**MUNICIPAL AUTHORITY**

**Municipal Building, 27 W Market Street, Palmyra, PA**  **October 5, 2023**

Call to Order- 6pm

The meeting was called to order by Steve Oliver.

The following members were present: John Vanderhoef, Secretary

Steven Oliver, Chairman Matt Epler, Treasurer

Mark Panassow, Vice Chairman Corey Andrew, Member

The following staff were present:

H. David Miller, Engineer Tom Long, Solicitor

Sam Blauch, Wastewater Superintendent Nannette Hostetter, Administrative Assistant

**Public Input** -None

**Minutes-**

1. Approval of the September 7, 2023, Municipal Authority Meeting Minutes. Member Matt Epler made a motion to approve. Seconded by John Vanderhoef. Motion carried.

**Treasurers’ Report**

1. Financial Statement – Fund 9A & 9B Revenue & Expenditure Statement Month Ending 9/29/2023.

Account Balances $1,229,691.68.

Requisitions –Member John Vanderhoef moved to approve Requisition #10-2023 in the amount of $16,973.00. Seconded by Mark Panassow. Motion carried.

**Correspondence/Reports**

**Engineer’s Report**

1. H David Miller reported that Stonebrook South sewer line air testing was delayed due to weather.
2. The Colebrook NPDES permit renewal application was submitted by the deadline.
3. Cost estimates for repairs to the EQ Tank and Sludge Holding tank at the East plant were received from IK Stoltzfus for budget purposes. Estimates for the EQ tank repairs range are $ 115,000,00. Estimates for the sludge holding tank are $306,000.00.

**Solicitor’s Report**

1. None currently.

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**Wastewater Report**

1. Sam Blauch presented his monthly wastewater report and asked if anyone had questions.
2. Mark Panassow asked about the repairs last week to a pump at the Lawn plant. Sam stated that it was an Emi pump and had been fixed.
3. Matt Epler asked Sam if the black top repairs were finished. The black top has been repaired and the sewer department assisted the highway department with the repairs.

**New Business**

1. 2024 Preliminary budget was tabled for the November 2nd meeting.

. **Old Business**

1. Steve Oliver did a significant amount of research while considering the new hire position. Steve spoke with the sewer department employee, our engineer and even spoke with Scott Galbraith. Mr. Oliver also reviewed all the benefits for a new employee. He stated that he has high standards for the Municipal Authority and the community.
2. Mark Panassow and Steve Oliver spoke about the duties of our sewer department employees. We have 4 individual plants, and each plant runs differently. Each day is different as well. When an employee is on call, they are on call from Monday-Monday 24 hours a day. The sewer department also covers Mount Gretna and helps the highway department in the winter with plowing.
3. H. David Miller mentioned that safety should be a concern too. Employees should not work alone.
4. Mark Panassow would like to decide on this matter.
5. Matt Epler stated that multiple retirements within the next few years are a concern and asked about a 3rd. party service for on call?
6. John Vanderhoef thinks we need to consider the cost of a new hire.
7. Corey Andrew mentioned that we already voted for a new employee and questioned why it has taken this long? It is very hard to find an employee for wastewater and even harder to find one with the licenses that are needed to do the job. It is important that the job is done correctly with the knowledge needed to avoid mistakes.
8. Steve Oliver called Derry Township and spoke to them about Portnoff Law Association. Derry Township does use their services for delinquent accounts and are very pleased with them. We will discuss this further at the November 2nd meeting.
9. Steve Oliver also spoke with Pa American Water, and we can start to do water shut offs for delinquent accounts.
10. Member Mark Panassow made a motion for a 3% rate increase for the sewer rates effective March 1, 2024. Seconded by John Vanderhoef. Motion carried.

**Good and Welfare**

**Adjournment**

There being no further business, member John Vanderhoef moved to adjourn the meeting at 7:28pm. It was Seconded by Matt Epler. All were in favor.

Secretary

**Upcoming meeting dates:**

**Next Municipal Authority meeting is November 2, 2023, at 6pm.**