

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes from Regularly Scheduled Meeting January 4, 2024

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 4, 2024 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Selinsgrove, PA. 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 Matthew Cravitz, Operator Cody Cutler, Engineer Joseph Pfirman, and Admin. Secretary Susan Seebold

VISITORS PRESENT: None

Chairman Thomas Ferry called the January 4, 2024 meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

REORGANIZATION:

Solicitor Matthew Cravitz opened the floor for the nominations of PTMA officer positions.

Pete DeWire motioned to appoint Thomas Ferry as PTMA Chairman for 2024. Isaac Ramer seconded the motion and unanimously approved.

Thomas Ferry motioned to appoint Pete DeWire as PTMA Vice-Chairman for 2024. Michael Kuhns seconded the motion and unanimously approved.

Gregory Aungst motioned to appoint Michael Kuhns as PTMA Treasurer for 2024. Thomas Ferry seconded the motion and unanimously approved.

Thomas Ferry motioned to appoint Gregory Aungst as PTMA Secretary for 2024. Isaac Ramer seconded the motion and unanimously approved.

Mike Kuhns motioned to appoint Isaac Ramer as PTMA Assistant Secretary/Treasurer for 2024. Gregory Aungst seconded the motion and unanimously approved.

Chairman Thomas Ferry motioned to appoint the following as 2024 Penn Township Municipal Authority professional advisors:

Legal Counsel
Inspector
Auditors
Engineer

Robert M. Cravitz, Esq.
Pete DeWire
Wagner, Dreese, Elsasser & Assoc.
Larson Design Group, Inc.

Secretary Gregory Aungst seconded the motion and unanimously approved.

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MINUTES:

The Authority members reviewed the minutes of the December 7, 2023 PTMA meeting. After a brief discussion, Vice-Chairman Pete DeWire motioned to approve the minutes of the December 7, 2023 Penn Township Municipal Authority meeting as presented. Assistant Secretary/Treasurer Isaac Ramer seconded the motion with Chairman Thomas Ferry abstaining. MOTION PASSED.

PUBLIC COMMENT: None

CORRESPONDENCE:

Village at Penns Creek Water & Sewer Capacity Request – Colton Zimmerman:

The Authority members reviewed the December 27, 2023 email from Colton Zimmerman of PennCore Consulting concerning the approval of 4 additional EDUs for the proposed Village at Penns Creek located along 18th Street on the property formerly known as the proposed Whitebriar Development. After a brief discussion, Vice-Chairman Pete DeWire motioned to send a letter to Colton Zimmerman of PennCore Consulting stating the following:

1. The Penn Township Municipal Authority has preliminarily reviewed his December 27, 2023 email concerning the request for four (4) additional EDU capacity for Berks Homes' Village at Penns Creek (parcel #13-08-174 – formerly known as Whitebriar Development) located along Eighteenth Street.
2. Upon review the Authority finds that public water facilities are available based on the estimated 4 EDUs and sewerage facilities are available based on an estimated total average sewage flow of 1,100 gallons per day (4 EDUs at 275 gallons per day per EDU) to serve parcel #13-08-174.
3. The estimated flows will not cause an over-load on the PTMA water or sewer system in the projected 5 years.
4. 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.
5. Written 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.
6. 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. 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. Any unused funds will be returned upon the final completion of the project.
7. After the above-mentioned escrow accounts are established, a complete set of water and sewer plans must be submitted to PTMA Engineer Joseph Pfirman of Larson Design Group, Inc. for his review.

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8. Upon receiving written approval from the Borough of Selinsgrove, ESCRA and PTMA Engineer Joseph Pfirman, PTMA water and sewer permits must be purchased from the Authority office prior to the start of construction.

Treasurer Michael Kuhns seconded the motion and unanimously approved.

3rd Quarter 2023 Late Fees – Cara Rosancrans:

The Authority members reviewed the December 29, 2023 email from Ms. Cara Rosancrans concerning the late fees applied to her sewer account. After a brief discussion, Administrative Secretary Susan Seebold was directed to send Ms. Rosancrans a letter denying her request, since it would set a precedent.

BRIGHT FARMS / PENN GREENHOUSE EFFLUENT DISCHARGE & WATER USAGE:

Vice-Chairman Pete DeWire reported that he received a call from Chris Hennessy, who informed him that they are ready for Pete to inspect their restroom trailer hookup. After a brief discussion, Engineer Joseph Pfirman was directed to send a letter to Bright Farms requesting internal plumbing plans and building schematics for the restroom trailer. Further discussion was tabled until the February 1, 2024 PTMA meeting.

ALTERNATE WELL #2 PROJECT:

Engineer Joseph Pfirman reported that he has not received a response to his November 15, 2023 email, which he sent to Senator Lynda Schlegel Culver requesting a meeting to discuss the PTMA Alternate Well #2 Project. After a brief discussion, Vice-Chairman Pete DeWire was directed to contact Senator Culver's office to schedule the aforementioned meeting. Further discussion was tabled until the next PTMA meeting.

PORTABLE STANDBY GENERATOR:

Assistant Secretary/Treasurer Isaac Ramer stated that he has nothing further to report on the purchase of a portable standby generator. Further discussion was tabled until the February 1, 2024 PTMA meeting.

WATER BOOSTER PUMP STATION REPAIR:

Inspector Pete DeWire reported that PCS recently received the new water meter for the Water Booster Pump Station and is planning to have it installed in the near future.

WELL #1 REPLACEMENT PUMP:

Engineer Joseph Pfirman reported that Modern Pump & Equipment, Inc. has ordered the two replacement pumps for Well #1, which were approved at the last PTMA meeting. Engineer Pfirman further reported that he should be receiving the installation quote in the near future.

DEP WATER SERVICE LINE INVENTORY:

Administrative Secretary Susan Seebold reported that she has completed the majority of the required DEP Water Service Line Inventory; however, she is unable to complete the entry until she receives information for the properties in Breezewood Forest and two properties in the Burgess Development originally connected to the Selinsgrove Borough Water System. Administrative Secretary Seebold further reported that she contacted Robert Bickhart as directed

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by the board, who supplied her with Breezewood Forest Phase I stub portion of the water laterals; however, he does not have documentation for the property owner portion of said laterals. After a brief discussion, Solicitor Matthew Cravitz was directed to send a letter to the homeowners in the Breezewood Forest Development (1) notifying them of the DEP Water Service Line Inventory requirements, (2) explaining the steps they can take to identify the type of pipe used for their water lateral, (3) requesting that they send photos of said pipe to the PTMA office, and (4) informing them that PTMA representatives may need to dig near the curb stop to document the type of pipe used for the stub portion of the water lateral. Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved. It shall be noted that when constructed Breezewood Forest was a bulk water customer of the Borough of Selinsgrove, since PTMA did not have a water system at the time. It shall be further noted that the Borough of Selinsgrove does not have water permits for the individual properties, since their responsibility ended at the bulk water connection point.

ACCOUNTING SOFTWARE UPGRADE:

Administrative Secretary Susan Seebold reported that QuickBooks Pro 2021 will be discontinued and not be supported on May 31, 2024, which will impact the payroll service. Admin. Secretary Seebold further reported that QuickBooks is doubling the annual payroll service fee and making it very difficult to buy the desktop version of QuickBooks, which the Authority needs. After a brief discussion, Assistant Secretary/Treasurer Isaac Ramer motioned to purchase Sage 50 Accounting software including the payroll subscription option in an amount not to exceed \$1700.00.

Assistant Secretary/Treasurer Isaac Ramer further motioned to authorize the board to increase the aforementioned amount by email if the total cost of the accounting software package exceeds the \$1700.00. Vice-Chairman Pete DeWire seconded the motion and unanimously approved.

MB&T CHECKING ACCOUNT & SAFE DEPOSIT BOX PROPOSAL:

The Authority members reviewed the Mifflinburg Bank & Trust (MB&T) Checking Account and Safe Deposit Box proposal. After a brief discussion, Treasurer Michael Kuhns motioned to move the Water Fund and Sewer Fund checking accounts from the Northumberland National Bank to MB&T for better interest rates and to enter into a Relationship Agreement with MB&T as outlined in their December 27, 2023 proposal to include direct deposit payroll and the leasing of a safe deposit box. Assistant Secretary/Treasurer Isaac Ramer seconded the motion with Chairman Thomas Ferry abstaining. MOTION PASSED.

PTMA OFFICE LEASE RENEWAL:

The Authority members reviewed the lease agreement extension for the PTMA office. After a brief discussion, Vice-Chairman Pete DeWire motioned to approve the three-year (3 yr.) Non-Residential Lease for Real Estate Extension Agreement dated January 4, 2024 as presented by KBP Holdings, Inc. 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 – Pete DeWire:

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

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INSPECTOR’S REPORT – Pete DeWire:

Inspector Pete DeWire reported stated that he had nothing further to report.

OPERATOR’S REPORT – Cody Cutler:

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) After a brief discussion, Secretary Gregory Aungst motioned to approve the Treasurer’s Report, Payments, and Timecards as presented. Vice-Chairman Pete DeWire seconded the motion and unanimously approved.

Chairman Thomas Ferry called an executive session at 8:09 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 4, 2024 meeting was reconvened at 8:18 p.m. with no action taken in the executive session.

Based upon the Executive Session discussion, Chairman Thomas Ferry motioned to increase the hourly wages of: (1) Inspector Pete DeWire from \$58.75/hr. to \$61.10/hr., (2) Administrative Secretary Susan L. Seebold from \$24.11/hr. to \$25.08/hr., (3) Primary Operator Cody N. Cutler from \$30.72/hr. to \$31.95/hr., (4) Secondary Operator Tyler E. Hook from \$27.30/hr. to \$28.39/hr., and (5) Laborer Jarrett M. Miller from \$16.00/hr. to \$16.54/hr. with all increases effective as of the first day of the current pay period. Secretary Gregory Aungst seconded the motion with Vice-Chairman Pete DeWire abstaining. MOTION PASSED.

ADJOURNMENT:

With no further business to discuss, Vice-Chairman Pete DeWire motioned to adjourn the January 4, 2024 PTMA meeting at 8:24 p.m. Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved.

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