

PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY
102 Municipal Building Road
Duncannon, PA 17020

January 7, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Tuesday, January 7, 2025. Robert Harbold, Chairman officially called the meeting to order at 7:05pm with the recitation of the *Pledge of Allegiance* and a moment of silence.

Authority members present:

Robert Harbold, Chairman
CeCe Novinger, Vice-Chairman
John Keller, Secretary
Paul Soltis, Member at Large

Professional staff present: Steve Sauers, Operator Envirotec Resources LLC
Bryan Leese, Engineer Keller Engineers

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

Visitors

- Josh Leshar WSL Incorporated phone 717-582-1281

Josh Leshar spoke with Bill Hill at Keller Engineering regarding Petersburg Commons water hook ups for the new construction of townhomes. Mr. Hill suggested Josh Leshar attend the Municipal Authority board meeting to discuss the water hookups for the new lots. Josh Leshar said there are 4 laterals for 6 lots (6 townhomes). The Municipal Authority board advised Mr. Leshar that there must be 6 laterals, one for each new home being built. Josh Leshar will contact Allen Hench, Attorney for WLS regarding the board's decision.

Minutes

CeCe Novinger motioned to approve the December 4th minutes as presented. The motion was seconded by Paul Soltis and was met with unanimous approval from the Authority.

Operator's Report

Steve Sauers submitted a written report dated January 7, 2025. He added these comments:

- Lower Duncannon pump station access gate status – Jeff Shearer is approved and will install an access gate at the quoted price of \$2,388.60. Steve Sauers will follow through on a PA1 before work starts at the pump station.
- 2-hour pump for the odor control for the Cove WWTP at \$510.00 each. A motion to order two pumps made by Keller/Novinger with unanimous approval from the Authority.
- Petersburg Commons – Steve Sauers will contact WSL for a “as built” for the new townhouses.
- Robert Harbold requested Bryan Leese to send a letter to WSL, Incorporated to put in 6 laterals at the Petersburg Commons for the 6 new townhomes.

- Butchershop Road water leak repaired per Steve Sauers. He replaced water shut off valves at 104 Butchershop Road and repaired the water leak at 108 Butchershop Road.
- Petersburg Commons boil water advisory for homeowners. The Authority will not reimburse homeowners for purchased bottled water as a result of the boil water advisory.
- Steve Sauers will attend the PA1, *Pennsylvania One Call System* meeting on Tuesday, January 14, 2025.
- CeCe Novinger asked Steve Sauers if there is a deduct meter at the pump house at the Kinkora WWTP. Steve Sauers advised there is no deduct meter for Transitions Health Care business.
- Steve Sauers expects to flush hydrants in the spring. John Keller will note this in the spring township newsletter. Robert Harbold will check with Duncannon Fire Department for their hydrant flushing schedule and advise.
- Steve Sauers will contact LB Water regarding warranty on water meters. Does the warranty start at time of installation or time of purchase by the Authority?
- There are 16 homes/businesses that have water meters that are not working or going backwards. Robert Harbold asked Steve Sauers to work to repair or replace these meters. This will include 105 Jefferson on Sunshine Hill. This homeowner will need a new meter installed.

A motion to approve the Operator's Report was made by Novinger/Keller. The motion carried with unanimously approval by the Authority.

Field Representative's Report

- Grease trap inspections – Treasurer will share copy of grease trap pumping invoice for Perdix Fire Company – Cove Market located on State Road, with Robert Harbold to forward to Perdix Fire.
- Treasurer will send copy of Halderman's sewer invoice to Robert Harbold for 1410 and 1408 State Road.
- Geyer water meter – the Authority discussed and noted the homeowner should pay the amount due for water.

A motion to accept the Field Representative's Report was made by Soltis/Keller and approved unanimously by the board.

Engineer's Report

Bryan Leese reviewed the Keller Engineering written report dated January 7, 2025.

- The bids for Sunshine Hill Development Waterline Replacement will be reviewed on January 20, 2025, at the Municipal Township building. The Authority will meet at 10am on that morning with Bryan Leese to open bids.
- A contract to accept Keller Engineers rates will be updated to John Keller as Secretary for next month.

A motion to accept the Engineer's Report was made by Novinger/Keller. The motion passed with unanimous approval by the Authority.

DMR's and Master Meter Report

Available for review in correspondence folder at the Municipal office.

Penn Township Supervisor's Report

Nothing to report this month.

Solicitor's Report

Dennis Shatto was not available for this meeting. This list is tabled for February meeting:

- The delinquent list was not available for this meeting.
- Status of Heckard accounts.
- New contract for Transitions Healthcare Allen Cove, LLC.
- Matt Baum at 4 Railroad Street inquired about disconnecting from the sewer.
- Morrison Deed of Dedication.
- Status of Ward sewer payments.
- Tap/Connection fee discussion. CeCe Novinger stated the owner of 1614 State Road would like to change this home into 2 apartments, currently it is 1 apartment. Tabled for next meeting.

Treasurer's Report

- Monthly invoices total \$62,356.13 for December. A motion was made to pay the December invoices by Soltis/Keller with unanimous approval from the Authority.
- A motion to approve the November financial report - subject to audit, made by Novinger/Soltis with unanimous approval from the Authority.
- The financial report for December is tabled for the February Municipal Authority meeting.

Executive Secretary's Report

The Executive Secretary's report included for review:

- Jonathan Geyer, 24 Eisenhower Blvd water bill – Recommend replacing the water meter and water meter button. Mr. Geyer will need to give the Authority a date and time for the work to be done to replace the meter and button – table for next month discussion.
- JOAC meeting scheduled for January 8, 2025. The Authority requested the JOAC meetings be quarterly. The Duncannon Borough office did advertise the JOAC meetings in the newspaper.

Old Business

- Inventory at plants – keep active for next meeting.
- Update rules and regulations – table for next meeting.
- CeCe Novinger advised the Authority that COVID money issued to the Township was not made available to the Municipal Authority.
- Robert Harbold requested the Township Office to increase Blue Ridge Internet speed for the computer system. This will result in a \$65.00 per month internet charge. The Municipal Authority will pay to the Township office in full for the year (\$780) for this increased charge.

Open Items

- 200 Schoolhouse Road renovations. Robert Harbold will contact Karen Potteiger, Supervisor regarding a permit for renovations and duplex sewer hookup.
- RV Campers parked on Schoolhouse Road property.

A motion to accept the itinerary, with all additional items as they arise, was made by Novinger/Keller. The motion passed by unanimous approval from the Authority.

New Business

- Next PTMA board meeting is Wednesday, February 5, 2025.

- Spring newsletter for Township – deadline for material is January 10th. John Keller will contact the Township office to input sewer and water articles.
- Robert Harbold requested new computers be purchased for the Municipal office to replace the two computers that are outdated. John Keller will look into cost of new computers and central server for the Municipal office.

With all business completed, a motion from Keller/Soltis to adjourn the regular meeting at 9:16pm or 2116 was met with unanimous approval from the Authority.

Respectfully submitted,
Deb Upperman
PTMA Treasurer, Recording Secretary