

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

February 4, 2026

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, February 4, 2026. 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.

The Authority board members and the solicitor held an executive session at 1830 (6:30pm) 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  
Murray Weed, Solicitor Johnson Duffie

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

**Minutes**

A motion was made by Mackey/Keller to approve January 7, 2026, minutes. The motion carried with unanimous approval by the Authority.

**Visitors**

Henry Holman III, Cove Road Duncannon  
Justin Hayman, Penn Township Operations Coordinator Codes Enforcement

Henry Holman III discussed the 2025 budget and 2025 spending spreadsheet which he received through a ‘right to know’ request from the municipal authority. Mr. Holman pointed out that the 2025 grant money and grant spending was listed under the Duncannon column and should be listed under the Sunshine Hill water plant column. He asked for clarification on engineering fees, operator fees, electric and telephone charges. Henry Holman III will request another ‘right to know’ for corrections he identified to the Authority.

**Reorganization:**

- Chairman – Robert Harbold
  - A motion by Keller/Mackey to re-appoint Robert Harbold as chairman. Robert Harbold was not available but had agreed to the post earlier.

- Vice-chairman – CeCe Novinger
  - A motion by Keller/Mackey was made to re-appoint CeCe Novinger as vice-chairman. CeCe Novinger accepted the post.
- Secretary – John Keller
  - A motion from Mackey/Upperman to re-appoint John Keller as secretary was met with acceptance from John Keller.
- Executive secretary – open position
  
- Treasurer/recording secretary – Deb Upperman
  - A motion from Keller/Mackey to re-appoint Deb Upperman as treasurer/recording secretary was met with acceptance from Deb Upperman.
- Assistant secretary/assistant treasurer – Julie Mackey
  - A motion from Upperman/Keller was made to appoint Julie Mackey as assistant secretary and assistant treasurer. Julie Mackey accepted the post.
- Legal firm – Murray Weed, Johnson Duffie, Stewart & Weidner
  - A motion from Keller/Mackey to appoint Johnson Duffie Stewart & Weidner law firm, Murray Weed, as the Authority’s attorney. Murray Weed accepted the position.
- Engineering firm – Keller Engineering
  - A motion from Keller/Mackey was made to appoint Keller Engineering as the Authority’s engineering firm. Bryan Leese accepted the appointment.
- Financial depositories – Mid Penn Bank, Members 1<sup>st</sup> Federal Credit Union, PLGIT
  - A motion from Keller/Mackey to approve Mid Penn Bank, Member’s 1st Federal Credit Union, and PLGIT Investments as the Authorities financial depositories.
- Right to know officer – John Keller
  - A motion from Upperman/Mackey to appoint John Keller as the ‘right to know officer’ for the Authority was met with acceptance from John Keller.
- Check signors – Robert Harbold, CeCe Novinger, John Keller.
  - A motion from Upperman/Mackey was made to re-appoint Robert Harbold, CeCe Novinger, and John Keller as check signors for the Authority. CeCe Novinger and John Keller accepted the post.

All the motions for appointments were unanimously approved by the Authority.

### **Operator’s Report**

Steve Sauers reviewed the February 4<sup>th</sup> operator’s report, with these added comments:

- Steve Sauers discussed current water leaks reported at the Todd Racey Trailer Park. Steve Sauers will continue to work with the park manager to get the leaks repaired.
- Coyne CES ZerOdor chemical is not working as well as expected. Steve Sauers said the lines are frozen at the injection valves, so he is adding the ZerOdor directly to the plant. CeCe Novinger asked Steve to increase the amount of ZerOdor and continue to monitor the results.
- The quote for a spare blower was shared with the Authority for the Kinkora WWTP. The Authority will review and advise at next meeting.
- Quotes for the lift stations and the slide rails were supplied to the Authority for the Schoolhouse Road pump.
- 303 New Bloomfield Road home sewer connection dye test – pending for next meeting.
- SEO Herb Stoner report – for 1003 State Road. No report has been received yet from the SEO.

A motion to accept the operator’s report was made by Keller/Mackey with unanimous approval from the Authority.

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

Robert Harbold was not available for this meeting. Murray Weed discussed the contract for Backdraft Excavating LLC in Robert's absence. The contract is complete for Backdraft to remove snow, when necessary, at the Cove and Kinkora WWTP.

A motion was made by Keller/Mackey to approve the field representative's report. The motion carried.

### **Engineer's Report**

Bryan Leese of Keller Engineering reviewed the Keller report for February 4, 2026.

- Phase I, additional work will be done by Mid-State Paving when the weather warms up.
- Phase II – this phase is closed.
- Phase III, no grant money was issued for this project. Bryan Leese suggests combining phase III and phase IV and using Authority funds to complete Sunshine Hill project.
- Stone Mill easement is complete as noted by Murray Weed, he will share the report with Bryan Leese and Bryan will send the report to DEP.

John Keller made a motion to accept the Engineer's report this was seconded by Julie Mackey. The motion carried.

### **Solicitor's Report**

- Delinquent accounts reviewed, Murray Weed will take legal action on the identified accounts.
- New contract with Transitions Healthcare (formerly Kinkora Pythian Home) – Murray reports he is deeply into negotiations with Transitions. Murray Weed will take this action to get this contract at the healthcare site completed.
- Morrison Deed of Dedication – Murray Weed reported this is ready to record and he will send copies to the Authority once complete.

A motion from Keller/Mackey to accept the solicitors report was approved unanimously by the Authority.

### **Treasurer's Report**

- Monthly invoices totaling \$59,339.85 for January 2026. A motion from Keller/Mackey to approve the invoices, the motion carried.
- Financial reports for November, December 2025, and January 2026 were tabled for next month.

A motion to accept the treasurer's report was made by Keller/Mackey and unanimously approved by the Authority.

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

- PPL spending spreadsheet for the wastewater and water plants was supplied for review.
- Township property transfers for January 2026 were provided.

A motion to accept the executive secretary's report was made by Keller/Mackey and unanimously approved by the Authority.

### **PTS Report**

John Keller reviewed his notes from the recent Supervisor's meeting. John noted these highlights:

- Radio reception for EMS and fire department is still being reviewed.
- The Township decided to do a fire study on the Duncannon proposal for a new firehouse.

- Forrest Woodward is the new working road master for the Township.
- A motion was made by Mackey/Upperman to approve the Supervisor's report. The motion carried.

**New Business**

- Executive secretary job applications discussed. The treasurer will set up the interviews for John Keller and CeCe Novinger.
- Rent for the municipal authority office tabled for next month.

**Old Business**

- 200 Schoolhouse Road renovations, ongoing.
- 206 Schoolhouse Road, Steve Sauers will keep on top of this new building for sewer hookup, ongoing.

The next PTMA meeting is Wednesday, March 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 Keller/Mackey. The Authority unanimously approved.

With all business discussed, a motion was presented by Keller/Mackey to adjourn the meeting at 2017 (8:17pm). The motion carried.

Respectfully submitted,  
Deb Upperman  
PTMA Treasurer/Recording Secretary