

MUNICIPAL AUTHORITY

Municipal Building, 27 W Market Street, Palmyra, PA

November 2, 2017

The meeting was brought to order by Chairman John Pennebaker at 6:00 p.m. It was followed by the Pledge of Allegiance.

The following members were present:

John Pennebaker, Chairman
Mark Panassow, Treasurer
Steven Oliver, Assistant Secretary

Dale Kreider, Vice Chairman
Donald Plourde, Secretary

The following staff were present:

Tom Long, Solicitor
Chris Hannum, Engineer
Scott Galbraith, Public Works Director
Samantha Smith, Administrative Secretary

Public Input – None

Minutes –Member Kreider moved to approve the minutes from October 5, 2017. Seconded by Member Panassow. Motion carried.

Treasurers' Report

Financial Statement – Fund 9A & 9B Revenue & Expenditure Statement Month Ending 10/24/17
Fund 09 Revenue & Expenditure Statement Month Ending
Account Balances as of 10/24/17 \$1,698,178.02

Requisitions –

Member Kreider moved to approve Requisition 13-2017 in the amount of \$101,417.52. Seconded by Member Plourde. Motion carried.

Correspondence/Reports

1. Board of Supervisors' Meeting Minutes 9/12/17
2. Fund 09 Revenue & Expenditure Statement
3. Delinquent sewer accounts
4. Sample letter regarding Resolution 01-2017
5. Don Lechleitner of Stone Knoll returning (5) EDUs

Engineer's Report

Colebrook Treatment Plant Update

- Report submitted by Chris Hannum dated 11/2/17

Campbelltown East Garage

- Report submitted by Chris Hannum dated 11/2/17

Solicitor's Report

Regarding the request for sewer capacity from South Annville Township, solicitor Long reported that the Authority can award the 38 EDUs requested immediately, as the written policy for awarding capacity is merely a guideline. Further stated, he suggested that a reservation agreement be established with South Annville.

Old Business

1. **South Annville Township's request for EDUs:** Member Kreider made a motion to award 38 EDUs to South Annville Township conditional on an agreement being in place with South Annville to include but not limited to, procedures involving construction, billing and system management and; that a Reservation Agreement be in place at the current reservation fee rates. Seconded by member Panassow. Motion carried.
2. **JBT Money Market:** Member Kreider made a motion to move funds from JBT Money Market to JBT Checking Account. Seconded by Member Oliver. Motion carried.

New Business

1. **2018 Budget:** Director Galbraith discussed future Capital Projects that should be considered for financial planning. Member Kreider made a motion to increase the quarterly rates by 2%, which rounded off, would increase rates by \$3 per quarter for residential EDUs, and \$4 for commercial EDUs. Seconded by Member Panassow. Motion carried. It was noted that the Authority agreed some time ago that increases in small increments are preferred rather than subjecting property owners to large rate increases.

Good and Welfare – Member Kreider and Member Panassow mentioned that the sample text for the newsletter regarding Resolution 01-2017 was good and he appreciated the last paragraph in particular.

Adjournment

There being no further business, Member Panassow moved to adjourn the meeting at 7:00 p.m. Seconded by Member Plourde. All were in favor.

Secretary