

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting March 3, 2016

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, March 3, 2016 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, Secretary Gregory Aungst, and Assistant Secretary/Treasurer Pete DeWire

MEMBERS EXCUSED: Treasurer Robert Davis

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

VISITORS PRESENT: Todd Mace of PA Environmental Solutions, Inc.

MINUTES:

The Authority members reviewed the minutes of the February 4, 2016 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the February 4, 2016 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT: None

CORRESPONDENCE:

Resumes for PTMA Secondary Operator Position:

The Authority members reviewed several resumes submitted for the PTMA Secondary Operator Position. (*Mr. Todd Mace joined the meeting at 7:05 p.m.*) Todd Mace of PA Environmental Solutions, Inc. and the Authority members discussed the Secondary Operator Position. Further discussion was tabled until the April 7, 2016 PTMA meeting.

(*Mr. Todd Mace left the meeting at 7:22 p.m.*)

CHRIST UNITED METHODIST CHURCH:

DEP Sewage Planning Module / Capacity Letter:

The Authority members reviewed several emails from Christ UMC Building Committee Chairman, Kenneth Estep, concerning the construction of the new Christ UMC House of Worship on the church's 68 Mountain Drive property. According to Mr. Estep's March 2, 2016 email, he found that the PA Department of Environmental Protection (DEP) never received the DEP Sewage Planning Module from the Penn Township Board of Supervisors, which should have been received in 2011. In order to resolve this issue, Mr. Estep requested that PTMA submit a new capacity letter to be attached to the DEP Sewage Planning Module, which will need to be submitted to DEP by the Penn Township Board of Supervisors in the near future. After a brief discussion, Vice-Chairman Neal Smith motioned to send a new capacity letter to Ken Estep of Christ UMC stating the Penn Township Municipal Authority and its engineer have preliminarily reviewed the Christ United Methodist Church Land Development preliminary plans. It shall further state upon review the Authority finds that public water facilities are available based upon the estimated 795 gallons per day and sewerage facilities are available

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based on an estimated 3 Equivalent Dwelling Units (EDU's) @ 275 gpd/EDU (825 gpd) per quarter for the aforementioned development located at 68 Mountain Drive in Penn Township. It shall note the estimated flows will not cause an over-load on the PTMA sewer system in the projected 5 years. It shall further note the Authority will accept the proposed connections to the public water and sewer systems upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections. The above-mentioned letter shall state that approval by the Borough of Selinsgrove (conveyance capacity) and the Eastern Snyder County Regional Authority (ESCRA) (treatment capacity) is also required in order to proceed with this project. Secretary Gregory Aungst seconded the motion and unanimously approved.

Christ UMC House of Worship Plan Review:

After the Authority members reviewed and briefly discussed the February 29, 2016 email from Kenneth Estep of Christ UMC, Inspector Pete DeWire was directed to review the Christ UMC House of Worship plans. It should be noted the aforementioned plans must be approved by Inspector DeWire prior to Christ UMC obtaining a sewer permit addendum and a water permit.

Water Permit EDU's:

The Authority members reviewed the most recent water bills for Christ UMC, which were supplied by the Borough of Selinsgrove and reflect the full capacity operation of the church and day care center prior to the fire that destroyed their 8th Street Church building in early 2015. After a brief discussion, Secretary Gregory Aungst motioned to calculate the water permit for the new Christ UMC House of Worship at 1 EDU plus all associated permit fees. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

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

Inspector Pete DeWire reported that he recently spoke with Ed Spayd of HRG, Inc. concerning the positive results they are seeing with the upgrades and changes made to the Weis Markets Store #226 sewer pre-treatment facility. Inspector DeWire further reported he plans to meet with Mr. Spayd in the near future to review the summary of work that has been completed to improve the pre-treatment facility.

PTMA CERTIFICATE OF INCORPORATION:

Solicitor Robert Cravitz reported that he found there was an amendment to the PTMA Certificate of Incorporation. Solicitor Cravitz further reported that he has submitted a request for a copy of the aforementioned amendment from the state, but has not received it as of today. Further discussion was tabled until the April 7, 2016 PTMA meeting.

PTMA W/S SYSTEM MAPPING – LARSON DESIGN GROUP:

The Authority members reviewed and discussed the February 22, 2016 Geographic Information System (GIS) Implementation proposal from Matthew Kalcich of Larson Design Group. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to enter into an agreement with Larson Design Group for the implementation and hosting of a Geographic Information System (GIS) as presented in their February 22, 2016 proposal. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

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PTMA OFFICE COPIER:

Administrative Secretary Susan Seebold reported that the current eleven year old PTMA office copier needs a new electrical board, which will cost approximately \$1,000 if it is still available. Upon direction from Assistant Secretary/Treasurer Pete DeWire, Administrative Secretary Seebold presented several quotes for a new copier, which she obtained from two local companies. After the Authority members reviewed the above-mentioned quotes, Chairman Thomas Ferry motioned to purchase a MP2554 Lanier Digital Multifunction Black and White Copier from Topp Business Solutions in the amount of \$2,193.00 as presented in their February 29, 2016 proposal. Chairman Ferry further motioned to not enter into a maintenance contract with Topp Business Solutions. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

CHAIRMAN’S REPORT – Thomas Ferry:

Chairman Thomas Ferry reported he recently met with Ron Sanders and Matthew Purdy of Purdy Insurance Agency concerning the renewal of the Authority’s insurance package.

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 April 7, 2016 PTMA meeting.

18th Street South Sewer Main Blockage:

Inspector Pete DeWire reported at 9:45 p.m. on Saturday, February 27, 2016, the 9-1-1 Center contacted him concerning water coming out of a manhole on 18th Street. In the meantime, Operator Scott Sharp received an emergency call from the PTMA answering service stating a customer at 106 18th Street had sewer coming out of the manhole and onto his yard. Inspector DeWire further reported that he and Operator Scott Sharp met at the site and found clear sewer water coming out of manhole #35 (MH35). Upon assessing the situation, Inspector DeWire contacted Penn Township Employee Roger Catherman to treat the ice that was forming on the street due to the sewer blockage. After many attempts to contact Roto-Rooter, Sunbury Municipal Authority and ESCRA, Inspector Pete DeWire contacted Snyder County Emergency Management and requested a public safety assist. Fire Chief Donny Weirick of Dauntless, Hook and Ladder Fire Company responded to the call and assisted in pumping the sewage out of the full manhole and into the next clear manhole down-stream. Inspector DeWire further reported after MH35 was emptied, they found a lot of gravel, toilet paper and Clorox wipes in the bottom of the manhole, which caused the sewage blockage. Operator Scott Sharp reported Roto-Rooter finally responded to the emergency call at 6:45 a.m. on Sunday, February 28, 2016, at which time, they cleared out the blockage and approximately 400 feet of sewer main. Operator Scott Sharp further reported that he contacted the PA Department of Environmental Protection Agency concerning the incident as required, who instructed them to hose down and spread lime on the driveways and yards affected by the overflow of sewage, with the incident clean-up being completed at approximately 10:30 a.m. on Sunday, February 28, 2016.

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Inspector Pete DeWire reported he contacted ESCRA On Monday, February 29, 2016 to notify them of the above-mentioned incident and asked them to check the 18th Street South Sewer Metering Chamber for gravel. Inspector DeWire further reported that he met with Sunbury Municipal Authority on Wednesday, March 2, 2016 to do a televisual of the sewer mains located on 18th Street, Hower Street, and a portion of Alley A and Fairview Drive to determine if there is a sewer main break. Although no broken sewer mains or laterals were found, Inspector DeWire reported they did find a manhole dish in MH11-A and a lot of grease in the manholes located on Fairview Drive. Inspector DeWire contacted Fairchild Brothers, Inc. to remove the gravel and do any necessary repairs to MH37 and to remove the manhole dish that fell in MH11-A. It shall be noted all of the Alley A sewer mains could not be televised due to several of them being drop manholes, which could not accommodate the sewer camera.

After a lengthy discussion, Inspector Pete DeWire was directed to have Sunbury Municipal Authority televise and clean all of the sewer mains in the 18th Street South Metering area.

Proposed PTMA Plumbing Details for Sewer Lateral Connection Revision:

The Authority members reviewed the current PTMA Plumbing Details for Sewer Lateral Connections. After a brief discussion, Vice-Chairman Neal Smith motioned to authorize Larson Design Group to revise the Penn Township Municipal Authority Plumbing Details for Sewer Lateral Connection. Secretary Gregory Aungst seconded the motion and unanimously approved.

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:

Financial Reports:

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

DONATION:

Vice-Chairman Neal Smith motioned to send a thank you letter to Dauntless, Hook & Ladder Fire Company along with a \$200.00 donation for their assistance during the 18th Street sewer main blockage incident on February 28, 2016. Secretary Gregory Aungst seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Vice-Chairman Neal Smith motioned to adjourn the March 3, 2016 PTMA meeting at 8:45 p.m. Secretary Gregory Aungst seconded the motion and unanimously approved.

Respectfully Submitted,

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