

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes from Regularly Scheduled Meeting November 7, 2024

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, November 7, 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, Secretary Gregory Aungst, and Assistant Secretary/Treasurer Isaac Ramer

MEMBERS EXCUSED: Treasurer Michael Kuhns

OTHERS PRESENT: Solicitor Robert Cravitz, Engineer Joseph Pfirman, and Admin. Secretary Susan Seebold

VISITORS PRESENT: *None*

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

MINUTES:

The Authority members reviewed the minutes of the October 3, 2024 PTMA meeting. After a brief discussion, Vice-Chairman Pete DeWire motioned to approve the minutes of the October 3, 2024 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:

Bright Farms / PENN Greenhouse Wastewater Discharge Pipe:

The Authority members reviewed the October 15, 2024 email from Margaret Hill of Blank Rome concerning the severing of Bright Farms / PENN Greenhouse's wastewater discharge pipe. After a brief discussion, Vice-Chairman Pete DeWire motioned to have Solicitor Robert Cravitz send a certified-mailed letter to Bright Farms / PENN Greenhouse responding to Margaret Hill's October 15, 2024 emailed request to allowed Bright Farms / PENN Greenhouse to sever their wastewater discharge lateral. The aforementioned letter shall state that Bright Farms / PENN Greenhouse will be allowed to sever the wastewater discharge lateral located on the Greenhouse side of the plant if they either (1) return 30 sewer EDUs to PTMA at no cost to the Authority or (2) agree to pay an increased minimum sewer billing of 30 EDUs per quarter for the Greenhouse side of the plant in addition to their quarterly Domestic sewer bills and their quarterly water bills for both sides of the plant. Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved. It shall be noted that a sewer permit addendum will be required if Bright Farms / PENN Greenhouse decides to sever the aforementioned wastewater lateral.

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BRIGHT FARMS / PENN GREENHOUSE WATER USAGE:

The Authority members reviewed and briefly discussed the Bright Farms / PENN Greenhouse's water usage reports. After a brief discussion, Administrative Secretary Susan Seebold was directed to send an email to Bright Farms / PENN Greenhouse reminding them that they must continue to email the daily water meter reading report that includes daily photos of the 1-inch and 2-inch water meter readings along with the daily water usage investigative reports to the PTMA office by the end of the work day every Friday until further notice. Further discussion was tabled until the next PTMA meeting.

ALTERNATE WELL #2 PROJECT:

Engineer Joseph Pfirman reported that PTMA was awarded a \$600,000.00 LSA Grant for the construction of Alternate Well #2. After a brief discussion, the Authority members then reviewed and discussed the November 4, 2024 Test Well Installation and Preliminary Testing Summary Report as submitted by Jennifer Reese of GeoServices, Ltd. along with the November 7, 2024 Alternate Well #2 Cost Estimate totaling \$1,417,838 as submitted by Engineer Joseph Pfirman. Further discussion was tabled until the next PTMA meeting.

WATER BOOSTER PUMP STATION REPAIR:

Engineer Joseph Pfirman reported that the SCADA System changes for the Water Booster Pump Station have been completed by PCS. Engineer Pfirman further reported that he, Inspector Pete DeWire, and Operator Cody Cutler will continue to investigate the flow meter issue at the Booster Station. Further discussion was tabled until the next PTMA meeting.

PTMA WATER VALVE REPLACEMENT PROJECT:

The Authority members reviewed two quotes to repair 27 PTMA water system valves and raise 5 PTMA fire hydrants. After a brief discussion, Chairman Thomas Ferry motioned to contract with Dave Gutelius, Inc. Excavating to replace bolts in 27 PTMA water valves along with any paving required for said valve repair using time and material not to exceed \$54,700.00 as presented in Scope #1 and Scope #3 of their October 4, 2024 proposal. Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved. It shall be noted that the aforementioned motion does not include the raising of 5 PTMA fire hydrants, which was tabled until the next PTMA meeting.

WELL HOUSE / WELL #1A REPAIRS & MAINTENANCE:

Vice-Chairman Pete DeWire reported that the new Well #1A replacement pump was installed at the end of October; however, after successfully operating for a short time, the pump started to trip the electrical breaker causing the pump not to operate. Vice-Chairman DeWire further reported after an extensive investigation, he found that the heater was too close to the electrical panel, causing it to overheat and trip the breaker. After the board reviewed and briefly discussed the November 7, 2024 PTMA Water Operator Meeting Notes as submitted by Operator Cody Cutler, Inspector Pete DeWire was directed to purchase a new heater for the Well House to replace the existing 34-year-old heater.

Inspector Pete DeWire also reported that several parts were needed to repair the Ross Valve located in the PTMA Well House. Since PTMA does not have a credit card or an account with Ross Valve Mfg. Co., Inc. and the above-mentioned repair needed to be completed as soon as

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possible, Engineer Joseph Pfirmann ordered the aforementioned parts using Larson Design Group's (LDG) Ross Valve Mfg. Co., Inc. account and is having the parts shipped directly to the PTMA office. It shall be noted that LDG will bill PTMA for the parts after they receive the invoice from Ross Valve Mfg. Co., Inc.

After a brief discussion, Vice-Chairman Pete DeWire motioned to have Larson Design Group, Inc. complete and submit a PA Department of Environmental Protection Public Water Supply Permit for the installation of a Variable Frequency Drive (VFD) in an amount not to exceed \$5,000.00. Secretary Gregory Aungst second the motion and unanimously approved. It shall be noted that the VFD will reduce the stress on the new Well #1A pump by allowing unrestricted water flow and controlling the pump's output electrically by operating below 100% capacity at all times.

2023 PTMA AUDIT:

The Authority Members reviewed the Penn Township Municipal Authority audited financial statements for the year ended December 31, 2023. After a brief discussion, Vice-Chairman Pete DeWire motioned to approve the Penn Township Municipal Authority Audited Financial Statements for the Year ended December 31, 2023 as presented by Wagner, Dreese, Elsasser & Assoc. Vice-Chairman DeWire further motioned to publish the Penn Township Municipal Authority Concise Financial Statements dated December 31, 2023 in the *Snyder County Times*. Secretary Gregory Aungst seconded the motion and unanimously approved.

2025 PTMA BUDGET:

The Authority members reviewed the proposed 2025 PTMA Water and Sewer Budgets. After a brief discussion, Assistant Secretary/Treasurer Isaac Ramer motioned to approve the 2025 Penn Township Municipal Authority Water and Sewer Budgets as presented. Secretary Gregory Aungst 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 reported that he and Administrative Secretary Susan Seebold put together electric lock-out/tag-out kits, which will be placed in the Well House, the Water Booster Pump Station and all four of the Authority's sewer pump stations.

INSPECTOR'S REPORT – Pete DeWire:

Emergency Sewer Main Repair:

Inspector Pete DeWire reported that he was contacted by a PTMA sewer customer on November 6, 2024, who notified him of a possible sewer leak in front of his 8 Farm House Lane property. Inspector DeWire further reported that upon investigation, he and Operator Cody Cutler found that there was a sewer main leak located at the joint of two low-pressure sewer pipes along Farm House Lane, which was repaired by Dave Gutelius, Inc. Excavating as soon as the required Emergency PA One Call was responded to. It shall be noted due to the nature of the aforementioned repair and the slow response time to the Emergency PA One Call, Dave Gutelius, Inc. Excavating could not start the repair until late in the evening on November 6, 2024 and did not complete it until early the next morning.

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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, Chairman Thomas Ferry 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 November 7, 2024 PTMA meeting at 8:34 p.m. Assistant Secretary/Treasurer Isaac Ramer seconded the motion and unanimously approved.

Respectfully Submitted,

Susan L. Seebold, Administrative Secretary

Penn Township Municipal Authority