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

August 5, 2026

The Penn Township Municipal Authority (Authority) met at the Penn Township Municipal Building on Wednesday, August 5, 2026. Chairman Robert Harbold officially called the meeting to order at 1902 (7:02pm) with the recitation of the *Pledge of Allegiance* and a moment of silence.

An executive session was held before the formal meeting starting 1840 until 1855 (6:40pm – 6:55pm). The meeting was requested to review personnel and legal matters; no decisions were made at this 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 July 1, 2026, meeting minutes. The motion carried with unanimous approval by the Authority.

Visitors
Joseph Kanfer, Cunningham, Chenicoff & Warshawsky, PC, Harrisburg
Joanne & John Bartley, 23B Eisenhower Blvd., Duncannon
Justin Hayman, Penn Township Operations Coordinator Codes Enforcement
Larry Watts, Duncannon PA

Joseph Kanfer with Cunningham, Chenicoff & Warshawsky, PC, represents John and Joanne Bartley at 23B Eisenhower Blvd., Duncannon. The Bartley's are requesting reimbursement of $11,200.00 incurred to hook into the Penn Township Municipal water system when their well failed. Murray Weed replied that the request was received, and the Authority would not be making a formal response at this time.

Operator's Report

Steve Sauers reviewed the operator's report dated August 5, 2026, with these added comments:

- Steve Sauers spoke about the auto accident that sheared off the riser for the shutoff valve at 1101 State Road. The repair of this riser will be involved because of the heavy traffic on State Road. This will involve shutting down a lane on the busy road. Flaggers and signage will be necessary for this repair. CeCe Novinger has the information from the driver involved. Steve Sauers will call contractors to get this repaired.
- A skimmer at the Kinkora WWTP needs replaced. Steve will get quotes to repair and will work with Bryan Leese, Keller Engineering.
- The blower is on order for Kinkora. The lead-time is 8 to 12 weeks.
- Transitions conference call to discuss unflushables has made an impact at the Kinkora WWTP. Less rags were pulled from the WWTP since the conference call.
- The residential meter repair list was discussed; 65 Petersburg Lane is still pending as well as 28 Eisenhower Boulevard. The executive secretary attached a letter to the front door of 65 Petersburg Lane with instructions to call the office to schedule repairs to the water meter. The home at 28 Eisenhower Boulevard is not available to enter the home to repair the water meter currently.

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

Field Representative's Report

CeCe Novinger asked if the last grease trap report was obtained from Karns. Robert Harbold said he will make a second visit to Karns Food Store to obtain this report.

Engineer's Report

Bryan Leese of Keller Engineering reviewed the written report prepared for August 5, 2026.

- Mid-State Paving expects to be starting Phase III at Sunshine Hill in late August or September.
- Steve Read submitted paperwork to DEP for the Stone Mill Estates well.

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.
- Transition Healthcare conference phone call was very successful that involved Murray Weed, Steve Sauers, Lonnie Sarver with Envirotec as well as the treasurer.

Treasurer's Report

- Financial audit for 2025 is complete and copies were available for the Authority. A motion was made by CeCe Novinger and seconded by John Keller to approve the 2025 financial audit. Murray Weed will check and confirm if the audit needs to be advertised.
- Budget vs spending report: this was supplied for information purposes to the Authority.
- Monthly invoices for July total $102,694.20. Novinger/Mackey made a motion to add to the agenda the July invoices, this was omitted from the agenda this month. A motion from Novinger/Keller to approve payment of the July 2026 invoices, with unanimous approval from the Authority.

- Financial reports for June and July 2026 were approved, subject to audit, by a motion from Novinger/Keller with unanimous approval from the Authority.
- Harris Lawncare – Dave Harris agreed to mow the second well at Stone Mill Estates. The Authority recommends the well be mowed once a month. A motion was made by Keller/Novinger to have Murray Weed review/write a contract and for approval from the Authority to have Harris Lawncare mow once a month.
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Executive Secretary's Report

- PPL spreadsheet – the Authority approved discontinue of this report for the monthly meeting.
- The township property transfer list was included for the Authority to review.
- Grease trap inspections – reviewed under the operator's report.
- Water shut off letters, the executive secretary discussed the homeowners listed on the shut-off list.

PTS Report

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

- John Keller spoke of the Cove Market (Perdix) property on State Road. Several vendors are interested in leasing this property. A workshop is scheduled for August 6, 2026, for the residents and township to discuss all options. John also noted new gutters were installed on this property.
- HVAC bids are in process to replace the current heating/air conditioning system for the Township offices.
- The township replaced the backhoe.

New Business

- CeCe Novinger asked if the permits and plans were approved for the Farhat construction site on State Road. Plans for the sewer for the site were not shared with the Authority. CeCe Novinger said Bryan Leese should have approved capacity for this site before the construction was started. John Keller will check into the permits and plans and report back to the Authority.
- IT person/company is needed for the Authority office. Julie Mackey will check for another source and will advise.

Old Business

- 200 Schoolhouse Road renovations – on going.

The next PTMA meeting is Wednesday, September 2, 2026, at 1900 (7:00pm).
The next JOAC meeting is scheduled for October 14, 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