

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes from Regularly Scheduled Meeting

June 6, 2019

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, June 6, 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: *None*

MINUTES:

The Authority members reviewed the minutes of the May 2, 2019 PTMA meeting. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve the minutes of the May 2, 2019 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE:

1st Quarter 2019 Water and Sewer Late Fees – Kenneth A. Campbell:

The Authority members reviewed the May 8, 2019 letter from Mr. & Mrs. Kenneth A. Campbell concerning the late fees applied to their water and sewer account. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to waive the 1st quarter 2019 late fees for Mr. & Mrs. Kenneth A. Campbell's 303 Pleasant Drive property due to their exemplary payment history. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

(Engineer Dave Walters joined the meeting at 7:10 p.m.)

ESCRA Service Agreement Amendment – Penn Township Board of Supervisors:

The Authority members reviewed the May 17, 2019 email from the Penn Township Board of Supervisors concerning the Eastern Snyder County Regional Authority Service Agreement Amendments. After a lengthy discussion, the Authority office was directed to send an email to the Penn Township Board of Supervisors stating that the Authority members do not have any comments at this time; however, they are considering resolutions to the issue and plan to have representatives attend the next joint meeting when it is scheduled. It shall be noted that the items most discussed were (1) ESCRA Service Agreement Definition 1.8 – doubling the high strength waste values and (2) putting all industrial waste discharges totally under ESCRA's control.

PENN TOWNSHIP MUNICIPAL AUTHORITY – June 6, 2019 minutes (cont.)

SALEM MANOR MOBILE HOME PARK – PROPOSED WATER MAIN EXTENSION:

Solicitor Robert Cravitz reported that he is currently working on the easements for the proposed Salem Manor Mobile Home Park Water Main Extension, which should be completed by the end of June. After a brief discussion, Vice-Chairman Neal Smith motioned to authorize Larson Design Group to advertise for construction bids for the Salem Manor Mobile Home Park Water Main Extension upon the completion and execution of the required easements. Assistant Secretary/Treasurer Pete DeWire seconded the motion and unanimously approved.

PTMA TELEMETRY SYSTEM UPGRADE:

Project Status:

Operator Cody Cutler reported that the SCADA Panels have been installed at the Well House, Stand Pipe and Water Booster Pump Station. Operator Cutler further reported that all panels are working as designed; however, the chlorine analyzer will need to be installed at the well house when it is delivered.

VZRscada Agreement:

The Authority members reviewed the May 24, 2019 email from Dave Slusser of Martz Technologies, Inc. concerning the VZRscada Agreement. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to approve the VZRscada Agreement dated June 6, 2019 as presented by Martz Technologies, Inc. Treasurer Michael Kuhns seconded the motion and unanimously approved.

Chairman Thomas Ferry called an executive session at 7:53 p.m. to discuss a personnel matter. The June 6, 2019 PTMA meeting reconvened at 7:57 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:

Water Booster Pump Station Old Meter:

Assistant Secretary/Treasurer Pete DeWire motioned to scrap the old four-inch water meter that was recently replaced at the PTMA Water Booster Pump Station. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

Sheri Lane Water Main Break:

Inspector Pete DeWire reported that an unmarked water line, which was owned by the Borough of Selinsgrove and served two PTMA customers was damaged by UGI during the UGI gas line project in the Burgess Development. Inspector DeWire further reported that since the Borough did not have as-builts for the service line and did not know the physical location of the line, it was abandoned and a new service line was installed off the 12-inch main located on Sheri Lane. After a moderate discussion, the Authority office was directed to submit copies of all invoices associated with the repair of the aforementioned water line to Solicitor Robert Cravitz, who will discuss the payment of the bills with the Selinsgrove Borough Council.

PENN TOWNSHIP MUNICIPAL AUTHORITY – June 6, 2019 minutes (cont.)

Salem Glenn Manholes:

Inspector Pete DeWire reported that the Salem Glenn manholes have been repaired by Fairchild Brothers, Inc. Operator Cody Cutler reported that the repair of the abovementioned manholes may have eliminated some of the I & I, as the Salem Glenn Pump Station is pumping less.

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)

Vice-Chairman Neal Smith motioned to purchase a metal detector as recommended by Inspector Pete DeWire in an amount not to exceed One Thousand Dollars (\$1,000.00). Treasurer Michael Kuhns seconded the motion and unanimously approved.

TREASURER’S REPORT – Michael Kuhns:

Financial Reports / Authorization of Bill Payments:

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. Secretary Gregory Aungst seconded the motion and unanimously approved.

Certificate of Deposit:

The Authority members reviewed the certificate of deposit rates from several local banks. After a brief discussion, the board directed Chairman Thomas Ferry and Secretary Gregory Aungst to withdrawal the certificate of deposit upon maturity and deposit the funds into the Sewer Fund, which is currently getting a better rate than most of the quoted certificate of deposit rates.

ADJOURNMENT:

With no further business to discuss, Treasurer Michael Kuhns motioned to adjourn the June 6, 2019 PTMA meeting at 8:45 p.m. Secretary Gregory Aungst seconded the motion and unanimously approved.

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