July 1, 2026

The Regular Meeting of the Cleona Borough Authority was held via Zoom on July 1, 2026, at 7:30 PM.

AUTHORITY MEMBERS PRESENT: Chairman Bryan Hoffman, Ms. Sue Bowman, Ms. Ashlea Good, and Mr. Matt Ditzler.

AUTHORITY MEMBERS ABSENT: Mr. Les Powell

STAFF PRESENT: Solicitor Amy Leonard, Mr. Scott Rights of Steckbeck Engineering and Manager Michael Peiffer.

CALL TO ORDER: The meeting was called to order at 7:33 PM by Chairman Hoffman.

APPROVAL OF PREVIOUS MINUTES: A motion was made by Ms. Good to approve the May 6, 2026, and June 3, 2026, meeting minutes. The motion was seconded by Mr. Ditzler. Motion passed unanimously.

TREASURER'S REPORT: The Treasurer's Reports for May and June 2026 were presented for review. No questions or concerns were raised. A motion was made by Ms. Bowman to approve the Treasurer's Reports. The motion was seconded by Ms. Good. Motion passed unanimously.

PAYMENT OF BILLS: Bills for the months of April, May, and June 2026 were presented for approval. No questions were raised. A motion was made by Mr. Ditzler to approve payment of the bills. The motion was seconded by Ms. Bowman. Motion passed unanimously.

CITIZEN'S COMMENTS: No citizens were present.

ENGINEER'S REPORT:

STORMWATER

Mr. Rights provided an update on the South Christian Street Stormwater Improvement Project. He reported that work had paused following concerns raised by adjacent property owners regarding the location of the outlet end wall and grading. Although the outlet location was part of the original design, installation of the end wall and riprap created steeper side slopes than anticipated, particularly adjacent to the Dodson property.

Mr. Rights explained that construction continued after the concerns were received because the contractor had already advanced beyond the outlet location, and suspending work would have resulted in unnecessary remobilization costs. Following completion of grading, Mr. Rights met with the affected property owner and reviewed potential alternatives with Chairman Hoffman.

After evaluation, the engineer recommended relocating the outlet end wall and riprap farther down the embankment to reduce the slope immediately surrounding the structure and improve safety. Custer Excavating's estimate for the relocation is $8,884.66. Mr. Rights offered that

Steckbeck Engineering would contribute approximately fifty percent of the relocation cost due to the design considerations associated with the project.

Board members discussed the original design intent, noting that the outlet had intentionally been located as high as practical to minimize disturbance of the adjacent properties at the request of the homeowners. While the original design met those requests, members agreed that relocating the outlet would be a safer, practical long-term resolution. Mr. Rights stated he would meet with the affected property owners to review the revised layout before directing the contractor to proceed.

Discussion also occurred regarding reported cracking in an existing retaining wall located adjacent to the project. Mr. Rights noted the retaining wall contained an existing crack prior to construction but appeared to have separated slightly during rock excavation activities. The contractor will evaluate the condition further in accordance with the project specifications governing construction-related damages.

Mr. Rights reported the Consortium SQ6 project remains under review by DEP. During permit review, the PA Fish and Boat Commission requested additional information. Land Studies is preparing the requested documentation, and no significant concerns have been identified at this time.

Mr. Rights added that there were no updates regarding anticipated MS4 permit revisions, which remain expected sometime during 2027.

WASTEWATER

Mr. Rights reported that the new Dairy Road Pump Station has been placed into service and remains within its startup punch-list period. Authority staff continue monitoring pump discharge pressures from the Dairy Road station to determine whether the additional wastewater flows have affected operation of Cleona's pump station. To date, no noticeable pressure increases or operational impacts have been observed.

Mr. Rights noted wastewater flows remain unusually low due to the exceptionally dry conditions. Current average daily flows are approximately 0.11 million gallons per day, representing some of the lowest flows observed during his tenure with the Authority. He explained that the reduced flows relate to decreased groundwater infiltration resulting from the prolonged dry weather.

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PUMP STATION REPORT: Mr. Powell was absent. Members reviewed the written Pump Station Report, and no additional discussion occurred.

SECRETARY'S REPORT: Manager Peiffer reported that, as of June 30, 2026, the Authority had billed $134,529.94 and currently has an overall customer credit balance of $448.77. Sewer accounts receivable totaled $518.06, while the overall credit balance reflected prepaid

stormwater accounts, primarily associated with Norfolk Southern and landlords who pay accounts in advance.

Discussion occurred regarding a recent customer account that had been disconnected for nonpayment. The customer subsequently paid the outstanding balance, and account contact information was updated to ensure future billing notices are received by the appropriate party.

SOLICITOR'S REPORT: Solicitor Leonard reviewed the revised five-year Maintenance Agreement with Annville Township. She advised that the agreement had been updated to reflect the correct five-year term and requested authorization to forward the draft agreement to Annville Township for review so both municipalities can begin coordinating adoption by resolution before the beginning of 2027. The Board expressed its concurrence with proceeding, and Solicitor Leonard was authorized to transmit the agreement.

Solicitor Leonard reported that the long-standing delinquent account at 13 Walnut Mill has been paid in full, including all outstanding fees and costs associated with prior collection actions. She noted the account had previously represented one of the Authority's largest delinquencies and expressed appreciation for staff's continued collection efforts.

Solicitor Leonard also reported on the delinquent account associated with 301 East Penn Avenue. The previously issued thirty-day notice was returned unclaimed. A regular mail notice has since been issued, and if payment is not received, lien proceedings will commence prior to the next meeting.

Solicitor Leonard commended Authority staff for their proactive communication with delinquent customers, noting that their efforts continue to minimize the need for formal collection proceedings.

NEW BUSINESS:

A motion was made by Ms. Bowman to approve Custer Excavating Pay Request No. 2 in the amount of $25,712.20. The motion was seconded by Ms. Good. Motion passed unanimously.

Further discussion then followed regarding the proposed relocation of the South Christian Street outlet end wall and riprap. Board members agreed that relocating the outlet represented the most practical solution to address safety concerns while minimizing additional construction delays. A motion was made by Ms. Good to approve a change order for relocation of the outlet end wall and riprap in an amount not to exceed $11,000, with the understanding that Mr. Rights' engineering firm will contribute approximately fifty percent of the final relocation cost. The motion was seconded by Mr. Ditzler. Motion passed unanimously.

The Board reviewed the draft 2025 Authority Audit. Members noted that the audit contained no findings or material deficiencies. By consensus, the Board acknowledged receipt and review of the audit for inclusion in the Authority's records.

Manager Peiffer reported that staff intends to begin implementing electronic billing using the Authority's existing billing software. The initial rollout will utilize Authority members as test participants before expanding to customers. Electronic billing will become the default delivery method with an option for customers to continue receiving paper bills upon request. Members

expressed support for the initiative, noting anticipated savings in postage and administrative costs.

UNFINISHED BUSINESS: No unfinished business was discussed.

ADJOURNMENT: A motion was made by Ms. Good to adjourn the meeting. The motion was seconded by Mr. Ditzler. Motion passed unanimously.

The meeting adjourned at approximately 8:02 PM.

Respectfully submitted,

Michael Peiffer
Borough Manager