

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

February 12, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, February 12, 2025. Robert Harbold, Chairman officially called the meeting to order at 6:30pm with the recitation of the *Pledge of Allegiance* and a moment of silence.

Authority board members present:

Robert Harbold, Chairman

John Keller, Secretary

Paul Soltis, Member at Large

Professional staff present: Dennis Shatto, Solicitor

Steve Sauers, Operator Envirotec Resources, LLC

Bryan Leese, Engineer Keller Engineers

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

Reorganization:

A motion to appoint the following personnel to the Penn Township Municipal Authority board was made by John Keller and seconded by Paul Soltis with unanimous approval from the board.

- Chairman – Robert Harbold
- Vice Chairman – CeCe Novinger
- Secretary – John Keller
- Executive Secretary – Kelly Shanahan
- Treasurer/Recording Secretary – Deb Upperman
- Asst. Secretary/Asst. Treasurer – CeCe Novinger
- Legal Firm – Dennis Shatto (expects to retire 2025)
- Engineering Firm – Keller Engineering
- Financial Depositories – Mid Penn Bank & Members 1st Federal Credit Union
- Right to Know Officer – Kelly Shanahan
- Check Signers – Robert Harbold, CeCe Novinger, John Keller

Visitors

No visitors attended the meeting.

Minutes

The minutes for January 7, 2025, meeting was tabled for March 5th PTMA meeting.

Operator's Report

Steve Sauers reviewed his written report dated February 12, 2025.

- Lower Duncannon pump station access gate status – Robert Harbold will contact Jeff Shearer for an update on installation and report to the Authority.
- Steve Sauers reported that all the meters were calibrated Monday, February 3rd. Steve noted the Lower Duncannon chart recorder needs chart paper. In his research to reorder the chart paper he discovered the recorder is obsolete and the chart discs are no longer available. A motion to purchase a new chart recorder at \$2,955.70 was made by Keller/Soltis with unanimous approval from the Authority.
- The garage door at Cove WWTP needs repaired. Steve will contact Overhead Door Company to get repaired.
- Transitions Health Care facility is again flushing debris into the Kinkora WWTP. Rags, wash cloths, latex gloves and a fork had to be pumped out of the EQ tank. The Authority propose a letter be sent to the facility to identify the issue.
- Perry County Beer sewer line had to be pumped, the line continues to freeze. Until the sub-zero weather is over this cannot be repaired. Bryan Leese, Keller Engineering will look for options to insulate the line. Robert Harbold will contact Duncannon Borough to inquire about getting electrical power to flush the line.
- Sunshine Hill Water Plant domestic water line in the restroom froze. Steve Sauers turned up the heat and allowed the sink tap to drip and will continue to monitor this domestic water line.
- Petersburg Commons still shows only 4 laterals for the six new builds. Steve Sauers will continue to monitor.
- Steve Sauers will purchase thermometers for all the WWTP and the Water Plant.

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

Field Representative’s Report

- Grease trap inspections – Transitions Health Care sent in a copy of the grease trap inspection completed December 18, 2024.

Engineer’s Report

Bryan Leese reviewed the Keller Engineering written report dated February 12, 2025.

- The bids for Sunshine Hill Development Waterline Replacement Phase I was awarded to Mid State Paving LLC at \$664,087. A motion to accept the bid was made by Paul Soltis with a second by John Keller and unanimously approved by the Authority.
- Keller Engineering contract for 2025 was approved with a motion from Keller/Soltis and a unanimous approval from the Authority.
- Bryan Leese is still working on curb stop map for the Sunshine Hill area. Bryan will share the list with Steve Sauers, Operator to locate the last four curb stops.

A motion to accept the Engineer’s Report was made by Soltis/Keller. The motion passed with a 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

- The delinquent list for sewer and water accounts was reviewed. 22 letters were sent to delinquent accounts to set up payment options by the Executive Secretary.
- New contract for Transitions Healthcare Allen Cove, LLC - Dennis Shatto will write a letter to advise damage to the Kinkora WWTP could result in charges to the healthcare facility.
- Matt Baum at 4 Railroad Street inquired about disconnecting from the sewer. Mr. Baum did not attend the meeting or send written correspondence to the Municipal office as directed.
- Morrison Deed of Dedication, Dennis Shatto is working with Bryan Leese on map coordinates to note on the deed of dedication.

Treasurer's Report

- Monthly invoices total \$127,497.23 for January 2025. A motion was made to pay the January invoices by Keller/Soltis with unanimous approval from the Authority.
- The financial report for December 2024 and January 2025 was tabled for the March 2025 PTMA meeting. A motion to table the financial reports to March was made by Soltis/Keller with unanimous approval from the Authority.

Executive Secretary's Report

- PPL electric invoice chart available for review.
- Property list changes available for review.
- In office cash, credit card and check payments (notebook) available for Authority review.

Old Business

- John Keller is preparing a quote for new computers for the PTMA office.
- Blue Ridge internet speed was increased per Helen Klinepeter.
- The old computers in the Municipal office were recycled. The hard drives were removed and are stored at the Municipal office.
- Steve Sauers is working on the list of water meter repairs.

Open Items

- 200 Schoolhouse Road renovations.
- 220 Schoolhouse Road grinder pump station.
- RV Campers parked on Schoolhouse Road property.
- Matt Baum at 4 Railroad Street sewer disconnect.
- Inventory at plants.
- Update rules and regulations.

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

New Business

- Next PTMA board meeting is Wednesday, March 5, 2025. Paul Soltis will not be available for the March Authority meeting.
- Dave Harris Lawn Care – a motion to keep Harris Lawn Care at the same cost for 2025 mowing was made by Keller/Soltis with unanimous approval from the Authority. Robert Harbold will contact Mr. Harris to advise.

With all business completed, a motion from Soltis/Keller to adjourn the regular meeting at 8:29pm or 2029 was met with unanimous approval from the Authority.

Respectfully submitted,
Deb Upperman
PTMA Treasurer, Recording Secretary