

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

October 8, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, October 8, 2025. Chairman Robert Harbold officially called the meeting to order at 1902 (7:02 pm) with the recitation of the *Pledge of Allegiance* and a moment of silence.

Authority members present:

Robert Harbold, Chairman

CeCe Novinger, Vice-Chairman

John Keller, Secretary

Professional staff present: 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 September 3, 2025, meeting minutes. The motion carried with unanimous approval by the Authority.

Visitors

Julie Mackey, 4 Frisch Drive Duncannon

Julie Anne Mackey has submitted a letter of intent to join the Authority board.

Operator's Report

Steve Sauers reviewed the October 8th Operator's report, with these added these comments:

- Steve Sauers submitted a quote for a spare booster pump and motor for Sunshine Hill Water Plant. This Grundfos Pump Model CR20-3 with TEFC Inverter Ready Motor was quoted at \$4,800 including freight. A motion by Keller/Novinger to purchase the pump was made with unanimous Authority approval.
- Steve Sauers confirmed he is checking fuel levels of the generators at the wastewater treatment plants and water plant monthly.
- Repair list of water meters – Steve Sauers said his team is making progress on the list of repairs. The Treasurer will follow up with another letter to the township residents that have not responded to the PTMA office to schedule repairs of the water meters.
- SEO, Herbie Stoner was asked to investigate sewer leak at 1003 State Road. Steve Sauers will follow up with the SEO for his findings.
- Borough WWTP and DEP update on screw machine – Bob Harbold asked Steve Sauers to give an update on this request next month.
- Kinkora WWTP – will complete a clean out for this pumping station in the next months.

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.
- The manhole on Schoolhouse Road near Susquenita School stadium needs sealed (two or three manholes need sealed in this location). Robert Harbold shared details for a company that seals manholes with the Authority. The information was given to Steve Sauers, Operator, to report on by next meeting.

A motion to accept the Field Representative's report was made by Novinger/Keller and approved by the Authority.

Engineer's Report

Bryan Leese reviewed the Keller Engineering report prepared for October 8, 2025.

- Sunshine Hill Phase II is complete as reported by Bryan Leese. Bryan Leese recommends paying Mid-State Paving, LLC for payment applications, (payment one) \$273,238.29, (payment two) \$172,757.06 and (payment three) \$96,970.45 totaling \$542,965.80. A motion was made by Keller/Novinger to move \$350,000.00 from PLGIT to Mid Penn Bank for this expense and to sign the three checks for Mid-State Paving for phase II. This PLGIT transfer will also ensure money is available for the Duncannon Bridge heat tape project expected to be completed in November. This was unanimously approved by the Authority.
- Robert Harbold will sign for payment three (\$96,970.45) of Phase II of the original \$558,859.40 cost per motion Novinger/Keller and approved by the Authority.
- LSA payment request \$448,468.27 for Mid-State Paving, LLC and Keller Engineering costs, was approved by a motion by Keller/Novinger with unanimous approval from the Authority.

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

Solicitor's Report

- Dennis Shatto, Esquire was not present at this meeting. Robert Harbold said he spoke with Dennis Shatto about the delinquent report with nothing new to report at this meeting.
- Dollar General grinder pump – the solicitor for Dollar General was given the resolution noting the grinder pumps are the responsibility of the business/property owner.
- Transitions Healthcare, LLC contract - tabled.
- Morrison Deed of Dedication, - tabled.
- Tabled for next meeting – have Dennis Shatto review the odor control building on Schoolhouse Road. The Authority might not need this shed once the WWTP is updated with alternative odor control process.

Treasurer's Report

- Monthly invoices for September total \$89,323.63, not including the three payments due to Mid-State Paving LLC for \$542,965.80 for a grand total of \$632,289.43. A motion from CeCe Novinger to approve the invoices for \$632,289.43 (includes payment for Sunshine Hill Phase II), with a second by John Keller, with unanimous approval from the Authority.
- Financial report for September 2025 was approved, subject to audit, per a motion from CeCe Novinger and seconded by John Keller, with unanimous approval from the Authority.

- Craig Klinefelter, 206 Schoolhouse Road – A motion was made by CeCe Novinger to refuse the \$4500 check for tapping fee from Mr. Klinefelter and to request a \$300 reservation of capacity fee. The motion was seconded by John Keller and approved by the Authority. The Treasurer will contact Mr. Klinefelter regarding this matter.

Executive Secretary's Report

- PPL spreadsheet provided for review.
- The list of township property transfers for September was reviewed.
- A motion to arrange interviews for the Executive Secretary was made by John Keller and CeCe Novinger with unanimous approval from the Authority. The Treasurer will contact candidates for the dates submitted by John Keller and CeCe Novinger.

PTS Report

John Keller reviewed his notes from the September Supervisor's meeting. 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

- Solicitor candidate interviews – John Keller said Johnson Duffie solicitor, Mr. Murray Weed was chosen to replace our retiring solicitor, Dennis Shatto. A motion was made by CeCe Novinger and seconded by John Keller to appoint Johnson Duffie, Mr. Murray Weed, to represent PTMA with a start date of January 1, 2026, with a contract for 1 year at \$200/hour. Mr. Murray Weed will attend the November PTMA meeting at no charge. This motion was unanimously approved by the Authority.
- Right to know resolution – this was tabled for the November meeting.
- Letters to join the PTMA board were received by Julie Anne Mackey and Debra Upperman. A motion made by CeCe Novinger and seconded by Robert Harbold to accept the two candidates for the board for the two vacant seats. John Keller abstained from the motion because of his affiliation with Julie Anne Mackey. The Treasurer will submit a letter to the Township Supervisors for approval.

Old Business

- Time clock for PTMA office - John Keller will install the time clock in the PTMA office once the Executive Secretary position is filled.
- 200 Schoolhouse Road renovations – the homeowner called to confirm if his permit is still valid with the Township office. The resident has not requested an occupancy permit currently.

The next PTMA meeting is Wednesday, November 5, 2025, at 1900 (7:00 pm).

The next JOAC meeting is scheduled for January 14, 2026, at 1830 (6:30pm). This will be held at the Duncannon Borough office.

A motion to accept the itinerary, with all additional items as they arise, was made by Robert Harbold and seconded by CeCe Novinger. 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 2038 (8:38 pm). The Authority unanimously approved the motion.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary