

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

December 3, 2025

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, December 3, 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.

An executive session followed the formal meeting at 2032 (8:32pm) for discussion on real estate and potential litigation. No decisions were made at the executive session.

Authority members present:

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

Professional staff present:

Bryan Leese, Engineer Keller Engineering  
Steve Sauers, Operator Envirotec Resources, LLC & Steve's new employee  
Dennis Shatto, Solicitor

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

**Minutes**

A motion was made by John Keller and seconded by Julie Mackey to approve November 5, 2025, meeting minutes. The motion carried with unanimous approval by the Authority.

**Visitors**

Braden Horton, Envirotec Resources, LLC

**Operator's Report**

Steve Sauers reviewed the December 3rd Operator's report, with these added comments:

- Manhole repairs at Susquenita School – Steve Sauers is securing a contractor with school clearances to work on the manholes at the school to install the risers. CeCe Novinger confirmed that a district employee must be on the work site during the repair.
- Quote for a blower for the Kinkora WWTP was received by Robert Harbold. Robert was not available for this meeting. Steve Sauers will copy the board on the quote for review at the next meeting.
- 220 Schoolhouse Road apartments – issues with the pump failing at the lift station. Steve Sauers expects work to be completed this month. Modern Pump has replaced the pump but has more work scheduled for this repair.

- Sunshine Hill water leak – a contractor has not been hired yet to dig for a possible broken pipe at the water plant. Steve Sauers has contacted a vendor to listen to determine the area of the leak. There is still more work at Stone Mill to locate the leak. The treasurer has already contacted the insurance company to report the water leak.
- Repair list for water meters – Steve confirmed the residence 34 Clarksfield Drive at Stone Mill Estates meter was repaired. The treasurer will send letters to the three homeowners that have not responded to the last correspondence. The Authority is requesting the homeowners to contact Steve Sauers or PTMA to schedule repairs or advise if they hire an outside contractor to repair the water meter buttons. CeCe Novinger noted that there are two commercial businesses with water meters not working. The treasurer will give the details to Steve Sauers to check on the issues.
- Steve Sauers has spoken to Herbie Stoner, SEO. Herbie Stoner said he has not been able to check on the 1003 State Road property regarding the grinder pump issue. Steve Sauers will continue to push Herbie Stoner to get this report on the property to share with the Authority.
- Steve Sauers said he needs 8-inch clamp band for pipes for emergency repairs. CeCe Novinger advised Steve to purchase this material to have it on hand. The expected cost is \$300 per connection.
- CeCe Novinger noted that the Kinkora and Cove wastewater plants were not plowed by the Township Road crew at the last snowstorm. Justin Hayman was in attendance and advised he would check with the Township office. The treasurer will also follow up with a letter to the Township office for direction if they will plow the driveways to the wastewater plants going forward.

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

### **Field Representative's Report**

The Field Representative was not available, and no report was submitted for this meeting.

### **Engineer's Report**

Bryan Leese of Keller Engineering submitted a written report prepared for December 3, 2025.

- Leftover money is still available for Sunshine Hill Phase I, Bryan Leese will take action to secure this funding of \$157,737.00. Bryan Leese has contacted Mike Peck at Mid-State. The contractor will accept the additional work at the same contract prices until December 2025. A motion was made by John Keller and seconded by Julie Mackey to have Bryan Leese go ahead and secure additional line replacement through Mid-State Paving. The motion carried unanimous approval from the Authority.
- Stone Mill Estates low pressure started this week, December 3, 2025.
- Stone Mill Estates well – still pending per Dennis Shatto, Solicitor.
- Market Street Bridge force main – John Keller asked if there is an alarm system to show if the heat tape fails. Bryan Leese said there is no alarm if the heat tape fails. Steve Sauers will check on the tape on the days of freezing temperatures.
- CeCe Novinger asked if there is a grant for the 220 Schoolhouse Road lift station. Bryan Leese said there might be grant money – he will investigate available grants for 2026.

John Keller made a motion to accept the Engineer's report the motion was seconded by Julie Mackey. The motion carried with unanimous approval from the Authority.

### **Solicitor's Report**

- Dennis Shatto is meeting with Murray Weed, the new Solicitor, this week and will update him on the Morrison Deed of Dedication.
- Transitions Healthcare, LLC contract will be given to Murray Weed. No reply has been received from anyone at Transitions Healthcare.
- Dollar General grinder pump letter and invoice from the Dollar General attorney – Dennis Shatto recommends PTMA not take any action currently unless counsel for Dollar General takes legal action to go to court to collect for the repairs and materials.
- Delinquent accounts – Dennis reviewed the list and advised what accounts need legal actions. Dennis has reviewed the list of delinquent accounts he is pursuing with Murray Weed this week.
- Dennis Shatto reminded the Authority the cost of the solicitor fees will be increased for 2026 for delinquent accounts. John Keller asked Dennis Shatto if he would specify the higher costs when mailing delinquent letters. Also, it was recommended that letters be sent by the Municipal office to all sewer and water customers reporting the new solicitor and higher counsel costs. The treasurer will manage this mailing.
- Odor control building on Schoolhouse Road – Dennis Shatto asked the Authority to review use of this building. More discussion is needed to determine if the lease of this building is needed going forward.
- Grinder pump for 1003 State Road – invoice for loaner grinder pump is ready to be mailed to homeowner.

### **Treasurer's Report**

- Monthly invoices for \$124,681.00. A motion from John Keller to approve the invoices for \$124,681.00, this was seconded by Julie Mackey, with unanimous approval from the Authority.
- Financial report for November 2025 was tabled for next month, by a motion from CeCe Novinger and seconded by John Keller, with unanimous approval from the Authority.
- 2026 proposed budget – the proposed 2026 budget does not include the proposed rate increase for water and sewer for 2026. A motion to increase the sewer by \$1 per EDU per month (\$78.00) and water to increase \$1 per base charge (\$68.00) per quarter per resident and business by John Keller and seconded by Julie Mackey with unanimous approval from the Authority. A motion was made to accept the proposed 2026 budget with the 2026 sewer and water increase reflected on income for sewer and water with the creation of a capital reserve. A motion from John Keller and seconded by Julie Mackey to approve the 2026 budget with unanimous approval by the Authority.
- Escrow invoice for Longenecker's Hatchery was issued.
- Mid Penn Bank wire transfer is in process to move the funds back to PLGIT.

### **Executive Secretary's Report**

- PPL spreadsheet provided for review.
- The list of township property transfers for November 2025 for review.
- Grease trap letters – hold letters for January 2026 mailing.

### **PTS Report**

John Keller reviewed notes from the November Supervisor's meeting.

### **New Business**

- 2026 PTMA meeting schedule – Julie Mackey made a motion to approve the following meeting dates with a second by John Keller to be advertised in the Duncannon Record. The Authority approved the motion. Authority meeting dates for 2026 include January 7, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 2, October 7, November 4, December 2. The Treasurer will check with the Duncannon Borough office to assure the JOAC dates are advertised.
- Melissa Jumper has resigned as the Executive Secretary. A motion was made to accept the resignation by John Keller and seconded by Julie Mackey. The motion carried. A motion was made to readvertise the Executive Secretary position by Julie Mackey and seconded by John Keller in the Duncannon Record. The Authority unanimously approved the motion. The advertisement should note that all resumes must be received by January 16, 2026, close of business. The treasurer will ask the Township office to advertise on Facebook.
- Robert Harbold has notified the Township office he will reconfirm his appointment for another 6 years with the Penn Township Municipal Authority. A motion was made by John Keller to reappoint Robert Harbold to the Municipal Board, a six-year term, with a second by Julie Mackey. The motion carried with unanimous approval from the Authority.

### **Old Business**

- 200 Schoolhouse Road – still renovating, no occupancy permit has been issued per Township office.
- 206 Schoolhouse Road RV trailer park – keep open.

The next PTMA meeting is Wednesday, January 7, 2026, 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 John Keller and seconded by Julie Mackey. 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 2032 (8:32 pm). The motion carried with unanimous approval.

Respectfully submitted,  
Deb Upperman  
PTMA Treasurer/Recording Secretary