

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting August 7, 2008

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, August 7, 2008 at 7:05 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Chairman Thomas Ferry presiding.

MEMBERS PRESENT:

Chairman Thomas Ferry, Vice-Chairman Neal Smith, Treasurer Timothy Laubscher and Assistant Secretary/Treasurer James Newman

Member(s) Absent: Secretary Gregory Aungst

OTHERS PRESENT:

Solicitor Robert Cravitz, Inspector Pete DeWire and Administrative Secretary Susan Seebold

VISITORS PRESENT:

Ken Wagner of Schaeffer, Jones, Eichner & Wagner Public Accountants and Mike Savidge

MINUTES:

The Authority members reviewed the minutes of the July 1, 2008 PTMA meeting. A motion was made by Assistant Secretary/Treasurer James Newman to approve the minutes from the July 1, 2008 Penn Township Municipal Authority meeting as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

PUBLIC COMMENT:

No one present to be heard.

GREYSTONE ESTATES:

Mike Savidge of Savidge Housing, Inc. came before the board to request that the Authority grant them conditional approval of the water and sewer deed of dedication for the Greystone Estates Townhouse lot. After a brief discussion, Vice-Chairman Neal Smith motioned to grant conditional approval of the Greystone Estates Townhouse Lot Water and Sewer Deed of Dedication. Vice-Chairman Smith further motioned that the aforementioned approval is on the condition that (1) as-built drawing be submitted to the Authority office on full sized paper and in CAD format, (2) the tops of all manholes be completed according to PTMA rules, regulations and specifications, (3) a revised set of plans be submitted to the Authority office and (4) an 18-month maintenance agreement be put in place along with the reduction of the letter of credit to 15% of the actual construction cost. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

Mr. Savidge also requested that the Authority do final water meter reading for the their rental properties and issue a final water and sewer bill upon the tenant moving out of one of the Savidge's rental properties. The Authority stated that due to the availability of their part-time operators, the Authority does not have the man-power to read meters prior to the end of a quarter for rental properties nor do they wish to incur the costs associated with this procedure. It shall be noted that according to the PTMA Rules and Regulations and Schedule of Charges the Authority reads meters quarterly and sends all water and sewer bills directly to the property owners.

(Mike Savidge left the meeting at 7:24 p.m.)

2007 PTMA AUDIT:

The Authority members and Auditor Ken Wagner of Schaeffer, Jones, Eichner and Wagner, LLP reviewed the 2007 PTMA financial statements. After a brief discussion, Assistant Secretary/Treasurer James Newman motioned to approve the Penn Township Municipal Authority Audited Financial Statements for the Year ended December 31, 2007 as presented by Schaeffer, Jones, Eichner and Wagner, LLP. Assistant Secretary/Treasurer Newman further motioned to publish the Penn Township Municipal Authority Concise Financial Statements dated December 31, 2007 in the *Snyder County Times*. Treasurer Timothy Laubscher seconded the motion and unanimously approved.

(Ken Wagner left the meeting at 7:38 p.m.)

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CORRESPONDENCE:

Sewer Permit Moratorium Lifted – ESCRA / DEP:

The Authority members reviewed the August 1, 2008 letter from R. Curt White of the Pennsylvania Department of Environmental Protection and the August 4, 2008 letter from John Abromitis of the Eastern Snyder County Regional Authority concerning the sewer permit moratorium that has been in effect since April 15, 2008. According to both letters, the sewer permit moratorium has been lifted as of August 1, 2008.

Wedgewood Gardens Mobile Home Park Expansion – Justin Keister, Larson Design Group:

The Authority members reviewed the August 7, 2008 letter from Justin Keister of Larson Design Group concerning the expansion of the Wedgewood Gardens Mobile Home Park. After a brief discussion, Vice-Chairman Neal Smith motioned to send a letter to Justin Keister of Larson Design Group, Inc. stating that The Penn Township Municipal Authority has preliminarily reviewed his August 7, 2008 letter concerning the proposed Wedgewood Gardens Mobile Home Park Expansion located adjacent to Wedgewood Gardens. It shall further state that upon review the Authority finds that public sewerage facilities are available based on an estimated total average sewage flow of 39,875 gallons per day (145 EDU's at 275 gallons per day per EDU) to serve the proposed 145-unit park expansion. It shall also state that the estimated flows will not cause an over-load on the PTMA sewer system in the projected 5 years. The letter shall note that the Authority will accept the proposed connections to the public sewer system upon compliance with all of the Authority's rules, regulations, requirements and specifications pertaining to connections. It shall further note that approval by the Eastern Snyder County Regional Authority (ESCRA) (treatment capacity) is also required in order to proceed with this project. The letter shall also state that prior to the plan review, a sewer escrow account in the amount of \$3,500.00 must be set up with the Authority office. It shall explain that the escrow funds will be used for Engineering & Legal review of all sewer plans for the said development along with associated inspection fees by the Authority's Inspector with any unused funds being returned upon the final completion of the project. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

PAWLING STATION BUSINESS PARK – SIDCO:

The Authority members reviewed the August 7, 2008 email from Kenneth Estep of Mid-Penn Engineering concerning the start up of the Pawling Station Business Park Sewer Pump Station. The Authority office was directed to contact Mr. Estep and see if he could schedule the meeting for Friday, August 15, 2008.

GRAYSON VIEW EXTENSION:

Chairman Thomas Ferry reported that the letters of credit for the construction of the water and sewer mains for the Grayson View Extension have expired and were not renewed. After a brief discussion, the Authority office was directed to send Grayson Selinsgrove Senior Living, LLC a letter stating that as they know the Grayson Selinsgrove Senior Living, LLC letters of credit for the water and sewer main construction of the Grayson View Subdivision Extension has expired on July 23, 2008. It shall further state that this expiration has caused Grayson Selinsgrove Limited Partnership to be in default of their August 3, 2007 Water and Sewer Construction Agreement with the Penn Township Municipal Authority (PTMA). It shall note that enclosed they will find final escrow account statements along with a check for the reimbursement of all unused escrow account funds. It shall also note that this reimbursement closes the water and sewer escrow accounts for the aforementioned subdivision. It shall state that in order to proceed with this project Grayson Selinsgrove Limited Partnership will be required to start completely over by submitting written request of capacity from PTMA, the Borough of Selinsgrove and the Eastern Snyder County Regional Authority. Upon being granted capacity from all authorities they will need to resubmit plans and reestablish escrow accounts.

EAST SNYDER PARK:

Inspector Pete DeWire stated that he has nothing new to report on the East Snyder Park. Further discussion was tabled until the next PTMA meeting.

CHAIRMAN'S REPORT By Thomas Ferry:

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

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INSPECTOR'S REPORTS By Pete DeWire:

CDBG Funding:

Inspector Pete DeWire reported that he recently received information concerning possible CDBG grant monies being available for Municipal Authority water and sewer needs. After a brief discussion, the Authority office was directed to contact Engineer D. Jeffrey Golding concerning this matter and request that he attend the next PTMA meeting.

Salem Road Televisual:

Inspector Pete DeWire reported on his review of the Salem Road Televisual report and DVD. After a brief discussion, the Authority office was directed to have ESCRA and a PTMA operator or inspector clean the Salem Road Pump Station sewer mains along with various other sewer mains that are subject to possible problems in the township.

OPERATOR'S REPORT By Scott L. Sharp:

The Authority members reviewed the Monthly Operating Report submitted by PTMA Operator Scott L. Sharp. (See Attachment A)

The Authority reviewed the August 4, 2008 Sewer Pump Station Maintenance Reports from Kappe Associates, Inc. After a brief discussion, the Authority office was directed to contact Kappe Associates, Inc. and request a quote for all recommended items on the aforementioned report along with a quote for two new pumps for the Salem Glenn Pump Station. The Authority office was also directed to have Kappe Associates, Inc. rebuild the Salem Road Pump Station Pump #2 the next time they come to Penn Township.

TREASURER'S REPORTS By Timothy Laubscher:

The Authority members reviewed the financial reports. (See Attachment B and C.)

Assistant Secretary/Treasurer James Newman motioned to approve the Payments and Time Cards as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved

Treasurer Timothy Laubscher motioned to send a letter to Dan Clement stating that according to PTMA records the water and sewer savings accounts were originally set up in lieu of letters of credit for an 18 month maintenance period following the dedication of the first phase of the Whitebriar land development. It shall further state that since this maintenance agreement has expired, the Authority has decided to close the aforementioned savings accounts along with the water and sewer escrow accounts and return all unused funds to Mr. Clement. It shall also state that if for some reason he does not wish to have these accounts closed, PTMA asks that he send a written request to keep the accounts open on or before August 15, 2008. It shall note that if he decides to keep the accounts open, the Authority will impose an administrative service fee of \$5.00 per account each month for the maintaining of each account. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Treasurer Timothy Laubscher motioned to adjourn the August 7, 2008 PTMA meeting at 8:47 p.m. Chairman Thomas Ferry seconded the motion and unanimously approved.

Respectfully Submitted,

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