

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

April 2, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, April 2, 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.

Authority board members present:

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

Minutes

A motion was made by Paul Soltis and seconded from John Keller to approve the January, February, and March 2025 meeting minutes with corrections to the February report under the Solicitor's Report. The motion carried with unanimously approval by the Authority.

Visitors

BJ Giangiulio, H.A. Thompson Company

Mr. Giangiulio updated the Authority on complete insurance coverage for the Municipal Authority. The office clerk (Amy) for Mr. Giangiulio will follow up with an email to the Municipal Executive Secretary detailing insurance coverage discussed and any future changes if required.

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. No motion was made on this request by the Authority.

Paul Soltis, 23 Susquenita Hill Road, Duncannon

Mr. Soltis provided a list of items to discuss with the Authority as a township resident.

1. Scheduled work reviews every 90 days of the Municipal employees, Treasurer and Executive Secretary. Mr. Soltis provided an example of a review form proposed to document performance reviews. The Authority suggested a 90-day review for new hires and going forward review employees every 6 months or every year. Paul Soltis is asking for input from the Authority. CeCe Novinger asked to confirm office hours for the Municipal Authority. CeCe Novinger said

she has not received timesheets for Municipal employees. These timesheets need to be emailed to the Authority board every month.

2. Municipal agreement with Duncannon Borough for emergency water from Sunshine Hill Water Plant. Mr. Soltis is not in favor of any agreement.
3. Meeting with PA American Water – these meetings need to be published aggressively by the Township office and the Municipal Executive Secretary. Going forward communication on issues and meetings must be available to the Authority board members.
4. Procedure with purchasing computers for the Municipal office. Mr. Soltis wanted to review the process.
5. Additional member to the Municipal Board; the board requires five members for the Municipal Authority. Mr. Soltis asked each board member to recruit new members. Robert Harbold noted a new board candidate should have knowledge of the water and wastewater business.
6. Liability protection for board members and Municipal employees. This was discussed with Mr. Giangiulio, H.A. Thompson Co.

Operator's Report

Steve Sauers reviewed his submitted written report dated April 2, 2025.

- Cove WWTP - Steve Sauers reported that a pump failed, although he had a spare to use temporarily, the failed pump will need to be repaired (rewind) or replaced. Steve Sauers contacted Modern Pump for a quote.
- DEP requires a transducer for the Sunshine Hill water system. Steve Sauers provided a quote for the transducer. A motion from Keller/Novinger to approve purchase of an Aptus Control Systems transducer for no more than \$2500 including installation/commissioning. The Authority unanimously approved this motion.
- Steve Sauers said he checked Matthew Baum's property at Railroad Street and verified the sewer is disconnected. If the property owner wants to re-connect, a tapping fee will be required.
- Steve Sauers said he will have two employees from Envirotec work on the water meter list to complete repairs this month.
- Site Specific will purchase the used E1 tanks at the Cove Wastewater Treatment plant. The Authority will keep one tank and sell the 11 used tanks at \$500 each. Site Specific will credit the Authority on the next purchase of grinder pumps. A motion was initiated at an earlier meeting.
- Lower Duncannon pump station access gate installation status – Robert Harbold reported this is not complete. A PA1 call will be initiated before the work is done at the site by the contractor.
- Stuart adapter for fire hydrant at Sunshine Hill Water Plant. Steve Sauers will get a quote for an adapter. Robert Harbold will check with Duncannon Fire Company to confirm they carry an adapter on the fire trucks. Soltis/Keller made a motion to buy a Stuart adapter. The motion carried with unanimous approval by the Authority.

A motion to accept the Operator's Report was made by Novinger/Keller with unanimous approval from the Authority.

Field Representative's Report

- Grease traps inspections – Chairman Harbold will handle.

A motion to accept the Field Representative's Report was made by Soltis/Keller with unanimous approval from the Authority.

Engineer's Report

Bryan Leese submitted and reviewed the Keller Engineering report dated April 2, 2025.

- Commonwealth Financing Authority Grant (phase IV). Mr. Leese discussed information on this new grant. Novinger/Keller made a motion to apply for this grant with 15% matching monies from the Authority. The Authority unanimously approved this motion. Bryan Leese will apply for this grant, resolution number will be **2025-4-02-1** per Dennis Shatto, Solicitor.
- Stone Mill Estates well; professional geologist rates shared with the Authority. A geologist is required to do the testing. Soltis/Novinger made a motion to approve the rates of the geologist with unanimous approval from the Authority.
- SAM.gov entity registration expired for the Authority. The Executive Secretary has not been able to renew the registration. Bryan Leese mentioned to contact Mathew Stoehr with Keller Engineering to help navigate the Sam.gov account and renew.
- The total of tapping fees for the Todd Racey Trailer Park (Sunshine Hill) was requested by the Authority. The Municipal records show that Todd Racey (house) – 1 EDU, Trailer Park – sewer 20 EDUs.

Novinger/Keller made a motion to accept the Engineer's report. The Authority unanimously approved the motion.

DMR's. d 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 was not provided for the Authority, only to the Solicitor. This report must be in everyone's folder every meeting.
- New contract for Transitions Healthcare Allen Cove, LLC. Dennis Shatto has to communicate with Transitions Healthcare on the new contract.
- Morrison Deed of Dedication, Dennis Shatto has what he needs to complete.
- Schoolhouse Road pump station – Dennis Shatto researched the deed of dedication and right of way for the pumping station dated about 20 years ago. The dedication shows the pumping station is owned by Municipal Authority. Dennis Shatto will share the documents with the Authority.
- Michael Ward's payment plan is current for the sewer account as agreed. The open balance due is under \$2000.00.

Treasurer's Report

- Monthly invoices total \$84,256.73 for March 2025 and \$70,575.29 for February 2025. Soltis/Keller presented a motion to pay all listed expenses for February and March. This motion was unanimous approved by the Authority.
- Novinger/Keller made a motion to approve the financial reports for December 2024, January, February, and March 2025, subject to audit. The Authority unanimously approved the motion.

Executive Secretary's Report

- PPL electric costs chart provided for review.
- Property changes list was not available. The Township Secretary is out on medical leave so this list was not available to the Municipal Authority.

- In office cash, credit card and check payments are provided in a notebook. The Authority requested the sewer and water payments be provided in each of the board members folders for review and not in the notebook (a paper copy for each member).

Old Business

- A motion to purchase and pay for the computers for Municipal office from Dell, totaling \$2,259.46 was made by Soltis/Novinger. The Authority unanimously approved this motion.
- The Authority Secretary, John Keller, requested details on Sheetz EDUs. The Treasurer reported 15 EDUs for the Sheetz store and 17 EDUs for the previous carwash. This count was checked and reported incorrect by the Treasurer. Sheetz actually has 17 purchased EDUs for the store and 16 EDUs for the car wash. The car wash no longer exists, but Sheetz did not give up the 16 EDUs originally purchased.

Open Items

- 200 Schoolhouse Road renovations – John Keller, Authority Secretary, will check with the Township Secretary to confirm a permit was issued.
- 220 Schoolhouse Road grinder pump station – reviewed under the Solicitor’s Report.
- Inventory at plants.
- Update rules and regulations.
- Get quote for a 2nd phone line for the Municipal Authority office.

New Business

- The next PTMA board meeting is Wednesday, May 7, 2025.
- JOAC meeting scheduled for July 9, 2025, at Penn Township Municipal Building, 6:30pm.

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

With all business discussed, a motion was presented by Keller/Soltis to adjourn the meeting at 2158 (9:58pm). The Authority unanimously approved this motion.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary