

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

September 3, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, September 3, 2025. Chairman Robert Harbold officially called the meeting to order at 1903 (7:03 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 2047 (8:47 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:

Robert Harbold, Chairman

CeCe Novinger, Vice-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

Minutes

A motion was made by CeCe Novinger and seconded by John Keller to approve August 6, 2025, minutes. The motion carried with unanimous approval by the Authority.

Visitors

Donna Mull – Schoolhouse Road

Donna Mull spoke about her firing from the Executive Secretary position of the Municipal Authority, November 15, 2024.

Ms. Mull said the firing was unjustified and told the Authority there was no executive session. Donna Mull is willing to return to the Municipal office as the Executive Secretary. Donna asked the Authority to discontinue spreading rumors about her. Donna Mull said some of the misinformation about her previous job performance was generated by some Authority members.

CeCe Novinger asked Dennis Shatto, Solicitor, for verification of the following: In an executive session, no motions can be made, and no votes can be taken. Was this correct? Dennis Shatto stated that was correct.

Matt Grapes – Veolia Water, Engineering Group, Harrisburg

Helen King – Veolia Water, Engineering Group, Harrisburg

Matt Grapes spoke to the Authority about Veolia's proposed water plant near the recycling center (Little Boston). This water plant will service the Business Park and surrounding homes in that Business Park area. Veolia is asking for a letter from Penn Township Municipal Authority supporting the permit. The time frame for building is 2029. DEP has communicated that Penn Township Municipal Authority favors this water plant.

Veolia will also supply water to the Borough of Duncannon in emergency situations. The households could total 150 to 200 homes that could purchase water from Veolia in the Penn Township area. They expect to pull about .75 million gallons of water per day from Shermans Creek. A motion was made by CeCe and seconded by John Keller to submit a letter contingent on approval from Bryan Leese, Engineer, and Dennis Shatto, Solicitor. Once this is approved, the Authority will approve the letter. The motion carried.

Operator's Report

Steve Sauers reviewed his September 3, 2025, written report, and added these comments:

- GIS mapping delayed
- Steve Sauers updated on the grinder pump pulled at the old Dino's property on State Road.
- Steve Sauers provided a quote from USG for the flow meters for the Business Park. No decision was made by the Authority to order the flow meters for the Business Park. Leave the agenda for next meeting.
- Dollar General – the grinder pump needs to be repaired/replaced. Walters' was on site to determine the grinder pump was not working.
- Repair list of meters – Steve Sauers said his team will continue to repair the water meters.
- SEO finding on 1003 State Road, Herbie Stoner will check this property for sewer leaks next week.
- Borough WWTP and DEP update on screw machine – Bob Harbold asked Steve Sauers to give an update on this request next month.
- Two pumps are with Webber for repair for the Cove WWTP.
- Kinkora WWTP – will complete a clean out for this pumping station in the next months.
- CeCe Novinger asked about a riser for the manhole at Jay Mutzabaugh's property. This manhole is on Mr. Mutzabaugh's property. He should talk with the Township office for repair.

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

Field Representative's Report

- Grease traps inspections, tabled for future meetings.

Engineer's Report

Bryan Leese reviewed the Keller Engineering report prepared for September 3, 2025.

- Bryan Leese expects Mid-State to pave Princeton Street mid-September. Treasurer will let the concerned residents of Princeton Street know of the paving schedule.
- A motion was made by John Keller and seconded by CeCe Novinger to approve signing the 2 payment requests due to Mid-State Paving, LLC for Phase II work completed (\$273,238.29 & \$172,757.06) once the money is wire transferred into the PTMA bank account. This was unanimously approved by the Authority.
- A motion was made by John Keller and seconded by CeCe Novinger to sign the checks once the money is in the PTMA bank account and send the checks to Mid-State Paving, LLC

immediately instead of waiting for next month's board meeting. This was approved by the Authority.

- A resolution for LSA Grant for the Cove WWTP - A motion was made by CeCe Novinger to approve resolution 2025-9-3-1 and seconded by John Keller to allow Keller Engineering to apply for the LSA Grant.
- South Market Street Force main heat tape and installation – a motion to proceed with the heat tape installation was made by John Keller and seconded by CeCe Novinger. The Authority unanimously approved. The project was quoted at \$66,005.00 by PSI.
- Proposed changes to the Inter Municipal Agreement – the Authority suggested a workshop to discuss this agreement.

CeCe Novinger made a motion to accept the Engineer's report; John Keller seconded this. The Authority unanimously approved the motion.

Solicitor's Report

- The sewer/water delinquent list was reviewed. Dennis Shatto noted which accounts he has taken legal action on.
- Transitions Healthcare, LLC contract – Dennis Shatto said he has not received a reply from Transitions, keep open for next meeting.
- Morrison Deed of Dedication, Dennis Shatto will take legal action to get this completed and signed by Mr. Morrison.
- Solicitor candidates – Treasurer will call candidates and set up interviews with John Keller and CeCe Novinger. Prospective dates from John Keller and CeCe Novinger were set.
- David Snyder estate, 100 Schoolhouse Road – Debra Shepley is the executor for David Snyder. Dennis Shatto will check to confirm someone is living at the 100 Schoolhouse home.
- Dennis Shatto confirmed the officers of the Authority can be compensated for performing their duties as officers.

Treasurer's Report

- Monthly invoices for August total \$335,414.01. A motion from CeCe Novinger to approve the invoices except the invoice for Mid-State Paving, LLC for \$273,238.29, for a new total of \$62,175.72. The grant money has not been deposited into the Authority's bank account for Phase II for the \$273,238.29 invoice. This motion was seconded by John Keller and the Authority unanimously approved.
- Financial reports for June, July and August 2025 were approved, subject to audit, by a motion from CeCe Novinger and seconded by John Keller, with unanimous approval from the Authority.
- A laptop purchase for the PTMA office was suggested by the Treasurer in aid of taking minutes at the board meetings and use during the meeting by board members. A motion was made by John Keller and seconded by CeCe Novinger with a threshold of \$1000. This motion was unanimously approved by the Authority.

Executive Secretary's Report

- PPL spreadsheet provided for review.
- The list of township property transfers for August was provided for the Authority to review.
- The secretary will remove "in office payments" report for the meeting. The Treasurer will continue to provide this report to CeCe Novinger for financial auditing.

PTS Report

- John Keller reported from the Supervisor's meeting a new fire study is suggested.
 - EMS radio coverage – John Keller noted different solutions are being discussed because of dead zones on the current radio system.
 - Dumping trash at Cove intersection – Supervisors noted trail cam cameras were approved to identify those dumping trash.
 - No waiver for Craig Klinefelter to forgo the grinder pump at his property on Schoolhouse Road.
- A motion to accept the Supervisor's report was made by CeCe Novinger and seconded by Robert Harbold and unanimously approved by the Authority.

New Business

- Paychex proposal to create an Employee Handbook and HR responsibility list is not needed from Paychex. An Employee Handbook is being updated by the Township office. Treasurer will advise Paychex of the Authority's decision.
- Advertise Executive Secretary position – a motion from CeCe Novinger was made to advertise for this position and seconded by John Keller. The Authority unanimously approved.
- Treasurer will get fire extinguisher in PTMA office recharged.

Old Business

- Time clock – Robert Harbold will order for the office.
- Brightspeed Phone complete – second line was installed by Brightspeed by adding a hunting group to the main phone number. This will allow a caller to leave a voice mail while the main line is in use. Before the second caller would get a busy signal with no choice to leave a voice mail.
- 200 Schoolhouse Road renovations, Treasurer will check with Township office on any permits for this property.

The next PTMA meeting is Wednesday, October 1, 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 CeCe Novinger and seconded by John Keller. The Authority unanimously approved.

With all business discussed, a motion was presented by John Keller and seconded by CeCe Novinger to adjourn the meeting at 2152 (9:52 pm). The Authority unanimously approved.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary