

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

November 5, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, November 5, 2025. Chairman Robert Harbold officially called the meeting to order at 1904 (7:04 pm) with the recitation of the *Pledge of Allegiance* and a moment of silence.

Before the formal meeting, the Municipal Authority Board met for an executive session on November 5, 2025, at 1830 (6:30pm) to discuss personnel matters. No decisions were made at the executive meeting.

Authority members present:

Robert Harbold, Chairman
CeCe Novinger, Vice-Chairman
John Keller, Secretary
Julie Mackey, Member
Deb Upperman, Member

Professional staff present:

Steve Sauers, Operator - Envirotec Resources, LLC
Dennis Shatto, Solicitor
Murray Weed, Solicitor - Johnson Duffie Law Firm

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

The Authority submitted a letter to the Penn Township Supervisors regarding two candidates for the Authority board, Julie Mackey, and Deb Upperman. The Township Supervisors accepted the candidates for the Municipal Authority board. The candidates, Julie Mackey and Deb Upperman, will fill two open seats on the Authority board. CeCe Novinger made a motion that a letter of confirmation be sent to the Township Supervisors for written notice of acceptance of the two candidates, now board members. This motion was seconded by Robert Harbold with unanimous approval from the Authority. The Treasurer was asked to send the letter to the Township Supervisors, but Jen Blouch, secretary of the Township office, was present at the meeting and said she would send the letter of acceptance to the Authority board.

CeCe Novinger made a motion to hire Melissa Jumper for the executive secretary position. This motion was seconded by John Keller and unanimously approved by the Authority. The Treasurer will contact Melissa Jumper, November 6th to ask Melissa if she will accept the job. A start date of Monday, November 10, 2025, and a starting wage of \$17.50 per hour was agreed upon by the Authority. This is a part time position working Monday through Friday, 8am to 2pm.

Minutes

A motion was made by CeCe Novinger and seconded by John Keller to approve October 8, 2025, meeting minutes. The motion carried with unanimous approval by the Authority.

Visitors

Jen Blouch, Township Secretary, 8 Eisenhower Blvd., Duncannon PA
Justin Hayman, Penn Township Operations Coordinator Codes Enforcement
Murray Weed, Johnson Duffie Law Firm, 301 Market Street, Lemoyne PA
Daniel Stump, 8 Eisenhower Blvd., Duncannon PA

Mr. Murray Weed introduced himself to the Authority and attendees of the meeting. Mr. Weed will fill the solicitor position on the Authority board because of Dennis Shatto, our current solicitor, retiring December 31, 2025.

Daniel Stump, 8 Eisenhower Blvd., said he was interested in becoming a member of the Authority board. Mr. Stump resides in Penn Township and has sewer and water and was encouraged to check into joining the Authority at the previous Township Supervisor's meeting. Robert Harbold said there are no open seats at this time on the Authority board but would ask Daniel Stump to present his letter of intent (resume) for future consideration.

Operator's Report

Steve Sauers reviewed the November 5th Operator's report, with these added these comments:

- Steve Sauers presented a quote from Bio Triad Environmental, Inc. Steve met with a representative from Bio Triad Environmental team and received more information on their odor control product and an updated quote for the system. With review and discussion of the quote, the Authority felt the price for this system is too high for odor control at the Cove WWTP.
- Discussion continued regarding a quote from Coyne Environmental for calcium nitrate with CES ZerOdor Plus to minimize odor control for \$368 per 55-gallon barrel when ordering 3 or more barrels. This quote is a Costars bid. A motion to purchase 3 barrels at \$368 per barrel of the CES ZerOdor Plus calcium nitrate chemical was made by CeCe Novinger and seconded by John Keller with the condition that Coyne Environmental take all the empty barrels from the Cove WWTP site. This motion was unanimous by the Authority.
- Steve Sauers reported another blower is needed for the Kinkora WWTP. Steve will get a quote for the next meeting.
- The manholes that need to be sealed at the Susquenita School on Black Hawk Boulevard and Susquenita Drive are being addressed by Steve Sauers. He is working with the vendor and will advise at the next meeting on a quote. The manholes are located on Susquenita School property, and the vendor will need to have background clearance as required by the school district.
- Water meter issues – the residential list is now only 3 homes with water meter repairs needed. Steve continues to work with the homeowners to get the water meters fixed.
- SEO, Herbie Stoner has not checked on 1003 State Road property yet. Steve Sauers will again contact Herbie Stoner to confirm the grinder pump is working and there is no dumping of sewage behind this home. Steve Sauers will follow up with the SEO for his findings. The Treasurer is asked to send a letter to Molly Heckard regarding payment for the loaner grinder pump that was installed by Site Specific in September 2025.

A motion to accept the Operator's Report was made by John Keller and seconded by Julie Mackey with unanimous approval from the Authority.

Field Representative's Report

- Grease traps inspections, tabled for future meetings. Grease trap letters should be sent to the businesses that require a grease trap inspection. The Executive Secretary will manage to send the letters to the businesses.
- Market Street Bridge heat tape project is under way by PSI. Robert Harbold expects this to be completed in a week. An additional electric invoice will come from Duncannon Borough to the Penn Township Municipal Authority for the heat tape for the winter months.
- PPL is working on State Road to install new poles and wire near Schoolhouse Road.

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

Engineer's Report

Bill Hill of Keller Engineering submitted a written report prepared for November 5, 2025. Bill Hill nor Bryan Leese of Keller Engineering were available to attend this meeting. Robert Harbold reviewed the Keller Engineering's written report and remarked on this issue:

- The grant money from the LSA Grant (phase II) was received and deposited in the Penn Township Municipal Authority account. Mid-State Paving LLC was paid for the work completed for phase II.

John Keller made a motion to accept the Engineer's written report, the motion was seconded by Julie Mackey and unanimously approved by the Authority.

Solicitor's Report

- A motion to adopt Resolution 11-5-25-1 for Right to Know new policy was made by CeCe Novinger and seconded by Julie Mackey with unanimous approval from the Authority. The Right to Know officer will be changed from Henry Holman III to John Keller.
- Transitions Healthcare LLC contract, Dennis Shatto has contacted Transitions several times for the proper person to update the contract. Transitions Healthcare is not replying to Dennis' calls or letters - tabled.
- Morrison Deed of Dedication - suggesting this be deferred to Mr. Murray Weed as Dennis Shatto expects this to go to court sometime in 2026 - tabled.
- Dollar General grinder pump resolved.
- David Snyder estate – checks for the odor control building have been directed to the executor of the estate. Dennis Shatto suggests an easement in the future in lieu of lot rent, Mr. Murray Weed will address when the estate is closer to being settled.
- Delinquent accounts reviewed by Dennis Shatto and he advised the legal actions already in process and new delinquent accounts he will start collection letters. Dennis Shatto will work with Murray Weed on delinquent sewer and water accounts.

Treasurer's Report

- Monthly invoices for October total \$59,599.02. A motion from CeCe Novinger to approve and pay the invoices for \$59,599.02, this was seconded by John Keller, with unanimous approval from the Authority.
- Financial report for October 2025 was approved, subject to audit, per a motion from CeCe Novinger and seconded by Julie Mackey, with unanimous approval from the Authority. CeCe Novinger asked the Treasurer to contact Longenecker's Hatchery to bring the escrow account up to \$2500.

- A motion was made to move the \$448,468.00 from the Mid Penn account to PLGIT account by John Keller and seconded by CeCe Novinger with unanimous approval by the Authority.
- CeCe Novinger asked the Treasurer to email a draft of the 2026 budget to the Authority next week so it can be reviewed and approved by the December meeting.

A motion to approve the treasurer's report was made by Julie Mackey and seconded by CeCe Novinger with unanimous approval from the Authority.

Executive Secretary's Report

- PPL spreadsheet provided for review.
- The list of township property transfers for October was available for review.

A motion was made by John Keller to accept the secretary's report and seconded by Julie Mackey with unanimous approval from the Authority.

PTS Report

John Keller reviewed his notes from the October Supervisor's meeting. John Keller asked Jen Blouch to talk about the new phone system quote and advantages. Robert Harbold asked how much bandwidth the new phone system would use. Jen Blouch will get an answer and report to the Treasurer. A motion to accept the Supervisor's report was made by CeCe Novinger, seconded by Julie Mackey, and unanimously approved by the Authority.

Old Business

- Craig Klinefelter, 206 Schoolhouse Road – Robert Harbold said he would accept the \$4500 tapping fee for sewer hookup. Mr. Klinefelter expects his modular home to be delivered in November or December 2025. A property map was provided to the Authority and reviewed by the Authority showing placement of home and sewer hookup.
- 200 Schoolhouse Road, renovations permit still valid, no occupancy permit has been issued yet – on going.

The next PTMA meeting is Wednesday, December 3, 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 Julie Mackey to adjourn the meeting at 2055 (8:55 pm). The Authority unanimously approved the motion.

Respectfully submitted,
 Deb Upperman
 PTMA Treasurer/Recording Secretary