

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting January 5, 2017

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 5, 2017 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: Thomas Ferry, Neal Smith, Gregory Aungst, Pete DeWire, and James Newman

MEMBERS EXCUSED: *None*

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

VISITORS PRESENT: *None*

REORGANIZATION:

Neal Smith motioned to appoint the following Penn Township Municipal Authority officers as follows for 2017:

Chairman	Thomas C. Ferry
Vice-Chairman	Neal R. Smith
Treasurer	James S. Newman
Secretary	Gregory A. Aungst
Assistant Secretary/Treasurer	Pete DeWire

Pete DeWire seconded the motion and unanimously approved.

Chairman Thomas Ferry motioned to appoint the following Penn Township Municipal Authority professional advisors as follows for 2017:

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

Vice-Chairman Neal Smith seconded the motion with Assistant Secretary/Treasurer Pete DeWire abstaining. Motion Passed.

MINUTES:

The Authority members reviewed the minutes of the December 1, 2016 PTMA meeting. After a brief discussion, Vice-Chairman Neal Smith motioned to approve the minutes of the December 1, 2016 Penn Township Municipal Authority meeting as presented. Treasurer James Newman seconded the motion with Secretary Gregory Aungst and Assistant Secretary/Treasurer Pete DeWire abstaining. Motion Passed.

PUBLIC COMMENT: *None*

CORRESPONDENCE: *None*

PENN TOWNSHIP MUNICIPAL AUTHORITY – January 5, 2017 minutes (cont.)

WEIS MARKETS STORE #226 SEWER PRE-TREATMENT FACILITY:

Engineer Joshua Owens reported that the Weis Markets Store #226 Industrial Wastewater Discharge Permit is currently being processed through the Weis Markets, Inc. legal department. Further discussion was tabled until the February 2, 2017 PTMA meeting.

PTMA WATER & SEWER SYSTEM MAINTENANCE SCHEDULE:

The Authority Members reviewed and discussed the January 5, 2017 Operation and Maintenance Plan Recommendations as presented by Engineer Joshua Owens of Larson Design Group.

STAND PIPE INSPECTION & MAINTENANCE:

Engineer Joshua Owens reported that he has reviewed the Stand Pipe inspection video, which was compiled by Conrady and Associates using a remote camera ROV (remotely operated vehicle) on November 16, 2016. Engineer Owens further reported that the Stand Pipe interior seams will need to be resealed within the next year or two. After a lengthy discussion, Assistant Secretary/Treasurer Pete DeWire motioned to authorize Larson Design Group to put together a scope of work for preliminary bidding, engineering services, site visitation and observation of the Stand Pipe repairs and the possibility of the installation of a permanent auxiliary water tank. Treasurer James Newman seconded the motion and unanimously approved.

BACKFLOW PREVENTION DEVICE TESTING:

The Authority members discussed the need to have all backflow prevention devices tested. After a brief discussion, the Authority office was directed to send a letter to all PTMA water customers using backflow prevention devices stating that the Authority's goal is and always has been, to provide their customers with a safe and dependable supply of drinking water. It shall further state in order to protect the Authority's water supply from potentially dangerous contaminants that can result from backflow and cross-connections, all permitted establishments are responsible for providing adequate backflow protection. It shall also state a properly installed, tested and maintained backflow preventer can reliably protect a potable water system. The above-mentioned letter shall note according to Article V, Section H of the Penn Township Municipal Authority (PTMA) Water Rules and Regulations, all Penn Township property owners using backflow prevention devices are required to have their backflow prevention devices tested annually by a certified tester. The aforementioned letter shall require that the property owner have the backflow devices on their property inspected by a certified tester in the near future and submit a signed copy of the Backflow Prevention Device Inspection Check List to the Authority office on or before March 31, 2017.

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:

Inspector Pete DeWire reported that the Penn Township Board of Supervisors are planning to repave several roads along the Authority's water and sewer mains later this year. He further reported that manholes and valve boxes will need to be adjusted after the roads are paved.

PENN TOWNSHIP MUNICIPAL AUTHORITY – January 5, 2017 minutes (cont.)

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:

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. Treasurer James Newman seconded the motion and unanimously approved.

Chairman Thomas Ferry called an executive session at 8:31 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 5, 2017 meeting was reconvened at 8:42 p.m. with no action taken in the executive session.

(Solicitor Robert Cravitz and Engineer Joshua Owens left the meeting at 8:31 p.m.)

Based upon the Executive Session discussion, Chairman Thomas Ferry motioned to increase Inspector Pete DeWire, Operator Scott L. Sharp, and Administrative Secretary Susan L. Seebold’s hourly wages two percent (2%) totaling one dollar per hour (\$1.00/hr.), fifty-four cents per hour (\$.54/hr.) and forty cents per hour (\$.40/hr.) increase, respectively, with all hourly wage increases effective as of January 2, 2017. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the January 5, 2017 PTMA meeting at 8:43 p.m. Treasurer James Newman seconded the motion and unanimously approved.

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