

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting December 3, 2015

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, December 3, 2015 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 10, Selinsgrove, PA. Thomas C. Ferry presiding.

MEMBERS PRESENT: Chairman Thomas Ferry, Vice-Chairman Neal Smith, and Assistant Secretary/Treasurer Pete DeWire

MEMBERS EXCUSED: Secretary Gregory Aungst and Treasurer Robert Davis

OTHERS PRESENT: Solicitor Robert Cravitz and Admin. Secretary Susan Seebold

VISITORS PRESENT: Jack O'Hara of Weis Markets, Inc.

MINUTES:

The Authority members reviewed the minutes of the November 5, 2015 PTMA meeting. A motion was made by Assistant Secretary/Treasurer Pete DeWire to approve the minutes from the November 5, 2015 Penn Township Municipal Authority meeting as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE: *None*

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

Mr. Jack O'Hara of Weis Markets, Inc. presented the *Weis Markets, Inc. Store No. 226 WWTP Improvements Progress Report* dated December 2, 2015 to the Authority Members, which was submitted to Mr. O'Hara by Herbert, Rowland and Grubic, Inc. (HRG). According to the aforementioned report, HRG has been retained by Weis Markets, Inc. to review the current design and operations at Store #226's sewer pre-treatment facility and evaluate the design limitations or operational modifications that may be required to comply with effluent treatment standards. Currently, HRG is (1) addressing the odor issue at the pre-treatment facility, (2) reviewing the in-store cleaning procedures and PTMA pre-treatment requirements, (3) identifying other mechanical/operational issues with the current pre-treatment facility, and (4) conducting a review of all sampling data. In the near future, HRG plans to (1) obtain design information and preliminary costs for a package wastewater pre-treatment system from at least three pre-selected vendors, (2) provide Weis Markets, Inc. with a Matrix evaluation that includes equipment recommendations, and (3) complete a final design plan for a new pre-treatment facility that will be used to solicit bids from qualified contractors. After a brief discussion, the Authority members agreed to give Weis Markets, Inc. six months to implement the above-mentioned plans and correct the on-going issues with the existing sewer pre-treatment facility before accessing sewer surcharges.

(Mr. Jack O'Hara left the meeting at 7:10 p.m.)

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PTMA SANITARY SEWER SCHEDULE OF RATES & CHARGES:

The Authority members briefly discussed the current PTMA Sanitary Sewer Schedule of Rates and Charges. After a brief discussion, Vice-Chairman Neal Smith motioned, effective January 1, 2016, to revise Article II – Sewer Rates and Other Charges, Section 2.01B – Non-Domestic Establishments of the Penn Township Municipal Authority Sanitary Sewer Schedule of Rates and Charges by changing the number in “Item #2 – Flat Rate Sewer Usage” to Item #3 and adding “Item #2 – Metered Sewer-Flow Usage” that shall state:

“Metered Sewer-Flow Usage. All large Non-Domestic Establishments connected to the Sewer System with an average sewer flow of 25,000 GPD or greater, who is not connected to the Authority’s Water System, shall pay sewer rates on the basis of their sewer flow at 175 gallons per equivalent dwelling unit (EDU), payable at the rate of \$85.00 per EDU (or at the current billing rate as established by the Authority) with EDU’s being rounded off to the nearest whole EDU, with a minimum of 1 EDU per quarter. All Non-Domestic Establishments using this method must voluntarily purchase an Authority approved sewer meter, with all expenses being the responsibility of the Non-Domestic Establishment.”

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

PTMA CERTIFICATE OF INCORPORATION EXPIRATION DATE:

Administrative Secretary Susan Seebold reported that the 50 year term of the PTMA Certificate of Incorporation dated June 25, 1969 will expire on June 25, 2019. After a brief discussion, Solicitor Robert Cravitz was directed to draw up the documentation to extend the PTMA Certificate of Incorporation. Further discussion was tabled until the January 7, 2016 PTMA meeting.

CHAIRMAN’S REPORT – Thomas Ferry:

Chairman Thomas Ferry stated he had nothing further to report.

VICE-CHAIRMAN’S REPORT – Neal Smith:

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

INSPECTOR’S REPORT – Pete DeWire:

PTMA W/S System Maintenance Schedule:

Inspector Pete DeWire reported that he is almost completed with the PTMA Water / Sewer System Maintenance Schedule. Further discussion was tabled until the January 7, 2016 PTMA meeting.

Steve Bogush Sewer Main Extension:

Inspector Pete DeWire reported that the final plan for the sub-division of Steve Bogush’s property has been approved by the Penn Township Board of Supervisors. Inspector DeWire further reported that Mr. Bogush would like to dedicate the sewer main located across the front of his Clifford Road property to the Authority. After a brief discussion, Administrative Secretary Susan Seebold was directed to send Mr. Bogush a letter stating the Authority has received the as-built plans and sanitary sewer easement description for his sewer main extension that has recently been completed along Clifford Road. It shall further state, in order for the Authority’s

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Solicitor to complete the Deed of Easement and Dedication, a sewer escrow account in the amount of \$400.00 must be set up with the Authority office. It shall note that the escrow funds will be used for the legal and court costs associated with completing and filing the above-mentioned deed. It shall also note any unused funds will be returned after the deed has been filed. Further discussion was tabled until Mr. Bogush establishes the aforementioned escrow account.

PTMA Well House Maintenance:

Inspector Pete DeWire reported that the new well house shed has been constructed, the repairs on the PTMA well house have been completed, and the scrap parts and equipment have been taken to the Sunbury Municipal Authority recycling center.

Inspector DeWire further reported that the old well house shed is empty and can be moved to a new location. Upon review of Inspector DeWire's photos of the old well house shed, the Authority members decided they have no use for the old shed and would like to donate it to the Penn Township Board of Supervisors. Inspector DeWire was directed to contact the Penn Township Board of Supervisors and see if they would accept the donated shed.

Inspector DeWire further reported that there may be a problem with the Well House lighting system. After a brief discussion, Inspector DeWire was asked to obtain replacement costs for the existing lights on the interior and exterior of the well house.

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:

Certificate of Deposit:

The board members reviewed the certificate of deposit rates from several local banks. After a brief discussion, Vice-Chairman Neal Smith motioned that upon maturity of NNB Certificate of Deposit #0011083377 to purchase a sixty-month (60 mo.) certificate of deposit in the amount of \$1,500,000 from Northumberland National Bank at a rate of 2.10% APY. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

Financial Reports:

The Authority members reviewed and discussed the financial reports. (See Attachment B and C) Assistant Secretary/Treasurer Pete DeWire motioned to approve the Payments and Timecards as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Assistant Secretary/Treasurer Pete DeWire motioned to adjourn the December 3, 2015 PTMA meeting at 8:11 p.m. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

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