

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

January 7, 2026

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, January 7, 2026. Chairman Robert Harbold 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 2013 (8:13pm) for discussion on real estate and potential litigation. No decisions were made at the executive session.

Authority members present:

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

Professional staff present:

Bill Hill, Engineer Keller Engineering Steve Sauers, Operator Envirotec Resources
Murray Weed, Solicitor

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

Minutes

A motion was made by CeCe Novinger and seconded by John Keller to approve December 3, 2025, meeting minutes. The motion carried with unanimous approval by the Authority.

Visitors

No visitors

Operator's Report

Steve Sauers reviewed the January 7th Operator's report, with these added comments:

- Steve Sauers will schedule the manhole repairs at Susquenita School during summer when the school is not in session. CeCe Novinger advised that a background check for the contractor will still be required.
- Quote for a blower for the Kinkora WWTP will be submitted for next month's meeting by Robert Harbold to Steve Sauers.
- 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 on the rails.
- Sunshine Hill water leak – a motion to invoice Stone Mill builder, Berks Homes, for the cost to find and repair the major water leak at the Stone Mill Estates was made by John Keller and

seconded by CeCe Novinger. The motion carried. Steve Sauers reported the water leak located at Stone Mill was identified by Stone Mill several weeks earlier, but Owen Mock, Operator for Stone Mill Estates had not taken any action to repair or notify the Authority.

- Steve Sauers advised all generators were serviced on December 29th. Robert Harbold asked if the fuel was topped off on the generators. Steve Sauers will confirm next meeting.
- New booster pump and motor was received at Sunshine Hill water plant.
- Repair list for water meters – Steve confirmed the water meter button at 34 Clarksfield Drive at Stone Mill Estates was repaired. The treasurer will send letters to the three homeowners that have not responded to the last correspondence to have their water meters repaired. The Authority is requesting the homeowners to contact Steve Sauers or PTMA to schedule repairs or advise if they hire an outside contractor to replace the connecting wire to 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 Herb Stoner, Sewage Enforcement Officer (SEO). Herb 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 Herb Stoner to get this report on the property to share with the Authority. The treasurer will follow up with Herb Stoner for a report.
- Steve Sauers said he needs 8-inch clamp bands for pipes to keep on hand for emergency repairs. CeCe Novinger advised Steve to purchase this material. The expected cost is \$300 per connection per Steve Sauers.
- 303 New Bloomfield Road property – the Authority asked Steve Sauers to check the sewer connection and advise next meeting.
- CeCe Novinger questioned Petersburg Commons and Stone Mill Estates homeowners association rules. Murray Weed advised he would get the point of contact for these communities and suggested a letter should be sent to the homeowners to advise water meter buttons must be accessible for the Authority.

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

Field Representative's Report

No report was presented for this meeting.

Engineer's Report

Bill Hill of Keller Engineering reviewed the written report prepared for January 7, 2025.

- Mid-State Paving will proceed with additional work on the Sunshine Hill Phase I. Bill Hill reminded the Authority; they will be responsible for 30% of the cost of the additional work.
- Stone Mill Estates well – Bill Hill discussed easement modification for the well.
- Chapter 94 report will be supplied by Steve Sauers to Keller Engineering.

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

A motion was made at 2013 (8:13pm) to interrupt the regular PTMA meeting for an executive session by John Keller and seconded by CeCe Novinger. The executive session was requested by Murray Weed to review personnel and delinquencies issues. The motion was unanimously approved by the Authority. No decision or motions were made during the executive session.

The regular PTMA meeting was resumed at 2040 (8:40pm).

Solicitor's Report

- Delinquent accounts – Murray Weed will take legal action for those sewer and water accounts that are delinquent for more than 10 months and update the Authority on those accounts. All the files from Dennis Shatto were turned over to Murray Weed.
- Murray Weed discussed a contract for snow removal at the Kinkora and Cove WWTP driveways. A motion was made by CeCe Novinger and seconded by John Keller to approve Backdraft Excavating LLC for snow/salt removal to plow snow and salt when required at the Cove and Kinkora WWTP. This motion was unanimously approved by the Authority.
- New contract with Transitions Healthcare Allens Cove (formerly Kinkora Pythian Home) – Murray Weed will take this action to get a contact at the healthcare site. CeCe Novinger noted that the business might have been sold to a Maryland company.
- Executive secretary position – a motion was made by John Keller and seconded by Deb Upperman to offer the pending secretarial position to Marcia Cavanaugh at \$17.50 per hour with Monday thru Friday hours of 8am to 2pm. The motion carried as Robert Harbold and Julie Mackey approved. CeCe Novinger opposed the motion with no added comments. The treasurer will contact Marcia Cavanaugh to offer her the job.

Treasurer's Report

- Monthly invoices for \$69,538.92 A motion from CeCe Novinger to approve the invoices for \$100.00 more for meter reading charges or \$69,638.92 total, this was seconded by John Keller, with unanimous approval from the Authority. The \$100 difference was for meter reading revenue for December not posted on the monthly invoice list.
- Financial report for November and December 2025 was tabled for next month.
- Insurance claim status to cover the Sunshine Hill water leak was closed. The major leak was determined to be at Stone Mill Estates and is not covered by PTMA insurance.

Executive Secretary's Report

- PPL spreadsheet for 2024 and 2025 reviewed.
- The list of township property transfers for December 2025 provided.
- Public Official Ethics Act forms were issued to members of the Authority to be completed and returned before May 2026.

PTS Report

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

- Penn Manor residents are experiencing water issues. Some residents reported their wells are going dry. They are asking the Township to investigate this issue.
- John Keller said the Supervisors noted two roads in the township that need attention: Gamber's Corner Road and Schoolhouse Road at the lower end. Both roads need to be tar-and-chip paving this year.
- There was discussion on Parks & Rec how the petty cash was managed.

A motion was made by Julie Mackey and seconded by Deb Upperman to approve the Supervisor's report. The motion carried.

New Business

- Robert Harbold was re-appointed to the Penn Township Municipal Board for the term of 5 years.
- New chemicals for odor control for the Cove WWTP have just arrived. No decision was made on the odor control building on Schoolhouse Road at this meeting.

Old Business

- 200 Schoolhouse Road renovations – no occupancy permit has been issued. John Keller will check with the Township office.
- Steve Sauers advised the residents of 206 Schoolhouse Road expect to break ground next month for their modular home. John Keller will check with the Township office to confirm the property is in the flood plain.

The next PTMA meeting is Wednesday, February 4, 2026, at 1900 (7:00 pm).

The next JOAC meeting is scheduled for April 8, 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 Julie Mackey. The Authority unanimously approved.

With all business discussed, a motion was presented by Julie Mackey and seconded by John Keller to adjourn the meeting at 2124 (9:24 pm). The motion carried with unanimous approval.

Respectfully submitted,
Deb Upperman
PTMA Treasurer/Recording Secretary