

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

September 7, 2017

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, September 7, 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: Chairman Thomas Ferry, Vice-Chairman Neal Smith, Treasurer James Newman, Secretary Gregory Aungst, and Assistant Secretary/Treasurer Pete DeWire

MEMBERS EXCUSED: *None*

OTHERS PRESENT: Solicitor Robert Cravitz, Engineer Dave Walters, and Admin. Secretary Susan Seebold

VISITORS PRESENT: Glenda Ruch of SEDA-COG

MINUTES:

The Authority members reviewed the minutes of the August 3, 2017 PTMA meeting. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve the minutes of the August 3, 2017 Penn Township Municipal Authority meeting as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

SALEM MANOR MOBILE HOME PARK – PROPOSED WATER MAIN EXTENSION:

Ms. Glenda Ruch of SEDA-COG reported that the results of the income survey indicate that the proposed Salem Manor Mobile Home Park Water Main Extension Project will qualify for Community Development Block Grant (CDBG) funding. After a moderate discussion, Vice-Chairman Neal Smith motioned to authorize Larson Design Group, Inc. to provide a cost estimate for the proposed Salem Manor Mobile Home Park Water Main Extension Project. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

After further discussion, Chairman Thomas Ferry motioned to move forward with the Salem Manor Mobile Home Park Water Main Extension to be funded through the federal Community Development Block Grant (CDBG) program contingent upon available grant funding and execution of an agreement between PTMA and Salem Manor Enterprises, Inc. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

(Ms. Glenda Ruch left the meeting at 7:27 p.m.)

CORRESPONDENCE:

2018 ESCRA Net Operating Budget – Scott Bailey, ESCRA:

The Authority members reviewed the August 2, 2017 letter from Eastern Snyder County Regional Authority (ESCRA) Manager Scott Bailey concerning ESCRA's 2018 Net Operating Budget. After a brief discussion, Chairman Thomas Ferry motioned to send a letter to the Eastern Snyder County Regional Authority stating that PTMA estimates their 2018 flows to be approximately 280,000 gallons per day. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PENN TOWNSHIP MUNICIPAL AUTHORITY – September 7, 2017 minutes (cont.)

2nd Quarter 2017 Billing Late Fees – Jack R. Wolfe:

The Authority members reviewed a note from Jack Wolfe concerning the 2nd quarter 2017 billing late fees applied to his account. After a brief discussion, Chairman Thomas Ferry motioned to waive the 2nd quarter 2017 sewer late fees for Jack R. Wolfe's 241 Route 204 property, since he has an exemplary payment record. Secretary Gregory Aungst seconded the motion and unanimously approved.

Water and Sewer Capacity Request – Sherry L. Evans:

The Authority members reviewed the September 6, 2017 letter from Sherry Evans requesting water and sewer capacity for a single-family home she plans to construct on her 16 Burgess Avenue property. After a brief discussion, Vice-Chairman Neal Smith motioned to send a letter to Sherry L. Evans stating that the Penn Township Municipal Authority (PTMA) has preliminarily reviewed her request for water and sewer capacity for the purpose of providing public water and sewer services to her property located at 16 Burgess Avenue. 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 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 that 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 that 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 also note 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. It shall further note upon receiving written approval from the Borough of Selinsgrove and ESCRA, a Highway Occupancy Permit (HOP) must be obtained from the Penn Township Board of Supervisors' office for the construction of a sewer tap for her property. The aforementioned letter shall state that prior to construction, PTMA water and sewer permits must be purchased from the Authority office. It shall further state the proposed water and sewer laterals for the above-mentioned property must be tapped into the Burgess Avenue water and sewer mains with the PTMA inspector being notified 24 hours in advance of the water and sewer taps being made. Treasurer James Newman seconded the motion and unanimously approved.

WEIS MARKETS STORE #226 SEWER PRE-TREATMENT FACILITY:

Administrative Secretary Susan Seebold reported that the Weis Markets Store #226 Industrial Wastewater Discharge Permit is currently being processed through the Weis Markets, Inc. legal department. After a brief discussion, Administrative Secretary Seebold was asked to send a letter to Mr. Jack O'Hara of Weis Markets, Inc. requesting that he expedite the Industrial Wastewater Discharge Permit review and execute the permit with an authorized signature. Further discussion was tabled until the October 5, 2017 PTMA meeting.

PTMA WATER & SEWER SYSTEM MAINTENANCE SCHEDULE:

Engineer Dave Walters and the Authority members discussed revisions to the PTMA Water & Sewer System Maintenance Schedule. Further discussion was tabled until the October 5, 2017 PTMA meeting.

PENN TOWNSHIP MUNICIPAL AUTHORITY – September 7, 2017 minutes (cont.)

STAND PIPE REHABILITATION PROJECT:

Engineer Dave Walters reported that the DEP Public Supply Permit Application for the construction of a new PTMA water tank and the rehabilitation of the existing stand pipe has been submitted to DEP and is currently being processed as a minor amendment, which does not require a processing a fee. Engineer Walters further reported that the plans, specifications and bid documentation for the above-mentioned project are currently being drawn up. After a brief discussion, Administrative Secretary Susan Seibold was asked to send a letter to the Penn Township Board of Supervisors requesting to purchase the additional land required for the aforementioned project at a nominal cost.

2018 PTMA MEETING SCHEDULE:

After the Authority Members reviewed the proposed 2018 PTMA Meeting Schedule, Treasurer James Newman motioned to schedule the PTMA meetings for 2018 to be held on the first Thursday of each month with all meetings scheduled to begin at 7:00 p.m. in the Penn Township Municipal Authority Office. Secretary Gregory Aungst seconded the motion and unanimously approved. The Authority office was directed to advertise the 2018 PTMA meeting schedule in the next edition of the Snyder County Times

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 stated that he had nothing further to report.

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. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Treasurer James Newman motioned to adjourn the September 7, 2017 PTMA meeting at 7:58 p.m. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

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