

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes from Regularly Scheduled Meeting February 1, 2024

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, February 1, 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 Robert Cravitz, Operator Cody Cutler, Engineer Joseph Pfirman, and Admin. Secretary Susan Seebold

VISITORS PRESENT: *None*

Chairman Thomas Ferry called the February 1, 2024 meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

MINUTES:

The Authority members reviewed the minutes of the January 4, 2024 PTMA meeting. After a brief discussion, Vice-Chairman Pete DeWire motioned to approve the minutes of the January 4, 2024 Penn Township Municipal Authority meeting as presented. Treasurer Michael Kuhns seconded the motion and unanimously approved.

PUBLIC COMMENT: *None*

CORRESPONDENCE: *None*

BRIGHT FARMS / PENN GREENHOUSE EFFLUENT DISCHARGE & WATER USAGE:

Engineer Joseph Pfirman reported that he received a very simplified plan for Bright Farms / PENN Greenhouse's restroom trailer. After a brief discussion, Engineer Joseph Pfirman was directed to contact Bright Farms / PENN Greenhouse and request detailed internal plumbing plans that include elevations along with the building schematics for the restroom trailer. Further discussion was tabled until the next 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. Further discussion was tabled until the next PTMA meeting.

PORTABLE STANDBY GENERATOR:

The Authority members reviewed and discussed the Kohler sizing report for a portable standby generator that will be compatible with both the Meadowview Pump Station and the Salem Road Pump Station. Further discussion was tabled until the March 7, 2024 PTMA meeting.

WATER BOOSTER PUMP STATION REPAIR:

Inspector Pete DeWire reported that he is still waiting on PCS to order the new water booster pump station flow meter. Operator Cody Cutler reported that he is also waiting on PCS to finish fine-tuning the SCADA system. Further discussion was tabled until the next PTMA meeting.

WELL #1 REPLACEMENT PUMP:

Engineer Joseph Pfirman reported that Modern Pump & Equipment, Inc. is currently waiting for the two replacement pumps for Well #1 to arrive. Engineer Pfirman further reported that Modern Pump & Equipment estimated it will take 10 hours to install the new replacement pump and quoted an installation cost of \$4,150.00 as per Quote Reference Number 24M4571.

DEP WATER SERVICE LINE INVENTORY:

Solicitor Robert Cravitz reported the letters concerning the DEP Water Service Line Inventory were sent out today to all of the homeowners in the Breezewood Forest Development and two homeowners in the Burgess Development requesting the size, compensation (copper, lead, galvanized steel, or plastic), and photo of the water lateral pipe coming into their homes. Solicitor Cravitz further reported that the above-mention documentation must be to be submitted to PTMA on or before February 20, 2024; otherwise, a PTMA employee will come to their home to examine the water lateral at the internal home connection point. 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.

EMPLOYEE HANDBOOK CHANGE – PAY PERIOD FREQUENCY:

Administrative Secretary Susan Seebold reported that the new accounting software will not work with the type of semi-monthly pay period PTMA currently uses. After a brief discussion, Vice-Chairman Pete DeWire motioned effective January 15, 2024 to change the “Compensation” section of the *Penn Township Municipal Authority Employee Policy Handbook*, under the heading of “Payday” to state: “The Authority operates on a bi-weekly pay period; checks are normally distributed on Thursday. This day can vary during holiday weeks or under special circumstances.” Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved.

2023 PTMA CHAPTER 94 REPORT:

After the Authority members reviewed and discussed the drafted 2023 Chapter 94 Report, Vice-Chairman Pete DeWire motioned to approve the Penn Township Municipal Authority 2023 Chapter 94 Report as presented. 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, Assistant Secretary/Treasurer Isaac Ramer motioned to approve the Treasurer’s Report, Payments, and Timecards as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Vice-Chairman Pete DeWire motioned to adjourn the February 1, 2024 PTMA meeting at 7:33 p.m. Treasurer Michael Kuhns seconded the motion and unanimously approved.

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