. Inspector DeWire further reported that although the building did not have structural damage, the fence, telemetry antenna, exterior lights and PP&L meter were damaged. Administrative Secretary Susan Seebold reported that the damage to the Water Booster Pump Station has been reported to the Authority's insurance carrier, who determined that the damage was caused by an "Act of Nature" and therefore would be covered under the Authority's insurance policy.

**PENN TOWNSHIP MUNICIPAL AUTHORITY – January 8, 2015 minutes (cont.)**

***Air-Release Valve Maintenance Policy:***

Inspector Pete DeWire discussed the Air-Release Valve Maintenance procedures. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to contain the affluent discharge when conducting the quarterly maintenance of PTMA air-release valves. Secretary Gregory Aungst seconded the motion and unanimously approved.

***PTMA W/S System Maintenance Schedule:***

Inspector Pete DeWire reported that he is in the process of creating a PTMA Water / Sewer System Maintenance Schedule, as per the Authority’s request at the January 9, 2014 PTMA meeting. Further discussion was tabled until the February 5, 2015 PTMA meeting.

***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 – Rob Davis:***

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. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

***Chairman Thomas Ferry called an executive session at 8:20 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 8, 2015 meeting was reconvened at 8:28 p.m.***

Based upon the Executive Session, Assistant Secretary/Treasurer Pete DeWire motioned to increase Operator Scott L. Sharp, Operator Wendy M. Malehorn, and Administrative Secretary Susan L. Seebold’s hourly wages two and a half percent (2.5%) totaling sixty-two cents per hour (\$.62/hr.), fifty- nine cents per hour (\$.59/hr.), and forty-seven cents per hour (\$.47/hr.) increase, respectively with all hourly wage increases effective as of January 5, 2015. Secretary Gregory Aungst seconded the motion and unanimously approved.

Based upon the Executive Session, Assistant Secretary/Treasurer Pete DeWire motioned to amend the “Employee Benefits” section of the *Penn Township Municipal Authority Employee Policy Handbook* as follows:

1. The term “*Personal Time Off*” or “*PTO*” shall be changed to “*Vacation*.”
2. A new paragraph shall be added after the “*Vacation*” section, which shall state “all full-time employees shall be granted two (2) personal days per calendar year, which shall not accumulate from year to year.

Secretary Gregory Aungst seconded the motion and unanimously approved.

***ADJOURNMENT:***

With no further business to discuss, Assistant Secretary/Treasurer Pete DeWire motioned to adjourn the January 8, 2015 PTMA meeting at 8:34 p.m. Secretary Gregory Aungst seconded the motion and unanimously approved.

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