**MUNICIPAL AUTHORITY**

**Municipal Building, 27 W Market Street, Palmyra, PA**  **November 2, 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**

Our guest speaker was Kevin Buraks of Portnoff Law Associates, LTD. Mr. Buraks was invited to speak by the Municipal Authority Board. Kevin’s firm is interested in handling all our delinquent sewer accounts. Portnoff Law is a Pa law firm with over 30 years’ experience who specializes in delinquent Municipal accounts and taxes. The firm has a staff of 85 including 25 attorneys. Kevin explained multiple ways that they recover our late fees and answered all our questions. The presentation was well done, and we look forward to working with Portnoff Law Associates.

**Minutes-**

1. Approval of the October 5, 2023, Municipal Authority Meeting Minutes. Member Mark Panassow made a motion to approve. Seconded by John Vanderhoef. Motion carried.

**Treasurers’ Report**

1. Financial Statement – Fund 9A & 9B Revenue & Expenditure Statement Month Ending 10/26/2023.

Account Balances $1,522,357.04.

Requisitions –Member Corey Andrew moved to approve Requisition #11-2023 in the amount of $6,125.00. Seconded by John Vanderhoef. Motion carried.

**Correspondence/Reports**

**Engineer’s Report**

1. H David Miller gave an update on Colebrook NPDES permit renewal application. There was a slight delay due to delivery from the Lebanon County Planning Commission.

**Solicitor’s Report**

1. Nothing currently.

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**Wastewater Report**

1. Sam Blauch gave his monthly report. Matt Epler asked about the Mount Wilson pump repair. The pump uv tripped and had to be reset manually.
2. Sam also mentioned that the new Vactor truck should be ready for pick up May 2024.

**New Business**

. **Old Business**

1. Member Matt Epler made a motion to approve the 2024 Municipal Authority budget. Seconded by John Vanderhoef. Motion carried.
2. Sam Blauch gave an update on the new hire for the sewer department. They did interviews on Monday October 30th for a labor position.
3. Member John Vanderhoef made a motion to approve a letter of intent to hire a candidate for this position with the understanding they the employee will test for their wastewater license within 3 years. If an employee should fail the test, they can repeat the test every 6 months. Seconded by Mark Panassow. Motion carried.
4. The new hire will also have to be approved at the Board of Supervisors meeting on November 14th.
5. Member John Vanderhoef made a motion to Hire Portnoff Law Associates to handle our delinquent accounts. Seconded by Matt Epler. Motion carried.

**Good and Welfare**

1. Sam Blauch mentions that he spoke to the owners of Colebrook Crossings in reference to capacity for the winter months. The Municipal Authority requested this to be tabled for the December 7th meeting.
2. Steve Oliver wanted to give John Eberly credit for how he handled the joint meeting on October 25th and how he presented the Municipal Budget.

**Adjournment**

There being no further business, member Mark Panassow moved to adjourn the meeting at 7:55pm. It was Seconded by Matt Epler. All were in favor.

Secretary

**Upcoming meeting dates:**

**Next Municipal Authority meeting is December 7, 2023, at 6pm.**