

**PENN TOWNSHIP MUNICIPAL AUTHORITY
PERRY COUNTY**

102 Municipal Building Road
Duncannon, PA 17020

July 1, 2026

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, July 1, 2026. Chairman Robert Harbold officially called the meeting to order at 1900 (7:00pm) with the recitation of the *Pledge of Allegiance* and a moment of silence.

An executive session was held before the formal meeting starting 1830 until 1855 (6:30pm – 6:55pm). The meeting was requested to review personnel and legal matters; no decisions were made at this short meeting.

Authority members present:

Robert Harbold, Chairman
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

Authority staff present:

Deb Upperman, Treasurer/Recording Secretary
Kim Bankert, Executive Secretary

Minutes

A motion was made by CeCe Novinger and seconded by John Keller to approve the June 3, 2026, meeting minutes. The motion carried with unanimous approval by the Authority.

Visitors

Justin Hayman, Penn Township Operations Coordinator Codes Enforcement
Larry Watts, Duncannon PA

Justin Hayman spoke of a sinkhole at the drainpipe located at Schoolhouse Road and Susquenita Hill Road intersection (near the stadium). Justin noted a bid meeting is scheduled August 3, 2026, for the Penn Township Supervisors to review contractors to repair this sinkhole. Justin Hayman will advise the Authority and Bryan Leese, Engineer, of the repair schedule when available.

Operator's Report

Steve Sauers reviewed the July 1, 2026, operator's report, with these added comments:

- Steve Sauers added the average flows for Cove, Kinkora, Sunshine Hill and Petersburg Commons as the numbers were not available for the written report.
- John Keller offered a motion to modify and accept the cost of the blower for Kinkora WWTP from Envirep at \$4270.00 to \$6760.00. The original blower quote from Envirep was for the wrong blower required for our Kinkora wastewater plant. CeCe Novinger seconded the motion. The motion carried with approval from Upperman/Mackey. Robert Harbold abstained from the motion because of his affiliation with Envirep
- Todd Racey contacted Steve Sauers to inquire about running a new water line to each trailer and remove the water pit at the Todd Racey trailer park located on Jefferson Street on Sunshine Hill. CeCe Novinger stated all the trailers in the trailer park are connected to one line which connects to the meter pit. The Authority is not interested in running a separate line for each trailer and removing the water pit. Steve Sauers will advise Todd Racey.
- A grinder pump quote was received from Site Specific, valid for 30 days. The price of an individual pump is now \$3961.00 from Site Specific, \$3373.00 for the purchase of 6 pumps, and \$2941.00 for the purchase of 12 pumps. Currently we have 8 grinder pumps in stock available for sale to residents of Cove. Last month 4 pumps were installed in the Cove to replace defective pumps. DEP expects PTMA to have on hand, emergency replacement pumps for the PTMA residents. The life of a grinder pump is about 10 years and many of the grinder pumps in the Cove area are nearing this age. Keller/Upperman made a motion to increase the cost to residents to \$3000 for grinder pumps purchased from the PTMA starting July 1, 2026. The motion passed unanimously.
- It was discussed by the Authority to work with Site Specific to get better records from Site Specific when they remove a grinder pump from the Cove stock and install at a property in the Cove. Robert Harbold said we will continue to allow 90-day loaner agreements for the residents. The residents must sign a 90-day loan agreement to pay within the 90-day period. The office staff will get with Zack Hartman at Site Specific to get reports on a regular basis. DEP expects the Authority to keep 10 to 12 grinder pumps on hand for emergency repairs.
- Steve Sauers said his team is expected to start repairs on manholes this month.
- Transitions Healthcare – Steve Sauers said unflushables, i.e., wipes, gloves, diapers, masks, etc., have not subsided at the Kinkora WWTP. Steve Sauers is still pulling a large bag of trash out of the pumps at the wastewater plant. This WWTP services the healthcare facility, Transitions Healthcare. Murray Weed will send a letter to Transitions Healthcare to discuss damage to the air lifts at the plant. The unflushables could eventually result in damage to the mechanics (air lifts) of the plant at a repair cost of \$15,000.
- Air valves – Steve Sauers will get updates on air valves for the Authority.

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

Field Representative's Report

No report was presented for this meeting.

Engineer's Report

Bryan Leese of Keller Engineering reviewed the written report prepared for July 1, 2026.

- Sunshine Hill Phase III – on going.
- Stone Mill Estates well - aquifer testing is expected this month.
- CeCe Novinger raised the question about reducing sewer costs for MW2 property. The online pumping data is still offline; thus, the Authority does not have any idea what is being pumped

into the Cove WWTP by the Ward property. No discussion about reducing the EDUs until Michael Ward gets the online system working again.

Novinger/Keller made a motion to accept the Engineer's report. The motion carried with unanimous approval from the Authority.

Solicitor's Report

- Delinquent accounts reviewed. Murray Weed will act on those accounts that are not responding to the collection letters.
- The meter repair and Stone Mill Estates list was reviewed; Murray Weed will act on the list.
- The treasurer will send a letter to Debra Shepley, executor of David Snyder property, to inquire if the home is now occupied. The Treasurer confirmed the Authority is no longer abating the sewer costs for this property.

Treasurer's Report

- Monthly invoices for June total \$62,509.16. A motion from Novinger/Keller to approve payment of the June 2026 invoices, with unanimous approval from the Authority.
- Financial report for May 2026 was approved, subject to audit, by a motion from Novinger/Harbold with unanimous approval from the Authority.

Executive Secretary's Report

- PPL spreadsheet included in the Authority's packet to review.
- The township property transfer list was included for the Authority to review.
- Grease trap inspections – Karns Store and Transitions Healthcare have not responded to the executive secretary to provide an inspection certificate for their grease trap. Bob Harbold will contact Karns.
- Brown sewer & water payments – Murray Weed said the Authority must create a new account for the sewer and water and expect payments every month. Next debtors meeting is in August 2026. Murray Weed will have more information on this bankruptcy after this meeting.

PTS Report

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

- A new chip spreader was purchased for the township for road repair.
- The township is expected to repair the sinkhole near the Susquenita School stadium.
- Tax reports for May and June are not delivered to the township office.
- John Keller reported there are several instances of careless driving near work zones. Vehicles are driving around road closure signs and putting township workers at risk.
- Cove Farmers Market: the township is trying to develop the property at 1600 State Road and invite food trucks and other businesses/vendors to the site. John Keller said the parks and recreation team are getting ready for the "Big Boy train" to pass through the Cove area. They will offer parking and refreshments for donations for those who want to view the historic steam train. Also, parks and recreation would like to schedule a flea market this fall at the site.

New Business

- Water Street loan with Duncannon Borough – a motion from Upperman/Novinger to pay off the loan for the balance of \$17,461.25 with not to exceed \$18,000.00. The Authority approved the motion.

- Schoolhouse storm water project – discussed under the visitor section. Penn Township will advise the Authority on this sink hole repair when a contractor is secured.
- 90-day employee review for the executive secretary; John Keller and Deb Upperman met with Kim Bankert to review the 90-day employee evaluation. The evaluation was very favorable for Kim Bankert. Another evaluation will be scheduled in November 2026, for the office staff.

Old Business

- 200 Schoolhouse Road renovations – on going.
- Odor control building at 100 Schoolhouse Road – on going.
- 48 Valley Street reimbursement status for sewer – the treasurer will contact Ed Dudley to ask what his plans are for the empty home.

The next PTMA meeting is Wednesday, August 5, 2026, at 1900 (7:00pm).

The next JOAC meeting is scheduled for July 8, 2026, at 1830 (6:30pm). The meeting 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 John Keller and seconded by Julie Mackey to adjourn the meeting at 2031 (8:31pm). The motion carried with unanimous approval.

Respectfully submitted,

Deb Upperman

PTMA Treasurer/Recording Secretary

