

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

March 5, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, March 5, 2025. Robert Harbold, Chairman officially called the meeting to order at 7:00pm with the recitation of the *Pledge of Allegiance* and a moment of silence.

Because a quorum was not present, the attending Authority members were unable to take formal action on issues.

Authority board members present:

Robert Harbold, Chairman

John Keller, Secretary

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

Visitors

Robert Kroboth, Finance Director/Treasurer, Duncannon Borough

Robert Kroboth spoke of the Penn Vest loan for the screw press project. The borough will reimburse PTMA for \$151,434.00. Robert also asked PTMA to calculate reimbursement for defining EDUs for PTMA expense to the Borough.

Sam Fisher, 1130 Reisinger Road

Sam Fisher discussed water/sewer laterals for the new townhouses at Petersburg Commons. Mr. Fisher also confirmed trench requirements of 30 feet by 2 feet for water lines for new builds with Helen Klinepeter, Township secretary, as required per the permit.

Minutes

The minutes for January and February meetings are tabled for the April 2nd PTMA meeting.

Operator's Report

Steve Sauers reviewed his submitted written report dated March 5, 2025.

- Lower Duncannon pump station access gate status – Robert Harbold contacted Jeff Shearer. Installation should be complete for April PTMA meeting.
- Steve Sauers reported the garage door at Cove WWTP is now repaired.
- Replacement chart recorder for Lower Duncannon is actually \$4,084.83 (DR45A1) plus shipping costs. The DR4311 quoted last month is an obsolete chart recorder for \$2,955.70. Steve Sauers was instructed to order the DR45A1 recorder at \$4,084.83 plus shipping costs.

- Steve Sauers did not get to any of the repairs for the water meters because of unexpected repairs at Cove, Sunshine Hill, and Perry County Beer clog.
- Steve Sauers will get a quote for a transducer for Sunshine Hill as required by DEP.
- Petersburg Commons water leak – Steve Sauers will work on water leak on Friday, March 7th.

Field Representative's Report

- Nothing to report.

Engineer's Report

Bryan Leese submitted and reviewed the Keller Engineering report dated March 5, 2025.

- Bryan Leese meeting with contractor for Sunshine Hill on pre-construction plans on Monday, March 10th. Bryan Leese brought documents for signatures and to be notarized by Helen Klinepeter.
- Bryan Leese working on new grant for Phase IV for Sunshine Hill with 15% match.
- 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 two curb stops needed for the map.

DMR's and Master Meter Report

Available for review at the Municipal office in the correspondence file.

Penn Township Supervisor's Report

Nothing to report.

Solicitor's Report

- The delinquent list for sewer and water accounts reviewed.
- New contract for Transitions Healthcare Allen Cove, LLC.
- Matt Baum at 4 Railroad Street inquired about disconnecting from the sewer. Mr. Baum did not attend the February or March meetings to discuss with the Authority. Treasurer will send out current sewer invoice with a note for Mr. Baum to contact the Authority.
- 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 \$70,575.29 for February 2025.
- The financial reports for December 2024, January and February 2025 are tabled for April PTMA meeting.

Executive Secretary's Report

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

Old Business

- Computers for Municipal office quote discussed by John Keller. He will go ahead and order from Dell.

- John Keller requested how many EDUs Sheetz purchased when originally built. He met with Sheetz on their upcoming renovation of the business.

Open Items

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

New Business

- The next PTMA board meeting is Wednesday, April 2, 2025.
- JOAC meeting scheduled for April 9, 2025, at Penn Township Municipal Building, 6:30pm.

With all business discussed, the meeting concluded at 8:33pm or 20:33.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary