

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

May 7, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, May 7, 2025. Chairman Robert Harbold officially called the meeting to order at 1910 (7:10 pm) with the recitation of the *Pledge of Allegiance* and a moment of silence.

The Municipal Authority Board met for an executive session on April 23rd at 1830 (6:30 pm) and on May 7th at 1840 (6:40 pm). No decisions were made at the executive meetings.

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 CeCe Novinger and seconded from John Keller to approve the April 2, 2025, meeting minutes. The motion carried with unanimously approval by the Authority.

Visitors

Bryon Worner, Duncannon Fire Company

Bryon Worner asked for details on the location of the fire hydrants on Sunshine Hill. Bryan Leese, Keller Engineering, will email the proposed location of fire hydrants on Sunshine Hill to Duncannonfireco@aol.com. Mr. Worner is asking for flow tests on the fire hydrants once Sunshine Hill water line repairs are completed.

Nicholas Bloomingdale, 25 Susquenita Hill Road

Mr. Bloomingdale attended the meeting to observe with the intent to join the Municipal Authority Board. Nicholas Bloomingdale was asked to apply with a “letter of intent” addressed to the board if he chooses to become part of the Authority board.

Operator’s Report

Steve Sauers reviewed his written report dated May 7, 2025, and added these comments:

- Lower Duncannon pump station access gate installation: Steve Sauers reported the gate installation will be finished by May 9th.

- Paul Soltis requested a letter be sent to Transitions Healthcare to discontinue flushing un-flushable items that cause damage to the Kinkora WWTP system. Dennis Shatto will give direction to the Executive Secretary.
- A motion was made by Paul Soltis and seconded by CeCe Novinger to purchase a spare pump from Modern Pump & Equipment, Inc. for the Cove pump #2 at \$2037.00 (Goulds WS101BF wastewater replacement pump). The Authority unanimously approved the motion.
- Steve Sauers noted the “43 test sludge/digester form” was sent to Duncannon Borough engineer for review.
- Steve Sauers said the well head at Stone Mill/Sunshine Hill could not be located because of overgrowth of weeds and shrubs. Also, Robert Harbold advised the trees at Cove WWTP need to be trimmed away from the fence. Paul Soltis requested Dennis Shatto, Solicitor, send a letter to the landowner next to the plant with intent to cut trees and brush away from the fence.
- Replacement of chart recorder for Lower Duncannon is still on order.
- Steve Sauers noted the Transducer at Sunshine Hill is now installed as required by DEP.
- A motion from CeCe Novinger to purchase a handheld water meter reader for \$655.10 per the quote provided by Steve Sauers from LB Water. The motion was seconded by John Keller and approved by the Authority.
- CeCe Novinger inquired about the list of water meter repairs. Steve Sauers reviewed the list and the progress made so far. He noted the properties that are not complete on the repair list and advised his team is still working on them.

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

Field Representative’s Report

- Grease traps inspections –John Keller requested a copy of grease trap customer list.

Engineer’s Report

Bryan Leese submitted and reviewed the Keller Engineering report dated May 7, 2025.

- Sunshine Hill Phase I is complete except for the repaving in the road and to fix lawns of the homeowners near the curb stops. The first invoice was submitted for \$391,893.47. Bryan Leese asked the Authority to sign the invoice to forward to the funding agency (payment application No. 1). A motion to sign the invoice and pay the amount of \$391,893.47 for work completed thru April 25, 2025, was made by Paul Soltis, and seconded by John Keller with unanimous approval from the Authority.
- Sunshine Hill Phase II bid was awarded to Mid-State Paving for the lowest bid of \$558,859.40. The LSA grant funded portion is for \$412,459.90 and the Authority funded portion came in at \$146,399.50. The total LSA Grant was approved for \$552,000. A motion to accept the bid from Mid-State Paving at \$558,859.40 was made by John Keller and seconded by Paul Soltis with unanimous approval from the Authority.
- Sunshine Hill Phase III has been submitted and expects results on approval in September or October 2025.
- Sunshine Hill Phase IV grant application was submitted, the award announcement is expected early in 2026 at the Commonwealth Financing Authority Grant (resolution no. 2025-4-02-1).
- Robert Harbold noted that the Authority will not issue bottled water during boil water advisories. This question has come up several times from township residents, especially with the recent Sunshine Hill repairs.

- CeCe Novinger asked Bryan Leese for the total number of trailers at the Todd Racey Mobile Home Park. CeCe Novinger requested the file on the sale of the Todd Racey Mobile Home Park be reviewed at next Authority meeting on June 4th.
- Bryan Leese, Tom Yeager, PA DEP Professional Geologist, Steven Read, P.G., along with Steve Sauers met on May 1st to check/locate the Stone Mill Estates well head. Dennis Shatto, Solicitor asked Bryan Leese for the easements for the well. See Operator's notes for additional details.
- The curb stop map for Sunshine Hill was discussed and is now complete.
- SAM.gov is expired and has to be renewed. Paul Soltis will contact the county office for direction and will meet with the Executive Secretary to work to get the SAM.gov login fixed. Novinger/Keller made a motion to accept the Engineer's report. The Authority unanimously approved the motion.

DMR's. & Master Meter Report

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

Penn Township Supervisor's Report

John Keller attended and reported on the Supervisor's meeting held April 29, 2025.

A motion to accept the Penn Township Supervisor's Report was made by Novinger/Soltis with unanimous approval from the Authority.

Solicitor's Report

- The sewer/water delinquent list was reviewed. Dennis Shatto noted which accounts he will take legal action. CeCe Novinger asked to have the delinquent list refigured by property location instead of by customer account number for the next meeting. A motion was made by Paul Soltis and seconded by CeCe Novinger to discontinue use of the current payment arrangement letter, (PAL). The Authority unanimously approved this motion. Dennis Shatto will revise the form letter for delinquent customers.
- Transitions Health Care contract was sent. Dennis Shatto has not received a reply on this contract from the healthcare company.
- Morrison Deed of Dedication was sent. Mr. Morrison has not advised Dennis Shatto on this matter yet.

Treasurer's Report

- Monthly invoices for April total \$93,469.20.

Novinger/Keller presented a motion to pay the April bills that total \$93,469.20. This motion was unanimous approved by the Authority.

- Payroll reports were provided for review in each of the board members folders.
- Financial report for April 2025.

A motion was made by Novinger/Soltis to approve the Financial Report for April 2025, subject to audit. The Authority unanimously approved this motion.

- CeCe Novinger reminded the board members of the request from Hamilton & Musser, PC, Nick Shearer to complete an inquiry form required for the 2024 financial audit underway. Each of the board members are requested to complete and return to Mr. Shearer (email).

Executive Secretary's Report

- PPL charges for the WWTP and the Water Plant spreadsheet provided for review.
- The list of township property changes for March and April were provided for review.
- In office cash payments, online credit card and check payment lists were provided for review in each board member's folder.

New Business

- A motion from Paul Soltis to refuse the grant money from the Duncannon Borough for the screw press. This was seconded by John Keller and approved by the Authority.
- RFP for a new Solicitor – the Municipal office received one quote. The Executive Secretary will reach out to other law firms. This was tabled for the June meeting.
- Employee review check list, guidelines, and employee policy and procedure lists were revised by the Authority. A motion was made by Soltis/Novinger to approve the employee forms and to utilize the new forms immediately. This motion was unanimously approved by the Authority. A new hire letter will be drafted by Chairman Robert Harbold for the Authority to approve at the next Municipal Authority meeting. John Keller will also check into sample letters for use for new office employee.

Open Items

- 200 Schoolhouse Road renovations – the Penn Township office reported a permit to renovate the property to change the home into a dual family residence was issued. The Authority will request the Penn Township office hold the occupancy permit until a duplex grinder pump is installed and inspected by the Authority to replace the simplex grinder pump now in use.
- 220 Schoolhouse Road grinder pump station (townhome complex). This pumping station should be maintained by the Municipal Authority and not the homeowner, Jackie Verbos at 220-C Schoolhouse Road. Robert Harbold asked Jackie Verbos to provide receipts for the repair of the grinder pump so she can be reimbursed. A motion to call Modern Pump to replace the grinder pump was made by CeCe Novinger and seconded by John Keller with unanimous approval from the Authority. Steve Sauers will contact Modern Pump to complete the work.
- Inventory at plants.
- Update rules and regulations.
- Quote for additional phone line for the Municipal Authority office. Projected costs include \$148 for programming a new line and \$200 for cable to be installed. The monthly cost for an additional line with Brightspeed Phone Company was not available at the time of the meeting.

The next PTMA board meeting is Wednesday, June 4, 2025, at 1900 (7:00 pm).

The next JOAC meeting is scheduled for July 9, 2025, at Penn Township Municipal Building, at 1830 (6:30pm).

A motion to extend the meeting to complete discussion of the itinerary was made by CeCe Novinger and seconded by John Keller. The Authority unanimously approved this.

Old Business

- John Keller has installed the Executive Secretary's new computer and will install the Treasurer's computer this month. John Keller reported Microsoft Office 365 software needs to be purchased for the new office computers as it was not part of the purchase cost. A motion to purchase Microsoft Office with the debit card was made by Novinger/Soltis and approved by the Authority. John Keller will order the software.

- The Authority requested EDU information for 1451 State Road property (Dino's/Kings Inn). The Treasurer reported the former commercial property at 1451 State Road had paid for 1 EDU. A grinder pump was also purchased and is located on the property site but was never hooked into the Cove WWTP system. The Authority asked to have the grinder pump identified. If the pump is a simplex grinder it will have to be replaced with a duplex grinder which is required for a commercial property.

A motion to accept the itinerary, with all additional items as they arise, was made by Novinger/Soltis. 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 2215 (10:15 pm). The Authority unanimously approved this motion.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary