

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

August 6, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, August 6, 2025. Vice-Chairman CeCe Novinger 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 2025 (8:25 pm). The regular board meeting resumed at 2121 (9:21 pm). No decisions or motions were made during the executive session.

Authority board members present:
CeCe Novinger, Vice-Chairman
John Keller, Secretary
Paul Soltis, Member at Large

Professional staff present: Dennis Shatto, Solicitor
Steve Sauers, Operator Envirotec Resources, LLC
Bill Hill, Engineer Keller Engineers

Authority staff present:
Deb Upperman, Treasurer/Recording Secretary

Minutes

A motion was made by Paul Soltis and seconded by John Keller to approve July 2025, minutes. The motion carried with unanimous approval by the Authority.

Visitors

No visitors attended the meeting.

Operator's Report

Steve Sauers reviewed his August 6, 2025, written report, and added these comments:

- Steve Sauers said the DEP inspection earlier today for the Sunshine Hill well passed.
- Locking well cap is defective at Sunshine Hill well head; Steve Sauers will order a new locking cap as required by DEP.
- Steve Sauers is working with the builder at the new townhomes at Petersburg Commons to get the water meter buttons installed.
- The recent water leak at Petersburg Commons should be billed to the contractor of the townhomes because the builder damaged a water pipe during construction. (Rusty H2O invoices, Steve Sauer's costs) A motion was made to invoice the builder by Paul Soltis and seconded by John Keller and unanimously approved by the Authority.
- Steve Sauers confirmed the grinder pump at 1003 State Road is still connected to the system. A complaint was received at the Township office that there was a pipe discharging brown water

above the home. The Authority requested a letter be sent to the Township office to confirm the SEO goes on site and reports back his findings to the board.

- The water meter repair list was reviewed.
- DEP program for source water protection; tabled for next meeting.

A motion to accept the Operator's Report was made by John Keller with a second by Paul Soltis with unanimous approval from the Authority.

Field Representative's Report

- Grease traps inspections, tabled for future meetings.

Engineer's Report

Bill Hill reviewed the Keller Engineering report prepared for August 6, 2025.

- Phase I – closed and all payments sent to Mid-State Paving, LLC.
- Phase II – Bill Hill presented an updated map on the next repair for Phase II. A payment of \$273,238.29 is required for the 1st payment. A motion by Paul Soltis to approve the \$273,238.29 payment to Mid-State Paving once the funds are received from the grant. The motion was seconded by John Keller and unanimously approved by the Authority.
- South Market Street Force main heat tape and installation – a motion was made by John Keller to put this project on hold until other Co-Star bids are received. This was seconded by Paul Soltis and approved by the Authority.
- Stone Mill Estates well site: there is a 100-foot easement, so the plan will need to be changed.
- Curb stop map for Sunshine Hill – will be addressed at Phase III per Bryan Leese.
- Phase III, expected to be announced October 2025 and IV for Sunshine Hill grant update – expect result in 2026 on this grant.
- Willingness to serve letter – Duncannon Sheetz. Bryan Leese will send a letter to the engineering firm regarding the rebuild of Sheetz requesting water details, i.e., future gallon usage and water softener.

John Keller made a motion to accept the Engineer's report; Paul Soltis 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

- Trees – John Keller reported the Township roadcrew will remove dead trees identified as hazards along the township roads.
- Fire Study - A second fire study was suggested at the Supervisor's meeting; this is ongoing topic at the open workshops provided by the township because of the future firehouse proposed.
- EMS and Duncannon Fire Company are reporting communication towers are needed because of dead zones hamper police and emergency calls on their radio systems. They are applying for grant money for this project.

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 follow up with legal action.
- The water delinquent list for Sunshine Hill and Petersburg Commons has more residents than normal. Both communities had recent water leaks. The RAVE calls to the residents advised residents to run the water until clear. This increased water bills for these residents. A motion was made by Paul Soltis to approve credits for these residents. The motion was seconded by John Keller and unanimously approved by the Authority.
- Transitions Healthcare, LLC contract – Dennis Shatto said he has not received a reply from the healthcare facility and asked for the contact that the Treasurer had received recently. The Treasurer will advise Dennis Shatto.
- Morrison Deed of Dedication was sent to Mr. Morrison by Dennis Shatto. No reply was received from Mr. Morrison. A motion was made by Paul Soltis to pursue the deed of dedication through court action, this was seconded by CeCe Novinger and approved by the Authority.
- Dennis Shatto asks the Treasurer to get the names of the landowners adjacent to the Cove WWTP. Dennis will contact the appropriate landowner for approval to trim a tree that fell on the fence at the Cove plant.
- David Snyder estate, 100 Schoolhouse Road – an executor of estate has not been appointed at this time. Continue to abate the sewer account and hold the lease check for the lot rent of the odor control building until an executor is appointed.

Treasurer's Report

- Monthly invoices for July total \$139,066.25. John Keller made a motion to pay the July invoices; this was seconded by Paul Soltis. The Authority unanimously approved this motion.
- Financial reports for June and July 2025 were tabled for next meeting.

Executive Secretary's Report

- PPL spreadsheet provided for review.
- The list of township property transfers for July was provided for the Authority to review.
- In the office cash payments, online credit card and check payment lists were provided for review in each board member's folder.

New Business

- Paul Soltis provided his letter of resignation to the Authority as of 12:01 pm August 7, 2025. On a motion by John Keller with a second by CeCe Novinger, Paul's resignation was accepted with regrets.
- The board unanimously agreed to dismiss the Executive Secretary. A motion was made by Paul Soltis and seconded by John Keller to release the employee at 8:00 am August 7, 2025. CeCe Novinger abstained from the motion. In the interim, the Treasurer will fill in until a replacement is available but advised to stay below the 30-hour threshold per week.

Old Business

- Time clock – Treasurer will follow up with Robert Harbold on the purchase of a time clock for the Municipal office.
- Brightspeed Phone – Treasurer will follow up with Leroy Jackson at Brightspeed on adding the 'hunt group' to the office phone. This will allow a second phone call to automatically go to the voicemail system instead of ringing busy.

- 200 Schoolhouse Road renovations, tabled.

The next PTMA meeting is Wednesday, September 3, 2025, at 1900 (7:00 pm).

The next JOAC meeting is scheduled for October 8, 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 John Keller and seconded by Paul Soltis. The motion passed with unanimous approval from the Authority.

With all business discussed, a motion was presented by John Keller and seconded by Paul Soltis to adjourn the meeting at 2157 (9:57 pm). The Authority unanimously approved this motion.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary