

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes from Regularly Scheduled Meeting

November 7, 2019

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, November 7, 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, and Treasurer Michael Kuhns

MEMBERS EXCUSED: Assistant Secretary/Treasurer Pete DeWire

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

VISITORS PRESENT: Justin Ross of LIVIC Civil, Philip and Zachary Bomberger of Republic Development Company, Lee Lepka of PA State Police Facilities, and several PA State Police Officers

MINUTES:

The Authority members reviewed the minutes of the October 3, 2019 PTMA meeting. After a brief discussion, Secretary Gregory Aungst motioned to approve the minutes of the October 3, 2019 Penn Township Municipal Authority meeting as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

PROPOSED STATE POLICE BARRACKS:

Justin Ross of LIVIC Civil, Philip and Zachary Bomberger of Republic Development Company, Lee Lepka of PA State Police Facilities, and several PA State Police Officers came before the board to discuss the Selinsgrove State Police Barracks shooting range, which is proposed to be constructed in the Pawling Station Business Park in the lot adjacent to the PTMA Well House. After a lengthy discussion, Chairman Thomas Ferry motioned to approve the proposed Selinsgrove State Police Barracks shooting range and management plan as presented in the Selinsgrove State Police Barracks *Environmental Stewardship Plan for Management of Lead/Bullets at Outdoor Shooting Range* dated November 2019. Treasurer Michael Kuhns seconded the motion and unanimously approved. (See Attachment D)

(All representatives for the Proposed Selinsgrove State Police Barracks left the PTMA meeting at 7:19 p.m.)

CORRESPONDENCE:

Sewer Capacity Request – J. Andrew Hubbell:

The Authority members reviewed the October 31, 2019 letter from J. Andrew Hubbell requesting sewer capacity for his South Front Street property. After a brief discussion, Vice-Chairman Neal Smith motioned to send a letter to Mr. J. Andrew Hubbell stating the Penn Township Municipal Authority (PTMA) has preliminarily reviewed his request for sewer capacity for the purpose of providing public sewer services to his 720 S. Front Street property (Parcel Number 13-09-046).

PENN TOWNSHIP MUNICIPAL AUTHORITY – November 7, 2019 minutes (cont.)

It shall further state that 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 aforementioned letter shall note the Authority will accept the proposed connections to the public sewer systems upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections. It shall also 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. The above-mentioned letter shall state prior to the plan review, a sewer escrow account in the amount of \$250.00 must be set up with the Authority office, which will be used for plan & legal review of all sewer plans for the aforementioned project along with associated inspection fees by the Authority's Inspector. It shall further state any unused funds will be returned upon the final completion of the project. It shall also state that after the above-mentioned escrow account is established, a complete set of sewer plans must be submitted to PTMA Inspector Pete DeWire for his review. The aforementioned letter shall note that upon receiving written approval from the Borough of Selinsgrove, ESCRA and PTMA Inspector Pete DeWire, a PTMA sewer permit must be purchased from the Authority office prior to the start of the sewer tap construction. It shall further note that copies of the above-mentioned approvals are required when applying for his sewer permit. It shall also note the proposed sewer lateral for the above-mentioned property shall be tapped into the South Front Street low-pressure sewer main upon completion and dedication of the sewer main extension. Secretary Gregory Aungst seconded the motion and unanimously approved.

PROPOSED ESCRA SERVICE AGREEMENT REVISIONS:

The Authority members reviewed the proposed ESCRA Service Agreement Revisions dated October 28, 2019 as presented by Solicitor Robert Cravitz. After a lengthy discussion, Solicitor Robert Cravitz was directed to forward the following suggested changes to the ESCRA solicitor and the ESCRA Participants' solicitors for their review and consideration:

1. The first sentence in section 1.8 should state "High Strength Waste shall mean high strength waste as defined as being wastewater having a 5-day Biochemical Oxygen Demand greater than 200 mg./L. and/or Suspended Solids content greater than **225** mg./L. as determined by the Rules and Regulations of ESCRA for Industrial Waste Discharge only.
2. The third sentence in section 3.1(b) should state "The Municipality or Municipal Authority's measured flow shall be divided **by the total of the four municipal flows** to determine the percentage of that total and then the calculated percentage shall be multiplied by the budgeted total expenses for the applicable quarter to determine the amount that shall be billed to the respective Municipality or Municipal Authority.

PENN TOWNSHIP MUNICIPAL AUTHORITY – November 7, 2019 minutes (cont.)

SALEM MANOR MOBILE HOME PARK WATER MAIN EXTENSION:

Engineer Dave Walters reported on the status of the Salem Manor MHP Water Main Extension Project. After a brief discussion, Vice-Chairman Neal Smith motioned to have Larson Design Group, Inc. provide an inspector for the Salem Manor MHP Water Main Extension project for the duration of Inspector Pete DeWire's vacation. Treasurer Michael Kuhns seconded the motion and unanimously approved. After further discussion and upon Engineer Dave Walters's recommendation, Chairman Thomas Ferry motioned to approve payment #1 of the Salem Manor Mobile Home Park Water Main Extension Project in the amount of \$35,086.05 as presented on the Contractor's Application #1 for Invoice No. 19CT030-01 dated October 31, 2019. Treasurer Michael Kuhns seconded the motion and unanimously approved.

2020 PTMA BUDGET:

The Authority members reviewed the proposed 2020 PTMA Water and Sewer Budgets. After a lengthy discussion, Chairman Thomas Ferry motioned, effective January 1, 2020, to increase the sewer rate from \$80.00 per Equivalent Dwelling Unit (EDU) per quarter to \$95.00 per EDU per quarter or \$380.00 per annum per EDU. Treasurer Michael Kuhns seconded the motion and unanimously approved. It shall be noted the Authority office was directed to include a letter with the fourth quarter 2019 sewer billing notifying all PTMA sewer customers of the 2020 rate increase.

After further discussion, Vice-Chairman Neal Smith motioned to approve the 2020 Penn Township Municipal Authority Water and Sewer Budgets as presented with revisions. Treasurer Michael Kuhns 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 effective December 31, 2019 he will be resigning his position as a PTMA and ESCRA Board Member. After a brief discussion, the Authority office was directed to send a letter to the Penn Township Board of Supervisors requesting that they consider Mr. Geoffrey A. Shaffer as a possible PTMA board member candidate and Mr. Michael A. Kuhns as possible ESCRA board member candidate to complete Mr. Smith's PTMA and ESCRA terms, respectively. It shall be noted that the Authority members accepted Mr. Neal Smith's resignation with great regret and thanked him for his tireless hard work and dedication for the past 23 years serving on the PTMA and ESCRA Boards.

INSPECTOR'S REPORT – Pete DeWire: None

OPERATOR'S REPORT – Cody Cutler:

Monthly Operating Reports:

The Authority members reviewed the Monthly Operating Reports submitted by PTMA Operator Cody N. Cutler. (See Attachment A) After a brief discussion, the Authority office was directed to send a letter to the PTMA Approved Plumbers and Contractors reminding them that it is against DEP, PTMA, and ESCRA rules and regulations to discharge rain/ground water into the PTMA sewer system.

PENN TOWNSHIP MUNICIPAL AUTHORITY – November 7, 2019 minutes (cont.)

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) Secretary Gregory Aungst motioned to approve the Payments and Timecards as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

CENTRAL SUSQUEHANNA REGIONAL 9-1-1 SYSTEM:

Chairman Thomas Ferry reported that the Central Susquehanna Regional 9-1-1 System (CSR911) requested that the Authority sign their Final Land Development Plan, which was submitted after the project construction and PTMA water and sewer permits were completed. After a brief discussion, Chairman Thomas Ferry motioned to have Inspector Pete DeWire review the Central Susquehanna Regional 9-1-1 System Final Land Development Plan dated October 24, 2019. Chairman Ferry further motioned that if Inspector DeWire finds the aforementioned plans complete and accurate, to sign them on behalf of the Authority. Treasurer Michael Kuhns seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the November 7, 2019 PTMA meeting at 8:58 p.m. Treasurer Michael Kuhns seconded the motion and unanimously approved.

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