

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

January 10, 2019

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 10, 2019 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, Pete DeWire, and Michael Kuhns

MEMBERS EXCUSED: *None*

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

VISITORS PRESENT: Neal Smith

REORGANIZATION:

Mr. Pete DeWire motioned to appoint the following Authority members as 2019 Penn Township Municipal Authority officers:

Chairman	Thomas C. Ferry
Secretary	Gregory A. Aungst
Treasurer	Michael A. Kuhns
Assistant Secretary/Treasurer	Pete DeWire

Mr. DeWire further motioned to appoint Neal R. Smith as Vice-Chairman contingent upon the Penn Township Board of Supervisors reappointing him to the Penn Township Municipal Authority Board. Mr. Gregory Aungst seconded the motion and unanimously approved.

Secretary Gregory Aungst motioned to appoint the following as 2019 Penn Township Municipal Authority professional advisors:

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

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

MINUTES:

The Authority members reviewed the minutes of the December 6, 2018 PTMA meeting. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve the minutes of the December 6, 2018 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE: *None*

(Mr. Neal Smith joined the meeting at 7:08 p.m.)

PENN TOWNSHIP MUNICIPAL AUTHORITY – January 10, 2019 minutes (cont.)

SALEM MANOR MOBILE HOME PARK – PROPOSED WATER MAIN EXTENSION:

Engineer Dave Walters reported that the design plans for the proposed Salem Manor Mobile Home Park Water Main Extension are approximately 70% completed. Engineer Walters further reported that he and Solicitor Robert Cravitz will be working together to acquire the easements required for the above-mentioned project. Further discussion was tabled until the February 7, 2019 PTMA meeting.

STAND PIPE REHABILITATION PROJECT:

Change Order No. 2:

Engineer Dave Walters reported on the status of the Stand Pipe Rehabilitation Project. After the Authority members reviewed Change Order No. 2, Chairman Thomas Ferry motioned to approve the Stand Pipe Rehabilitation Project Change Order No. 2 dated January 2, 2019 as presented. Secretary Gregory Aungst seconded the motion and unanimously approved. It shall be noted the aforementioned change order decreased the contract price by \$2,861.25 for the resolution of issues related to draining and refilling Tank #2 due to an unsatisfactory water quality test.

Payment No. 5:

After a brief discussion and upon Engineer Dave Walters' recommendation, Assistant Secretary/Treasurer Pete DeWire motioned to approve Payment No. 5 of the Stand Pipe Rehabilitation Project in the amount of \$29,240.20 as presented in the Contractor's Application for Payment No. 10540-5 dated December 12, 2018. Secretary Gregory Aungst seconded the motion and unanimously approved.

Design Change Order No. 1:

Engineer Dave Walters and the Authority members reviewed Design Change Order No. 1. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve Design Change Order No. 1 dated December 5, 2018 as presented. Secretary Gregory Aungst seconded the motion and unanimously approved. It shall be noted the aforementioned change order in the amount of \$3,203.33 covers additional engineering costs related to the unsatisfactory water quality testing of Tank #2 (\$1,561.25), additional administration fees for the bidding and construction phase of the project (\$967.08), and several fees assessed by the township, county and DEP (\$675.00).

PTMA TELEMETRY SYSTEM UPGRADE:

The Authority member reviewed the January 4, 2019 email from David R. Shaffer of Martz Technologies, Inc. concerning the VZRscada Service Contract. After a brief discussion, the Authority members tabled signing the above-mentioned contract until after the new telemetry system is installed. It shall be noted the design phase of the above-mentioned project is scheduled to begin mid-February 2019 with the construction phase scheduled to begin mid-March 2019.

CHAIRMAN'S REPORT – Thomas Ferry:

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

VICE-CHAIRMAN'S REPORT: None

PENN TOWNSHIP MUNICIPAL AUTHORITY – January 10, 2019 minutes (cont.)

INSPECTOR’S REPORT – Pete DeWire:

Salem Glenn Pump Station Generator:

Inspector Pete DeWire reported that he discovered there are diesel generators for under \$3,000.00 available from the Pennsylvania Department of General Services that may work for the Salem Glenn Pump Station. After a brief discussion, Administrative Secretary Susan Seebold was directed to get additional information on the Federal Surplus Program.

OPERATOR’S REPORT – Cody Cutler:

Monthly Operating Reports:

The Authority members reviewed and discussed the Monthly Operating Reports submitted by PTMA Operator Cody N. Cutler. (See Attachment A)

TREASURER’S REPORT:

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 7:50 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 10, 2019 meeting was reconvened at 8:00 p.m. with no action taken in the executive session.

Based upon the Executive Session discussion, Treasurer Michael Kuhns motioned to increase (1) Inspector Pete DeWire’s hourly wage one dollar and fifty cents per hour (\$1.50/hr.), (2) Administrative Secretary Susan L. Seebold’s hourly wage sixty cents per hour (\$.60/hr.), and (3) Cody N. Cutler’s hourly wage two dollars and sixty cents per hour (\$2.60/hr.) to reflect his recent position change from Secondary Operator to Primary Operator with all hourly wage increases effective as of the first day of the current pay period. Treasurer Kuhns further motioned that Scott L. Sharp’s hourly wage remain at \$27.10/hr. to reflect his recent position change from Primary Operator to Secondary Operator. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

BREEZEWOOD FOREST PRIVATELY-OWNED WATER MAINS:

Solicitor Robert Cravitz reported that as per the Authority’s request at their last meeting, he is finalizing a letter to the Breezewood Forest Homeowner’s Association’s attorney concerning the Breezewood Forest privately-owned water mains.

ADJOURNMENT:

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the January 10, 2019 PTMA meeting at 8:18 p.m. Treasurer Michael Kuhns seconded the motion and unanimously approved.

Respectfully Submitted,

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