

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting**

**March 1, 2018**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, March 1, 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:** Chairman Thomas Ferry, Vice-Chairman Neal Smith, Secretary Gregory Aungst, Treasurer James Newman, 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 February 1, 2018 PTMA meeting. After a brief discussion, Vice-Chairman Neal Smith motioned to approve the minutes of the February 1, 2018 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

**PUBLIC COMMENT:** *None*

### **CORRESPONDENCE:**

#### ***4<sup>th</sup> Quarter 2017 Billing Late Fees – PTMA Customers:***

The Authority members reviewed the February 6, 2018 letter from Elizabeth Novack concerning late fees applied to her sewer account. After a brief discussion, Secretary Gregory Aungst motioned to waive the 4<sup>th</sup> quarter 2017 late fees for Paul M. and Elizabeth A. Novack's 210 Meadowview Drive property due to their exemplary payment history. Treasurer James Newman seconded the motion and unanimously approved.

#### ***Protective Manhole Ring Reimbursement – Penn Township Supervisors:***

The Authority members reviewed the February 28, 2018 letter from the Penn Township Board of Supervisors concerning the reimbursement of manhole kits that were purchased by the Penn Township Board of Supervisors to prevent the township's snow plows from being damaged in snow events. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to reimburse the Penn Township Board of Supervisors Eight Hundred Thirty-Six dollars and Fifty-Eight cents (\$836.58) for the purchase of four (4) manhole protective ring kits as described in their February 28, 2018 letter. Assistant Secretary/Treasurer DeWire further motioned to send a letter to the Penn Township Board of Supervisors stating although the Authority appreciates the Supervisors being proactive by installing some of the protective rings, all future work around PTMA manholes must be coordinated with the PTMA inspector. It shall further state it is possible that PTMA may see the need to replace or upgrade a manhole casting depending upon it's condition, which would need to be done prior to the installation of the protective ring. The above-mentioned letter shall note that the Authority is also required by the Department of Environmental Protection Agency (DEP) to report all manhole repair and maintenance annually.

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It shall further note in order to do so, PTMA must know the manhole number and the location of the manhole being repaired or modified. It shall also note this information is then entered into the Authority's maintenance and GIS systems, which is used to produce the annual DEP report and to determine future manhole repairs. The aforementioned letter shall point out that the Authority has used a lot of different manhole products over the years. It shall mention that some have been good and others not so good. It shall also mention that since the Authority does not know the longevity of the protective rings, they will be monitoring their application to determine, if the product does what it is designed to do and to see how long they last. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

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

The Authority members and Glenda Ruch of SEDA-COG reviewed the Request for Proposals for the proposed Salem Manor Mobile Home Park water main extension. After a brief discussion, Chairman Thomas Ferry motioned to approve the *Request for Proposals for Professional Engineering/Architectural Services* (RFP) as presented with corrections. Chairman Ferry further motioned to have the aforementioned RFP circulated with the proposals to be opened at the April 5, 2018 Penn Township Municipal Authority meeting. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

*(Ms. Glenda Ruch left the meeting at 7:29 p.m.)*

***STAND PIPE REHABILITATION PROJECT:***

Engineer Dave Walters reported the Water Storage Tank Construction Bids have been reviewed and approved by Larson Design Group and Solicitor Robert Cravitz. It shall be noted that Mid Atlantic Storage Systems, Inc. was awarded the Water Storage Tank Project Construction Contract.

***SALEM GLENN PUMP STATION REPAIRS:***

Inspector Pete DeWire reported that Kappe Associates will be repairing Salem Glenn Pump Station Pump #2 on Wednesday, March 7, 2018. Inspector DeWire further reported that the high-level alarms went off again over the weekend at the Salem Glenn Pump Station, due to the influent to the wet wells being higher than what the pumps could handle. After a brief discussion, Administrative Susan Seebold was directed to send a letter to all Salem Glenn Homeowners stating that PTMA has determined that water run-off is being disposed of through the public sewer system in the Salem Glenn Development. It shall further state the discharge of rain/ground water, in any fashion, into a sewer system is **PROHIBITED** by law under PA DEP regulations, those of the Eastern Snyder County Regional Authority (ESCRA) and PTMA's rules and regulations. It shall also state if the homeowner has a sump pump, downspout, or a cellar drain connected to their sewer lateral, they are **required** by law to have it **IMMEDIATELY** disconnected. The aforementioned letter should also remind the homeowners that it is against PTMA and ESCRA rules and regulations to dispose of cooking greases, oils, fats, coffee grounds, baby wipes, household cleaning wipes (Clorox, Lysol, etc.), rags, kitty litter (including the flushable type), feminine hygiene plastic applicators, volatile chemicals and other non-flushable products into the public sewer system. The above-mentioned letter shall note the Authority makes all attempts to provide the best service possible at the lowest cost for their valued customers; however, the Authority will have little choice but to pass along any costs

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associated with maintenance and repairs of the Salem Glenn Pump Station to the Salem Glenn homeowners.

***SEWER MAIN CLEANING AND TELEVISUAL:***

The Authority members reviewed the sewer flow data from several metering areas in the PTMA sewer system. After a brief discussion, the Authority directed Larson Design Group to have a contractor clean and televise the Routes 11 & 15 sewer metering area.

***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 and the Authority members briefly reviewed the Eight-Year Average Residential Water Usage Report and the Sewer Flow Gallons Per EDU report for 2010 through 2017, as updated by Vice-Chairman Smith.

***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.

***ADJOURNMENT:***

With no further business to discuss, Assistant Secretary/Treasurer Pete DeWire motioned to adjourn the March 1, 2018 PTMA meeting at 7:56 p.m. Treasurer James Newman seconded the motion and unanimously approved.

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