

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes From Regularly Scheduled Meeting**

**June 7, 2018**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, June 7, 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:** Roger Christoff and Roy Tuomisto of Salem Manor Enterprises and Glenda Ruch of SEDA-COG

### **MINUTES:**

The Authority members reviewed the minutes of the May 3, 2018 PTMA meeting. After a brief discussion, Vice-Chairman Neal Smith motioned to approve the minutes of the May 3, 2018 Penn Township Municipal Authority meeting as presented. Treasurer James Newman seconded the motion and unanimously approved.

**PUBLIC COMMENT:** *None*

### **CORRESPONDENCE:**

#### ***1<sup>st</sup> Quarter 2018 Late Fees – Jill Reber of Brake Technique, Inc.:***

The Authority members reviewed the May 4, 2018 letter from Jill Reber of Brake Technique, Inc. concerning late fees applied to her water and sewer account. After a brief discussion, Chairman Thomas Ferry motioned to waive the 1<sup>st</sup> quarter 2018 late fees for Brake Technique's 196 Universal Road property due to their exemplary payment history. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

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

Glenda Ruch of SEDA-Cog and Mr. Roger Christoff and Mr. Roy Tuomisto of Salem Manor Enterprises, Inc. came before the Authority to discuss the drafted Water System Replacement Agreement for the proposed Salem Manor Mobile Home Park Water Main Extension Project. After a lengthy discussion, Solicitor Robert Cravitz was directed to make the discussed changes to the aforementioned agreement upon receiving project area confirmation from Ms. Ruch.

***(Ms. Glenda Ruch, Mr. Roger Christoff and Mr. Roy Tuomisto left the meeting at 7:58 p.m.)***

**PENN TOWNSHIP MUNICIPAL AUTHORITY – June 7, 2018 minutes (cont.)**

***STAND PIPE REHABILITATION PROJECT:***

Engineer Dave Walters reported on the status of the Stand Pipe Rehabilitation Project. After a brief discussion and upon Engineer Dave Walters' recommendation, Vice-Chairman Neal Smith motioned to approve payment #1 of the Stand Pipe Rehabilitation Project in the amount of \$74,716.65 as presented in the Contractor's Application for Payment No. 10540-1 dated May 15, 2018. Treasurer James Newman seconded the motion and unanimously approved.

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

Engineer Dave Walters reported that the sewer main cleaning and televisual of the Route 11 and 15 metering area began on May 29, 2018. Engineer Walters further reported that due to outdated equipment, Mr. Rehab will be re-televising several sewer mains in the near future. Inspector Pete DeWire reported that several manholes in the aforementioned metering area will need to be raised. After a brief discussion, Inspector DeWire was directed to have Fairchild Brothers, Inc. raise the above-mentioned manholes.

***SEWER HOLDING TANKS:***

The Authority members reviewed the drafted PTMA Holding Tank Rules, Regulations and Specifications along with the drafted Holding Tank Permit Application and Holding Tank Cleaning Contract. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to authorize the Authority office to use the Holding Tank Application and Holding Tank Cleaning Contract as revised. Assistant Secretary/Treasurer DeWire further motioned to establish a Two Hundred Dollar (\$200.00) Holding Tank Permit Inspection Fee and a Seventy-Five Dollar (\$75.00) Holding Tank Permit Administrative Fee for each Holding Tank Permit issued. Secretary Gregory Aungst seconded the motion and unanimously approved. Further discussion was tabled until the Penn Township Board of Supervisors adopt the new Holding Tank Ordinance; at which time, the Authority plans to adopt the new PTMA Holding Tank Rules, Regulations and Specifications.

***CENTRAL SUSQUEHANNA REGIONAL 9-1-1 SYSTEM – BUILDING ADDITION:***

Administrative Secretary Susan Seebold reported that the Central Susquehanna Regional 9-1-1 System would like the Authority to review and sign the land development plans for the proposed 9-1-1 Center building addition. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve Drawing SP101 of the Central Susquehanna Regional 9-1-1 System Land Development Plan with the last revision date of May 2018 for the proposed building addition to the 9-1-1 center located at 30 Universal Road. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***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 reported he recently responded to a PA One Call placed by UGI for the purpose of installing new wire and ground bedding to Kerrico Corporation.

**PENN TOWNSHIP MUNICIPAL AUTHORITY – June 7, 2018 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. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***ADJOURNMENT:***

With no further business to discuss, Assistant Secretary/Treasurer Pete DeWire motioned to adjourn the June 7, 2018 PTMA meeting at 8:40 p.m. Treasurer James Newman seconded the motion and unanimously approved.

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