

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

January 4, 2018

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 4, 2018 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, Gregory Aungst, James Newman, and Pete DeWire

MEMBERS EXCUSED: Neal Smith

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

VISITORS PRESENT: *None*

REORGANIZATION:

Pete DeWire motioned to appoint the following Penn Township Municipal Authority officers as follows for 2018:

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

Gregory Aungst seconded the motion and unanimously approved.

Secretary Gregory Aungst motioned to appoint the following Penn Township Municipal Authority professional advisors as follows for 2018:

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

Treasurer James Newman seconded the motion with Assistant Secretary/Treasurer Pete DeWire abstaining. Motion Passed.

MINUTES:

The Authority members reviewed the minutes of the December 7, 2017 PTMA meeting. After a brief discussion, Treasurer James Newman motioned to approve the minutes of the December 7, 2017 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE: *None*

SALEM MANOR MOBILE HOME PARK – PROPOSED WATER MAIN EXTENSION:

Chairman Thomas Ferry stated there was nothing new to report on the Salem Manor Mobile Home Park proposed water main extension. Further discussion was tabled until Glenda Ruch of SEDA-Cog contacts the Authority concerning the CDBG funding.

PENN TOWNSHIP MUNICIPAL AUTHORITY – January 4, 2018 minutes (cont.)

PTMA WATER & SEWER SYSTEM MAINTENANCE SCHEDULE:

Engineer Dave Walters reported that Larson Design Group is currently working on the revisions to the PTMA Water & Sewer System Maintenance Schedule. Further discussion was tabled until the February 1, 2018 PTMA meeting.

STAND PIPE REHABILITATION PROJECT:

The Authority members reviewed the December 19, 2017 email from Christopher Sheaffer of Larson Design Group and the December 19, 2017 email from Brenda Moyer of Penn Township Board of Supervisors concerning the January 17, 2018 Conditional Use Hearing for the construction of the new PTMA water tank and the stand pipe rehabilitation. Engineer Dave Walters reported the above-mentioned project bid requests will be advertised two times next week with all bids being due at 3:00 p.m. on February 1, 2018. It shall be noted the aforementioned bids will be opened at 7:00 p.m. during the February 1, 2018 PTMA meeting.

SALEM GLENN PUMP STATION REPAIRS:

Engineer Dave Walters reported he is currently reviewing several options to rectify the Salem Glenn Pump Station issues. Further discussion was tabled until the February 1, 2018 PTMA meeting.

CHAIRMAN’S REPORT – Thomas Ferry:

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

VICE-CHAIRMAN’S REPORT – Neal Smith: None

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

Chairman Thomas Ferry called an executive session at 7:27 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 4, 2018 meeting was reconvened at 7:40 p.m. with no action taken in the executive session.

(Engineer Dave Walters left the meeting at 7:27 p.m.)

PENN TOWNSHIP MUNICIPAL AUTHORITY – January 4, 2018 minutes (cont.)

Based upon the Executive Session discussion, Chairman Thomas Ferry motioned to increase Operator Scott L. Sharp, Operator Cody N. Cutler, and Administrative Secretary Susan L. Seebold's hourly wages fifty cents per hour (\$.50/hr.), with all hourly wage increases effective as of January 1, 2018. Chairman Ferry further motioned to increase Administrative Secretary Susan L. Seebold's personal time from sixteen hours per calendar year to twenty-four hours per calendar year. Secretary Gregory Aungst seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Assistant Secretary/Treasurer Pete DeWire motioned to adjourn the January 4, 2018 PTMA meeting at 7:42 p.m. Secretary Gregory Aungst seconded the motion and unanimously approved.

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