

PENN TOWNSHIP MUNICIPAL AUTHORITY

Minutes From Regularly Scheduled Meeting April 4, 2012

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Wednesday, April 4, 2012 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Thomas C. Ferry presiding.

MEMBERS PRESENT:

Chairman Thomas Ferry, Vice-Chairman Neal Smith, Secretary Gregory Aungst, and Assistant Secretary/Treasurer James Newman

Member(s) Absent: Treasurer Timothy Laubscher

OTHERS PRESENT:

Solicitor Matthew Cravitz, Inspector Pete DeWire, Admin. Secretary Susan Seebold and Operator Scott Sharp

VISITORS PRESENT:

None

MINUTES:

The Authority members reviewed the minutes of the March 1, 2012 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the March 1, 2012 Penn Township Municipal Authority meeting as presented. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

PUBLIC COMMENT:

No one present to be heard.

CORRESPONDENCE:

PTMA Office Lease Agreement – David Herbert, Keystone Building Products, Inc.:

The Authority reviewed the March 15, 2012 addendum to the Authority's office lease agreement with Keystone Building Products, Inc. After a brief discussion, Assistant Secretary/Treasurer James Newman motioned to enter into a three-year office lease agreement extension with Keystone Building Products, Inc. in the amount of \$450.00 per month with all other provisions remaining the same as presented in Keystone Building Products March 15, 2012 letter. Secretary Gregory Aungst seconded the motion and unanimously approved.

CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:

Chairman Thomas Ferry reported that there is nothing new to report on the Christ United Methodist Church Land Development. Further discussion was tabled until Christ United Methodist Church is ready to proceed with the water and sewer construction agreements.

PTMA WELL HOUSE ACCESS ROAD:

Inspector Pete DeWire reported that the easement for the proposed PTMA Well House Access Road has been submitted to SIDCO for their review and approval at their next meeting on April 6, 2012.

PTMA INSURANCE PACKAGE PROPOSALS:

The Authority members reviewed three insurance proposals from Purdy Insurance Agency, Inc., A.A. Shaffer Jr. & Son Insurance Agency and Sholley Insurance Agency, Inc. After a brief discussion, Assistant Secretary/Treasurer James Newman motioned to accept Purdy Insurance Agency's March 22, 2012 proposal as presented. Secretary Gregory Aungst seconded the motion and unanimously approved. It shall be noted the proposal from Sholley Insurance Agency could not be considered, since a complete proposal was not submitted.

PTMA COMPUTER SYSTEM:

Assistant Secretary/Treasurer James Newman reported that the current PTMA office computer system is showing signs of age, and will need to be replaced in the near future. After a brief discussion, Vice-Chairman Neal Smith motioned to purchase a new computer system for the PTMA office in an amount not to exceed \$1700.00. Secretary Gregory Aungst seconded the motion and unanimously approved.

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CHAIRMAN'S REPORT – Thomas Ferry:

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

VICE-CHAIRMAN'S REPORT – Neal Smith:

Vice-Chairman Neal Smith stated that he has nothing further to report.

INSPECTOR'S REPORT – Pete DeWire:

Wedgewood Gardens Private Sewer Lines:

Inspector Pete DeWire reported that recently there have been 3 sewer line blockages along the Wedgewood Gardens Mobile Home Park's private sewer lines. Inspector DeWire further reported an extensive amount of gravel was found in the private sewer lines, which, if not corrected, has the potential to cause a blockage in the PTMA sewer mains. After a brief discussion, the Authority office was directed to send a letter to Wedgewood MHP, LLC stating it has recently been brought to the Authority's attention that there has been numerous sewer line blockages along the privately owned sewer mains located within the Wedgewood Gardens Mobile Home Park. It shall further state when the sewer lines were repaired, it was noted the sewer laterals were allowing a substantial amount of gravel to enter the sewer system causing a sewage backup in the sewer lines. It shall also state since the gravel is also entering the PTMA public sewer system, PTMA rules and regulations require that all sewer laterals within the Wedgewood Gardens Mobile Home Park be repaired according to PTMA specifications. The aforementioned letter shall request that the above-mentioned sewer laterals be repaired by the property owner and inspected by PTMA Inspector Pete DeWire on or before May 15, 2012. It shall note that Mr. DeWire must be contacted 48 hours **prior** to the repairs being completed. It shall further note that a PTMA Approved Plumbers and Contractors list has been enclosed for the property owners' use.

OPERATOR'S REPORT – Scott L. Sharp:

Monthly Operating Reports:

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

TREASURER'S REPORTS – Timothy Laubscher:

Financial Reports:

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

Authorization of Bill Payments:

Secretary Gregory Aungst motioned to approve the Payments and Time Cards as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

ADJOURNMENT:

With no further business to discuss, Assistant Secretary/Treasurer James Newman motioned to adjourn the April 4, 2012 PTMA meeting at 7:33 p.m. Secretary Gregory Aungst seconded the motion and unanimously approved.

Respectfully Submitted,

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