

# **PENN TOWNSHIP MUNICIPAL AUTHORITY**

## **Minutes from Regularly Scheduled Meeting**

**December 5, 2019**

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, December 5, 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:** Solicitor Robert Cravitz, Operator Cody Cutler, Admin. Secretary Susan Seebold, and Engineer Dave Walters

**VISITORS PRESENT:** Steve Johnson of Bright Farms, Penn Township Manager Julie Hartley, and Penn Township Supervisor Jon Payne

### **MINUTES:**

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

### **PUBLIC COMMENT:**

#### ***Penn Township Board of Supervisor Jon Payne:***

On behalf of the Penn Township Board of Supervisors and the residents of Penn Township, Penn Township Supervisor Jon Payne came before the board to thank Vice-Chairman Neal Smith for his 23 years of service to the Penn Township Municipal Authority and the Eastern Snyder County Regional Authority Boards. Supervisor Payne stated a plaque will be placed in the Penn Township building to honor Mr. Smith's 23 years of hard work and dedication serving the residents of Penn Township.

### **CORRESPONDENCE:**

#### ***Daniel Clement Property Capacity Verification – Scott Shambach, Meck-Tech, Inc.:***

The Authority members reviewed the November 19, 2019 letter from Mr. Scott Shambach of Meck-Tech Inc. concerning the Daniel Clement property located along Eighteenth Street. After a brief discussion, the Authority office was directed to send a letter to Mr. Scott Shambach stating the Penn Township Municipal Authority (PTMA) has preliminarily reviewed his request for water and sewer capacity for the purpose of providing public water and sewer service to the proposed skilled nursing facility to be constructed on the Daniel Clement, et al. property (13-08-174) formerly known as the Whitebriar Subdivision located along Eighteenth Street. Upon review the Authority found that they took dedication of the Whitebriar Subdivision, Phase I water and sewer mains in 1999 with an amended capacity of 24 EDU's for Phases I & II. It shall further state although the Whitebriar Subdivision was never completed, the Phase I infrastructure was installed and dedicated making the approved 24 EDU's of capacity valid and available. It shall also state this letter shall serve as verification that the public water facilities are still

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available based on the estimated 3,025 gallons of water per day and sanitary sewer facilities are still available based on an estimated total average sewage flow of 3,025 gallons per day (11 EDU's at 275 gallons per day per EDU) to serve the proposed skilled nursing facility. The aforementioned letter shall note the estimated flows will not cause an over-load on the Authority's water or sewer systems in the projected 5 years. It shall further note the Authority will accept the proposed connections to the public water and 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) are 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 \$1,500.00 and a water escrow account in the amount of \$1,500.00 totaling \$3,000.00 must be set up with the Authority office. It shall further state the escrow funds will be used for plan & legal review of all sewer and water 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. It shall also state after the above-mentioned escrow accounts are established, a complete set of water and sewer plans must be submitted to PTMA Inspector Pete DeWire for his review. The aforementioned letter shall note upon receiving all approvals from the Borough of Selinsgrove, ESCRA, and the PTMA Inspector, water and sewer permits must be purchased from the PTMA office.

***BRIGHT FARMS / PENN GREENHOUSE:***

The Authority members and Mr. Steve Johnson of Bright Farms discussed the procedure to fill the 18 ponds in the Penn Greenhouse located in the Pawling Station Business Park. It shall be noted that Mr. Johnson hopes to have all 18 ponds filled by the beginning of January.

*(Mr. Steve Johnson left the meeting at 7:14 p.m.)*

***SALEM MANOR MOBILE HOME PARK WATER MAIN EXTENSION:***

***Approval of Payment #2:***

Inspector Pete DeWire reported that the Salem Manor MHP was connected to the PTMA water system on November 26, 2019 upon the completion of the water main extension. Inspector DeWire further reported that the project restoration will be completed in the spring. After a brief discussion and upon Engineer Dave Walters's recommendation, Assistant Secretary/Treasurer Pete DeWire motioned to approve payment #2 of the Salem Manor Mobile Home Park Water Main Extension Project in the amount of \$102,136.78 as presented on the Contractor's Application #2 for Invoice No. 19CT030-02 dated November 29, 2019. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***Design Change Order #1:***

Vice-Chairman Neal Smith motioned to approve the Salem Manor Mobile Home Park Water Main Extension Design Change Order #1 dated December 5, 2019 in the amount of \$2,367.40 as presented by Larson Design Group, Inc. Treasurer Michael Kuhns seconded the motion and unanimously approved.

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***CHAIRMAN’S REPORT – Thomas Ferry:***

Chairman Thomas Ferry and the Authority members discussed the status of the proposed Eastern Snyder County Regional Authority Service Agreement Revisions. Solicitor Robert Cravitz reported that the Penn Township Board of Supervisors, the Monroe Township Board of Supervisors, and the Borough of Selinsgrove have approved the above-mentioned revisions.

***VICE-CHAIRMAN’S REPORT – Neal Smith:***

Vice-Chairman Neal Smith requested that the Authority continue its diligent search for I & I within the sewer system located on the south side of Route 522.

***INSPECTOR’S REPORT – Pete DeWire:***

***Status Report:***

Inspector Pete DeWire reported he has recently completed water and/or sewer permits for Bright Farms/Penn Greenhouse, Service Electric Cablevision, and Salem Manor Enterprises.

***Proposed PTMA Sewer Rules and Regulations Revision:***

Inspector Pete DeWire reported that due to recent events, Section 3.6 (b) of the PTMA Rules and Regulations needs to be revised. After a brief discussion, Assistant Secretary/Treasurer Pete DeWire motioned to add the following verbiage to the Penn Township Municipal Authority Sewer Rules and Regulations Section 3.6 – Properties Requiring Grinder Pumps, Part (b) Materials, Installation, and Testing:

- (4) No person shall initially operate the grinder pump system unless an authorized Authority representative is on site. The shut off valve shall not be opened or operated until the authorized Authority representative permits it.

Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***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)

***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. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***ADJOURNMENT:***

After the PTMA Board Members, Professional Advisors and Employees expressed their gratitude and well wishes to Vice-Chairman Neal Smith and with no further business to discuss, Assistant Secretary/Treasurer Pete DeWire motioned to adjourn the December 5, 2019 PTMA meeting at 8:07 p.m. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

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