

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes from Regularly Scheduled Meeting

June 4, 2020

A regularly scheduled meeting of the Penn Township Municipal Authority was virtually held on Thursday, June 4, 2020 at 7:00 p.m. via Google Meet. Chairman Thomas Ferry presiding.

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

MEMBERS EXCUSED: *None*

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

VISITORS PRESENT: *None*

MINUTES:

The Authority members reviewed the minutes of the May 7, 2020 PTMA meeting. After a brief discussion, Vice-Chairman Pete DeWire motioned to approve the minutes of the May 7, 2020 Penn Township Municipal Authority meeting as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE:

ES CRA Service Agreement Amendment Meeting – RHP Law Group:

The Authority members reviewed and discussed the April 16, 2020 and May 28, 2020 letters from Kenneth Potter of RHP Law Group, LLC and the May 13, 2020 letter from James Bathgate of Wiest, Muolo, Swinehart & Bathgate concerning the proposed ESCRA Service Agreement Amendment Meeting.

SALEM MANOR MHP WATER MAIN EXTENSION:

Inspector Pete DeWire reported that the Salem Manor MHP Water Main Extension project restoration was recently completed. Assistant Secretary/Treasurer Isaac Ramer reported that some of the restorations have not been completed satisfactorily. After a brief discussion and upon Engineer Dave Walters's recommendation, Secretary Gregory Aungst motioned to approve the final payment of the Salem Manor Mobile Home Park Water Main Extension Project in the amount of \$7,300.47 as presented on the Contractor's Application #3-Final for Invoice No. 19CT030-02 FINAL dated May 20, 2020 on the condition that all restoration is completed to the satisfaction of Engineer David Walters of Larson Design Group, Inc. Treasurer Michael Kuhns seconded the motion and unanimously approved.

EMPLOYEE HANDBOOK REVIEW:

After a brief discussion, Chairman Thomas Ferry motioned to pay three days bereavement pay to Susan L. Seebold for the loss of her mother. Vice-Chairman Pete DeWire seconded the motion and unanimously approved. Further review of the employee handbook was tabled until the July 1, 2020 PTMA meeting.

PENN TOWNSHIP MUNICIPAL AUTHORITY – June 4, 2020 minutes (cont.)

CHAIRMAN’S REPORT – Thomas Ferry:

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

VICE-CHAIRMAN’S REPORT – Pete DeWire:

Vice-Chairman Pete DeWire stated that he had nothing further to report.

INSPECTOR’S REPORT – Pete DeWire:

New State Police Barracks:

Inspector Pete DeWire reported that the water and sewer permits for the new state police barracks will be completed in the near future.

Bright Farms – Greenhouse Sewer Metering:

Inspector Pete DeWire reported that Bright Farms is planning to install a sewer meter to monitor the wastewater coming out of the greenhouse side of the facility. After a brief discussion, Administrative Secretary Susan Seebold was directed to continue to calculate Bright Farms sewer billing based upon their water usage until the time an approved sewer meter is installed; at which time, the sewer billing will be calculated based upon the sewer meter readings. It shall be noted that at least six months of sewer meter readings will be accumulated to determine if a credit should be given to Bright Farms for the sewer billings that were based upon their water usage.

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 – 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 Isaac Ramer 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 interest rates from several local banks. After a brief discussion, the board directed Treasurer Michael Kuhns 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 interest rates.

ADJOURNMENT:

With no further business to discuss, Treasurer Michael Kuhns motioned to adjourn the June 4, 2020 PTMA meeting at 7:51 p.m. Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved.

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