



## **Perry Township Municipal Authority**

**December 10, 2025**



The meeting was called to order by the chairman Donald Mast at 6:30pm on December 10, 2025, in the Municipal Township Building, 680 Moselem Springs Road, Shoemakersville, PA.

A roll call was held, and the following Authority members were present:

Justin Wall  
Chad Zimmerman  
Donald Mast  
David Smith  
Thomas L. McKinney  
Justin Latourette, Purified Operations  
Dan Hershey, Engineer  
Mark Koch, ESQ, Solicitor  
Darlene Mast, Secretary  
Jodi Miller, Assistant Administrator

### **PUBLIC COMMENT**

Welcome Mr. Dreibelbis & Mr. Kerschner

### **APPROVAL OF MINUTES**

A motion was made by Donald Mast and seconded by Thomas L. McKinney to approve the minutes of November 12, 2025. The motion passed with unanimous affirmation vote.

The administrator's job description is included in the minutes.

### **APPROVAL OF FINANCIAL STATEMENT**

A motion was made by Donald Mast and seconded by Thomas L. McKinney to approve the financial statement. The motion passed unanimous affirmative vote.

## **APPROVAL OF BILLS FOR PAYMENT**

Discussion CK # 3388 \$244.98 to Darlene Mast for toner (toner for office printer) Lantek's price was \$283/\$285 for one cartridge on amazon was \$244.98 for two cartridges.

Bill for Selective Insurance will be due 1-10-2026 it will increase by 3% to 30,808.00.

Have to add Countryside Propane CK#3396 \$300.54 to Bills for Payment.

A motion was made by David Smith and seconded by Justin Wall to approve the bills for payment. The motion passed with unanimous vote.

## **BELL EASEMENT**

No response from Bell.

## **CHARLES ESTATE DEDICATION**

Waiting for township to take dedication of street.

## **KRAFT**

54 CLARENCE AVE – Jeff met with the homeowner she had Dylan Hatt televise the lines, no issues. Homeowner was given 3 options:

1. ABANDON toilet in basement install pipe from house to sewer main.
2. Repair present pump basin
3. Install new pump basin

Don and Tom will get quotes for Jeff to contact homeowner.

Sunoco on 61, about the towels having issues with. They would have to change towel if not they willing to change, Jeff will hang signs.

105 Hall Road – Jeff didn't see any issues (he did take pictures)

## **BILLING CREDIT PROGRAM**

The three big one programs are Express bill, Diversified, and Invoice Cloud. Justin Wall has been inContact with Diversified and they have a formal proposal of \$1900 a year for an entry level system. However, QuickBooks would have to be updated to the latest version. He would setup a 3-year plan, also annual support is included. Mark was saying we would have to come up with a charge on customer bills adjust resolution to

include charge for credit cards. Justin Wall will be in touch with Jodi to set up meetings and demo we could implement in second or third quarter.

## **BUDGET 2026**

Dan presented a 2026 Sewer and Water budget a discussion followed.

Justin Wall made a motion to approve Budget 2026.

Donald Mast seconded the motion.

Unanimously Approved.

## **LETTER CLEANOUT**

Donald would like the letters to be sent out with January statements. Justin LaTourette said it would be good to do during a rain event or after. Dan Hershey said instead of 30 days to have repairs made change to 60 days for repairs to be made. Donald also said this would be done when weather gets warmer to inspect.

## **IDENTIFICATION TAG**

David Smith stated he would a identification tag if asked to see his ID for the township. Jodi Miller said to save money we could take pictures of the employees and make a tag with Perry Township Municipal Authority and what they do with there name. Update every two years. Justin Wall said you could make them with bradyID.com as well.

Mohrsville Road meter #6. David reported readings are not consistent it was suggested ground wire should be checked. Don and Justin LaTourette will plan to do a ground assurance test before January meeting.

## **PURIFIED OPERATIONS**

November – no violations its been a quiet month, normal maintenance cleaned Bellevue out (pump station) The inspection for Ballards in front of well #2 no inspection report. Half inspected with Ben, went to sanitation to finish, no correspondence or email.

## **CHAIRMAN REPORT**

Don had a flow test for building #1 HCP for a new owner possible.

MCP may be sold.

Discussion with Mark about 10 Zions Church Road easement for our sewer line. Mark will see if it is recorded if not, start the process.

Don mentioned it might be a good idea to have Dan update Sewer Rules and Regulations in the new year.

Don mentioned we should look at the escrow accounts.

Last meeting for Chad Zimmerman.

**MEETING ADJOURNED @7:59 p.m.**

Donald Mast made motion to adjourn the meeting Justin Wall seconded the motion.

Unanimously Approved

Recorded By:  
Jodi L. Miller  
Assistant Administrator

A handwritten signature in black ink, appearing to read "Jodi L. Miller", written over the printed name of the Assistant Administrator.

Approved on:  
January 14, 2026

Donald Mast  
Chairman