

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

June 4, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, June 4, 2025. Chairman Robert Harbold officially called the meeting to order at 1900 (7:00 pm) with the recitation of the *Pledge of Allegiance* and a moment of silence.

The Municipal Authority Board interrupted the regular meeting for an executive session at 2022 (8:22 pm). The regular board meeting then resumed at 2034 (8:34 pm). No decisions or motions were made during the executive session.

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

Visitors

No visitors attended the meeting.

Minutes

A motion was made by CeCe Novinger and seconded by John Keller to approve May 7, 2025, meeting minutes. The motion carried with unanimous approval by the Authority.

Operator's Report

Steve Sauers reviewed his June 4, 2025, written report, and added these comments:

- Lower Duncannon pump station access gate installation is complete.
- The chart recorder at Lower Duncannon lift station has been installed.
- Steve Sauers said the well head at Stone Mill/Sunshine Hill was located.
- The six water meters were installed at the Petersburg Commons new townhomes.
- Steve Sauers updated the board on the list of water meter repairs. The list also included water meters that are inaccessible because of stacked garbage bags, boxes, and bikes. A letter is sent to these homeowners to clear the area by water meter button. If this is not done after a letter is sent, the Authority will start to charge the homeowner for a minimum of 10,000 gallons per quarter. Soltis/Novinger made a motion to charge water customers 10,000 gallon minimum per quarter

when the homeowner does not make the water meter accessible for reading after being notified by letter from the Authority. This motion was unanimously approved 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, tabled for future meetings.

Engineer's Report

Bryan Leese submitted and reviewed the Keller Engineering report dated June 4, 2025.

- Phase I - Water line repair is complete at Sunshine Hill. Payments 1 and 2 were submitted to the Authority from the H2O grant. A motion from Paul Soltis and seconded by CeCe Novinger was made to approve Robert Harbold and John Keller to sign the second payment for disbursement. The motion carried.
- Phase II – *Notice to Proceed* – Water line repair at Sunshine Hill. A motion to authorize to proceed was made by Paul Soltis with a second from John Keller. The Authority unanimously approved this.
- Robert Harbold stated a large discharge is overwhelming the wastewater facility in Duncannon Borough (influent pumps). The discharge originates at the industrial park once a month, usually after midnight and before 4 am. The Treasurer will contact Longenecker's Hatchery and PA Options for discovery on this discharge of wastewater.
- South Market Street force-main heat tape and installation; Robert Harbold met with the Duncannon Borough. The Borough will install another pole at the bridge to bring electricity to the bridge for the heat tape. Bryan Leese is working with PSI on this matter.
- Todd Racey Trailer Park – the trailer park is charged for 22 EDUs of water. There are three units that are managed by Duncannon Borough (Lincoln Street) for sewage.

Paul Soltis made a motion to accept the Engineer's report; CeCe Novinger seconded this. 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 advised a fire protection and funding workshop that will be held June 17, 2025, at the township building at 7:00 pm. John stated all residents are encouraged to attend for details on the proposed new fire house and voice their concerns.

A motion was made by Paul Soltis and seconded by CeCe Novinger to accept the Supervisor's report. The Authority unanimously approved this.

Solicitor's Report

- The sewer/water delinquent list was reviewed. Dennis Shatto noted which accounts he will take legal action. CeCe Novinger asked to review and advise changes needed on the delinquent list.
- Transitions Healthcare, LLC contract – Dennis Shatto will follow up with Transitions.
- Morrison Deed of Dedication was sent to Mr. Morrison by Dennis Shatto.

- David Snyder’s lease check for the odor control shed property; Dennis Shatto advised the Treasurer to send a letter to David Snyder’s address on Schoolhouse Road and address to *the executor of the estate*. Hold the lease check until we receive directions from the executor.

Treasurer’s Report

- Monthly invoices for May total \$697,684.43. John Keller presented a motion to pay the May bills that total \$697,684.43, this was seconded by CeCe Novinger. The Authority unanimously approved this motion.
- Financial report for May 2025 – Reconciliation reports were provided to each of the Authority members. Novinger/Keller made a motion to approve the Financial Report for May 2025, subject to audit. The Authority unanimously approved this motion.
- John Keller asked the Treasurer to get details on Alliance Computers; what services do we get for the monthly fee of \$134.96. The Treasurer should provide agreement details for the Authority for the next meeting.
- Financial audit for 2024. Novinger/Keller made a motion to approve and pay the invoice for the financial audit completed by Hamilton & Musser. The Authority approved this motion unanimously.
- Payroll reports were provided for review in each of the board members’ folders. The Authority recommends that the payroll for the office staff (Executive Secretary and Treasurer) be changed to every two weeks instead of twice a month. Also, to have the paychecks held for 1 week before direct deposit. The Treasurer will work with Paychex to make this change to the payroll structure in June.
- John Keller will check into getting IT support for the Municipal office. John will get three bids for IT support and will advise the next PTMA meeting.

Executive Secretary’s Report

- PPL spreadsheet provided for review.
- The list of township property changes for May was provided for review.
- In the office cash payments, online credit card and check payment lists were provided for review in each board member’s folder.
- Robert Harbold asked to keep a spare computer ready for use by any of the Authority members at the office.
- Grant money was wired to the Municipal Authority’s bank account from the H2O grant.

New Business

- Lawn sprinklers at Stone Mill Estates – set up discussion with the Penn Township Supervisors.
- Grant money from Duncannon Borough for screw press. The Authority declined the money from the Penn Vest loan to the Duncannon Borough. Robert Kroboth, Finance Officer - Treasurer, was advised of the Authority’s decision to decline.

Open Items

- 200 Schoolhouse Road renovation.
- 220 Schoolhouse Road grinder pump station (townhouse complex).
- RFP for solicitor

- A motion was made by Paul Soltis and seconded by John Keller to add an additional phone line for the Municipal Authority office. The Authority unanimously approved the motion. The Treasurer will follow through with the township office to get this done.

The next PTMA meeting is Wednesday, July 2, 2025, at 1900 (7:00 pm).

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

A motion to accept the itinerary, with all additional items as they arise, was made by Harbold/Novinger. 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 2131 (9:31 pm). The Authority unanimously approved this motion.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary