

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting

April 4, 2019

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, April 4, 2019 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 10, Selinsgrove, PA. Thomas Ferry presiding.

MEMBERS PRESENT: Chairman Thomas Ferry, Vice-Chairman Neal Smith, Secretary Gregory Aungst, Treasurer Michael Kuhns, and Assistant Secretary/Treasurer Pete DeWire

MEMBERS EXCUSED: *None*

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

VISITORS PRESENT: Steve Johnson of Bright Farms and Drew Barton of LIVIC Civil

MINUTES:

The Authority members reviewed the minutes of the March 7, 2019 PTMA meeting. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve the minutes of the March 7, 2019 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE:

Sewer Capacity Request – Kevin Hestor, Hestor Construction:

The Authority members reviewed the March 28, 2019 letter from Kevin Hestor of Hestor Construction requesting sewer capacity for a single-family home, which he plans to construct for Ryan and Amy McGlaughlin. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to send a letter to Mr. and Mrs. Ryan McGlaughlin stating the Penn Township Municipal Authority (PTMA) has preliminarily reviewed their request for sewer capacity for the purpose of providing public sewer services to their property located on Hower Street at Parcel Number 13-08-272. It shall further state upon review the Authority finds that public sewerage facilities are available based on an estimated total average sewage flow of 275 gallons per day (1 EDU at 275 gallons per day per EDU) to serve the above-mentioned property. It shall also state the estimated flows will not cause an over-load on the Authority's sewer system in the projected 5 years. The above-mentioned letter shall note the Authority will accept the proposed connection to the public sewer system upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections. It shall further note that approval by the Borough of Selinsgrove (conveyance capacity) and the Eastern Snyder County Regional Authority (ESCRA) (treatment capacity) is also required in order to proceed with this project. It shall also note prior to the plan review, a sewer escrow account in the amount of \$250.00 must be set up with the Authority office for plan & legal review of all sewer plans for the aforementioned project along with associated inspection fees by the Authority's Inspector with any unused funds being returned upon the final completion of the project. The above-mentioned letter shall state a complete set of sewer plans must be submitted to PTMA Inspector

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Pete DeWire for his review after the escrow account has been established. It shall further state a Highway Occupancy Permit (HOP) must be obtained from the Penn Township Board of Supervisors' office for the construction of a sewer main extension and sewer tap for their property. It shall also state a plan must accompany the HOP application that illustrates where the sewer main extension and sewer lateral tap will be constructed. The aforementioned letter shall note that all expenses associated with the construction of a sewer main extension are the sole responsibility of the property owner. It shall further note after receiving all of the above-mentioned approvals and HOP, a PTMA sewer permit must be purchased from the Authority office prior to the start of sewer tap construction. It shall also note that copies of the above-mentioned capacity approvals and HOP are required when applying for their sewer permit. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

Sewer Capacity Request – Jeff LeFevre, LeFevre Wilk Architects, LLC:

The Authority members reviewed the April 2, 2019 letter from J.A. LeFevre of LeFevre Wilk Architects, LLC requesting additional sewer capacity for a proposed office expansion at Central PA Holding, LLC. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to send a letter to Mr. J.A. LeFevre stating the Penn Township Municipal Authority (PTMA) has preliminarily reviewed his request for sewer capacity for the purpose of providing additional public sewer services to Central PA Holdings, LLC located at 78 Universal Road. It shall further state upon review the Authority finds that additional public sewerage facilities are available based on an estimated total average sewage flow of 1,100 gallons per day (4 EDU at 275 gallons per day per EDU) to serve the above-mentioned property. It shall also state the estimated flows will not cause an over-load on the Authority's sewer system in the projected 5 years. The above-mentioned letter shall note the Authority will accept the proposed additional connections to the public sewer system upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections. It shall further note that written approval by the Eastern Snyder County Regional Authority (ESCRA) (treatment capacity) is also required in order to proceed with this project. It shall also note prior to construction, a PTMA sewer permit addendum must be purchased from the Authority office. The aforementioned letter shall highly recommend using the *Metered Water-Based Usage Method*, which is performed by the property owner purchasing a water meter from the PTMA office and having it installed on the water line coming into the building. It shall note this procedure is the most accurate and fairest means that the Authority has to fairly calculate commercial sewer usage. It shall also note upon the property owner's request, the Authority can re-evaluate the sewer tapping fees, after a full year of operation running at full capacity, and determine if the tapping fees need to be increased or reimbursed. Treasurer Michael Kuhns seconded the motion and unanimously approved.

PENN GREENHOUSE, LLC / BRIGHT FARMS:

The Authority members reviewed the April 4, 2019 email from Engineer Dave Walters of Larson Design Group, Inc. concerning the plan review for Penn Greenhouse, LLC / Bright Farms. After a lengthy discussion, Treasurer Michael Kuhns motioned to approve the Penn Greenhouse, LLC / Bright Farms Water and Sewer Plans conditional upon Larson Design Group, Inc. review and approval. Secretary Gregory Aungst seconded the motion and unanimously approved.

(Mr. Steve Johnson and Mr. Drew Barton left the meeting at 7:43 p.m.)

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SALEM MANOR MOBILE HOME PARK – PROPOSED WATER MAIN EXTENSION:

Engineer Dave Walters reported that the plans and easement plats for the proposed Salem Manor MHP Water Main Extension are 100% completed. Solicitor Robert Cravitz further reported that he is currently working on the easements for the aforementioned proposed water main extension. Further discussion was tabled until the May 2, 2019 PTMA meeting.

PTMA TELEMETRY SYSTEM UPGRADE:

Inspector Pete DeWire reported that he purchased the materials to build the Stand Pipe Control Panel Stanchion, which is scheduled to be constructed next week. Inspector DeWire further reported that the conduit at the Booster Pump Station has been installed and the well tap has been completed at the well house. Further discussion was tabled until the May 2, 2019 PTMA meeting.

BREEZEWOOD FOREST, PHASE 1A:

Inspector Pete DeWire reported that he has not been contacted to inspect the Breezewood Forest, Phase 1A water and sewer mains as discussed at the March 7, 2019 PTMA meeting. Further discussion was tabled until Mr. Gerald Fulkroad, Sr. contacts the Authority.

Chairman Thomas Ferry called an executive session at 7:55 p.m. to discuss a legal matter. The April 4, 2019 Penn Township Municipal Authority meeting was reconvened at 8:05 p.m. with no action taken in the executive session.

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:

Operator Training Classes:

Inspector Pete DeWire reported that he must complete 30 hours of training by September 30, 2019 in order to renew his Wastewater License.

Sassafras Street Metering Area Sewer Flows:

Inspector Pete DeWire reported that he and Operator Cody Cutler have been attempting to inspect manholes during rain events. After a moderate discussion concerning ways to lower the higher than normal flows in the Sassafras Street Metering Area, Inspector DeWire and Operator Cutler were directed to continue inspecting the manholes within the aforementioned metering area and to utilize the Eastern Snyder County Regional Authority’s assistance, if needed.

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)

PENN TOWNSHIP MUNICIPAL AUTHORITY – April 4, 2019 minutes (cont.)

TREASURER’S REPORT – Michael Kuhns:

The Authority members reviewed and discussed the financial reports. (See Attachment B and C) Assistant Secretary/Treasurer Pete DeWire 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 April 4, 2019 PTMA meeting at 8:31 p.m. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

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