

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

March 4, 2026

The Penn Township Municipal Authority (Authority) met on Wednesday, March 4, 2026, at the Penn Township Municipal Building. Chairman Robert Harbold called the meeting to order at 1901, 7:01 PM with the recitation of the *Pledge of Allegiance* and a moment of silence.

Before the formal meeting, an executive session was held at 1830, 6:30 PM to discuss civil hearings and 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: Murray Weed, Solicitor
Bryan Leese, Engineer

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary

Minutes

CeCe Novinger/John Keller made a motion to approve February 4, 2026, minutes with unanimous approval from the Authority.

Visitors

Justin Hayman, Codes Enforcement Officer/Operations Coordinator
Helen and Dave Klinepeter, Duncannon
Karen Tilkens, Duncannon
Erin Heckard, Duncannon
Corey Stone, Emergency Management Coordinator for the township (arrived late)

Justin Hayman was the only visitor to speak and noted the 1219 State Road property had an RV camper that was connected to the sewer. Robert Harbold confirmed this was disconnected and inspected in December 2025.

Justin Hayman also reported 15 Schoolhouse Road property will be condemned because of a recent fire that destroyed the home.

Operator's Report

Steve Sauers, Operator (on medical leave) did not attend the meeting. Refer to his operator's report dated March 4, 2026. His written report was reviewed, and a motion was made by Novinger/Keller to accept the report. The motion carried.

Field Representative's Report

No field representative report was available for this meeting.

Engineer's Report

Refer to the written engineer's report dated March 4, 2026. Bryan Leese added comments on these issues from his report:

- Sunshine Hill grant, Phase I – the remaining grant money will be used to install 530 LF of the additional 8" water main. Work will start once winter weather is not a threat.
- Phase III & IV – PTMA did not receive any grant funding for phase III or IV. Bryan Leese suggested combining both phases and submitting for a new grant this year.
- M Ward property – Bryan Leese reported online pumping data has been offline since end of December 2025.
- Chapter 94 reports were provided by Bryan Leese for the chairman's signature. A motion from Novinger/Mackey to sign the Chapter 94 reports as prepared by the engineer. The motion carried.
- Bryan Leese and Steve Sauers have been working to determine the reason for air in the water lines at the Stone Mill Estates as reported by five homeowners. Steve Sauers tested the lines but did not find any issues with air in the lines. Bryan Leese and Steve Sauers will continue to monitor the water line for air.
- Bryan Leese will work with DEP on the Stone Mill well easement.

A motion to accept the Engineer's Report was made by Mackey/Novinger with unanimous approval from the Authority.

DMR's and Master Meter Report

- Available for review in correspondence folder.

PTS Report

- John Keller reported a fire study was proposed using fire tax money.
- A road study is expected this month by the township supervisors.
- John Keller said Frank Campbell, Perry County Commissioner, was present at the last Penn Township Supervisor meeting. Frank Campbell spoke about Perry County tourist program.

A motion to accept the Penn Township Supervisor's report was made by Novinger/Mackey with unanimous approval from the Authority.

Solicitor's Report

- Delinquent accounts – making progress on the list of sewer and water report.
- Brown court case - pending.
- Stone Mill well easement agreement deed is complete and filed.
- Transitions Health Care – contract is ready for signature by chairman.
- Morrison Deed of Dedication was filed at the courthouse, this is complete.
- Dollar General court case – waiting on judgement from the court.

- Cold patch three manhole covers located Sunshine Hill until the road is paved. A motion to cold patch the three manhole covers was made by Keller/Novinger with unanimous approval from the Authority. Murray Weed will notify the township solicitor of the decision made by the Authority to cold patch the manhole covers. Robert Harbold noted this is not an admission of guilt for the repairs requested by the township to the snowplow on the township trucks.

Treasurer's Report

- February monthly bills totaled \$70,343.53. A motion to pay the February bills was made by Novinger/Mackey, with unanimous approval by the Authority.
- A motion from CeCe Novinger/Julie Mackey to approve the financial reports for November, December 2025, and January 2026, subject to audit. The motion carried. A motion from Novinger/Mackey to table the February 2026 financial report was unanimously approved by the Authority.

Executive Secretary's Report

- PPL spreadsheet provided.
- Property Change of Ownership for February – this was not provided for this meeting.
- Kimberly Bankert will be offered the position of executive secretary by a motion from CeCe Novinger/John Keller. The pay will be \$20.00 per hour, and the work schedule will be 8 am to 2 pm, Monday through Friday. This is a part time position. The motion was unanimously approved by the Authority. The treasurer will contact Kimberly Bankert to notify her of the decision to be hired by the Authority.
- A motion to increase the pay for the Treasurer/Recording Secretary/Office Manager to \$20.00 per hour was made by Keller/Novinger. This was approved by Mackey/Harbold, but Deb Upperman abstained from the vote. The motion was amended for the pay increase to be retroactive to January 1, 2026, by Keller/Mackey. Deb Upperman abstained from the vote.

New Business

- Records retention resolution 2026-01 was approved by Keller/Novinger to adopt the resolution with unanimous approval from the Authority.
- Rent increase for the Municipal Authority office was tabled.
- Helen King, Veolia, was expected to attend the meeting but was not present at the meeting. Helen King did talk to Bryan Leese, engineer, regarding an interconnect line. More details are needed from Veolia, Bryan Leese will contact Helen King and report to the Authority.
- Complaint on sewer/water increases reviewed by the board.
- 122 Railroad Street property, request for abate on sewer – a motion to approve abatement for 6 months or until property is sold was made by Novinger/Keller with unanimous approval from the Authority.
- Dave Harris grass mowing for Cove plant and pump station for 2026. A motion from Keller/Novinger to pay Dave Harris \$50 each mowing occurrence. Murray Weed, solicitor, will issue a contract for Dave Harris.
- James Hentz letter – quarterly billing for sewer was tabled.
- 15 Schoolhouse Road fire – abatement. CeCe Novinger made a motion to abate the sewer charges effective March 1, 2026, because of the resent fire that destroyed this home. A second was issued by John Keller with unanimous approval from the Authority. Abate until the home is rebuilt.

Old Business

- 200 Schoolhouse Road renovation.
- 206 Schoolhouse Road, modular home hookup.

Corey Stone, Emergency Management Coordinator for the township, arrived late at the meeting and was offered the opportunity to speak. Corey Stone spoke of the drought situation in the Duncannon area and private wells going dry in the township.

A motion was made by Novinger/Keller to adopt the Penn Township Supervisor's meeting policy to allow visitors to speak for 5 minutes during the visitors recognition at the beginning of the Penn Township Municipal Authority meeting and to voice their additional comments at the end of the meeting, with a limit of 5 minutes also. We will not permit comments on the agenda from visitors during the regular meeting. CeCe Novinger made a motion that the policy will be added to the Rates, Rules & Regulations. John Keller seconded the motion, and this was unanimously approved by the Authority.

A motion to accept the itinerary was made by Novinger/Mackey with all additional items as they arise, the Authority unanimously approved. With all business completed, a motion from Upperman/Keller to adjourn the meeting at 8:32 PM/2032 with unanimous approval from the Authority.

Respectfully submitted,
Deb Upperman
PTMA Treasurer, Recording Secretary