

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting July 7, 2016**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, July 7, 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, and Admin. Secretary Susan Seebold

**VISITORS PRESENT:** Ben Burns, Brett Shamory, Matt Cooper, Jessica Cooper, Carrie Briggs, and Linda Hoover-Teats of the Breezewood Forest Homeowner's Association

### **MINUTES:**

The Authority members reviewed the minutes of the June 2, 2016 PTMA meeting. After a brief discussion, Vice-Chairman Neal Smith motioned to approve the minutes of the June 2, 2016 Penn Township Municipal Authority meeting as presented. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

**PUBLIC COMMENT:** *None*

### **BREEZEWOOD PRIVATE WATER MAINS:**

Members of the Breezewood Forest Homeowner's Association came before the Authority to request that PTMA take ownership of the water mains owned by the homeowner's association. After a lengthy discussion, the Authority members expressed their desire to help the homeowner's association in a difficult situation. Unfortunately, if the Authority took ownership of the aforementioned water mains, the Authority would have to assume an extensive amount of liability, since the water mains are located under trees, fences, porches, in-ground pool edges and landscaping. Further discussion was tabled until water main construction research can be completed.

*(Ben Burns, Brett Shamory, Matt Cooper, Jessica Cooper, Carrie Briggs and Linda Hoover-Teats left the meeting at 7:38 p.m.)*

### **CORRESPONDENCE:**

#### ***Water and Sewer Capacity Request – Pete DeWire:***

The authority members reviewed the July 6, 2016 email from Pete and Mary Anne DeWire requesting water and sewer capacity for a single-family home to be constructed at their 523 State School Road property. After a brief discussion, Vice-Chairman Neal Smith motioned to send Mr. and Mrs. Pete DeWire a letter stating the Penn Township Municipal Authority (PTMA) has preliminarily reviewed their request for water and sewer capacity for the purpose of providing public water and sewer services to their property located at 523 State School Road. It shall further state upon review the Authority finds that public water facilities are available based on the estimated 172 gallons of water per day and public sewerage facilities are available based on

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an estimated total average sewage flow of 275 gallons per day (1 EDU at 275 gallons per day per EDU) to serve the above-mentioned property. It shall also state the estimated flows will not cause an over-load on the Authority's water or sewer system in the projected 5 years. The aforementioned letter shall 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. It shall further note approval by the Eastern Snyder County Regional Authority (ESCRA) (treatment capacity) is also required in order to proceed with this project. It shall state upon approval from ESCRA, water and sewer permits must be purchased from the PTMA office for the connection of the proposed water and sewer laterals that shall be tapped into the State School Road water and sewer mains. Secretary Gregory Aungst seconded the motion with Assistant Secretary/Treasurer Pete DeWire abstaining. Motioned Passed.

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

Assistant Secretary/Treasurer Pete DeWire reported that Weis Markets, Inc. has selected a contractor to repair the Weis Markets Store #226 Sewer Pre-Treatment Facility. Further discussion was tabled until the August 4, 2016 PTMA meeting.

***BACKFLOW PREVENTION:***

The Authority members and Engineer Joshua Owens reviewed *Section H – Backflow Prevention Devices* of the PTMA Water Rules and Regulations. Further discussion was tabled until the August 4, 2016 PTMA meeting.

***PTMA CREDIT CARD:***

Administrative Secretary Susan Seebold reported that she has found a credit card that is designed for a municipality; however, the credit card has a minimum \$50,000 credit limit, and the Authority will be required to open a bank account with First National Bank. Further discussion was tabled until the Authority finds a credit card better suited to their needs.

***PTMA EMPLOYEE HANDBOOK REVISION:***

Administrative Secretary Susan Seebold reported that she has been summonsed for Snyder County Jury duty and requested that paid jury duty time be added to the PTMA Employee Handbook. After a brief discussion, Secretary Gregory Aungst motioned to revise the Employee Benefits section of the Penn Township Municipal Authority Employee Policy Handbook to include a "Jury Duty" section stating the following:

"If you are called to serve jury duty, PTMA encourages you to fulfill your right and duty as a citizen. Time off will be granted for the duration of your jury duty. Please provide your jury duty summons to your supervisor as soon as possible so that proper arrangements can be made to cover in your absence. You will receive your full salary for time spent on jury duty up to three (3) business days. You will also be eligible for employee benefits as if you were actively employed during an approved jury duty. In the event you are dismissed from jury duty early on any day, you must report to work for the remainder of the day. In the event you are summoned to appear in court as a witness, you are allowed unpaid time off."

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

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***CHAIRMAN’S REPORT – Thomas Ferry:***

Chairman Thomas Ferry stated that he had nothing further to report.

***VICE-CHAIRMAN’S REPORT – Neal Smith:***

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

***INSPECTOR’S REPORT – Pete DeWire:***

Inspector Pete DeWire reported that he has completed the Penn Dot Highway Occupancy Permit for the Kratzer property, but has been unable to file it electronically. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to make it a policy to have Larson Design Group electronically submit all Penn Dot Highway Occupancy Permits on behalf of the Penn Township Municipal Authority. 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:***

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

***ADJOURNMENT:***

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the July 7, 2016 PTMA meeting at 8:15 p.m. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

***Respectfully Submitted,***

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