

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting**

**November 2, 2017**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, November 2, 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:** Engineer Dave Walters and Admin. Secretary Susan Seebold

**VISITORS PRESENT:** *None*

### **MINUTES:**

The Authority members reviewed the minutes of the October 5, 2017 PTMA meeting. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve the minutes of the October 5, 2017 Penn Township Municipal Authority meeting as presented. Treasurer James Newman seconded the motion and unanimously approved.

**PUBLIC COMMENT:** *None*

**CORRESPONDENCE:** *None*

### **SALEM MANOR MOBILE HOME PARK – PROPOSED WATER MAIN EXTENSION:**

The Authority members reviewed the October 6, 2017 email from Glenda Ruch of SEDA-COG concerning the proposed Salem Manor MHP Water Main Extension. After a brief discussion, Administrative Secretary Susan Seebold was directed to notify Glenda Ruch that the Authority would like to use CDBG funding to pay for the engineering costs of the aforementioned project with the Authority bearing the cost of a budget overrun.

### **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. Further discussion was tabled until the December 7, 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 December 7, 2017 PTMA meeting.

**PENN TOWNSHIP MUNICIPAL AUTHORITY – November 2, 2017 minutes (cont.)**

**STAND PIPE REHABILITATION PROJECT:**

***Status Report:***

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 is currently being reviewed by DEP. Engineer Walters further reported the sub-division plan for the above-mentioned project should be completed by the end of next week and will be submitted to the Penn Township Planning Commission and the Penn Township Board of Supervisors in the near future.

***Land for the New PTMA Water Tank:***

The Authority members reviewed the October 19, 2017 letter from the Penn Township Board of Supervisors concerning the land needed for the new PTMA water tank. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to purchase .22 acres of Penn Township parcel #13-03-026 from the Penn Township Board of Supervisors in the amount of One Dollar (\$1.00) for the construction of the new PTMA water tank and rehabilitation of the existing stand pipe. Assistant Secretary/Treasurer DeWire further motioned that PTMA will assume all legal costs and filing fees associated with the purchase of the above-mentioned property. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***Vice-Chairman Neal Smith called an executive session at 7:25 p.m. to discuss a legal matter. The Penn Township Municipal Authority November 2, 2017 meeting was reconvened at 7:35 p.m. with no action taken in the executive session.***

**2018 PTMA BUDGET:**

The Authority members reviewed the proposed 2018 PTMA Water and Sewer Budgets. After a brief discussion, Vice-Chairman Neal Smith motioned to change the I & I Sewer Expense budgeted amount to Five Thousand Dollars (\$5,000). Vice-Chairman Smith further motioned, effective January 1, 2018, to decrease the sewer rate from \$85.00 per Equivalent Dwelling Unit (EDU) per quarter to \$80.00 per EDU per quarter or \$320.00 per annum per EDU. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

Chairman Thomas Ferry motioned to approve the 2018 Penn Township Municipal Authority Water and Sewer Budgets as amended. Secretary Gregory Aungst seconded the motion and unanimously approved.

**QUICKBOOKS PRO 2018 UPGRADE:**

Administrative Secretary Susan Seebold reported that the Authority's QuickBooks Pro 2015 software has been malfunctioning and crashing over the past two months. Administrative Secretary Seebold further reported that the above-mentioned software's service will also be discontinued on May 31, 2018. After a brief discussion, Administrative Secretary Susan Seebold was directed to purchase QuickBooks Pro 2018.

**CHAIRMAN'S REPORT – Thomas Ferry:**

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

**PENN TOWNSHIP MUNICIPAL AUTHORITY – November 2, 2017 minutes (cont.)**

***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 the PTMA Well House drain connection has been completed by Fairchild Brothers, Inc. It shall be noted that no road permits were required.

***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, Secretary Gregory Aungst motioned to adjourn the November 2, 2017 PTMA meeting at 7:50 p.m. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

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