

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
December 19, 2017**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 19, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; David Myers, Vice Chairperson; Keith Seward, Secretary; and Anthony Perrotto, Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Corey Lamoureux, Esq., Township Solicitor; Michael Mehaffey, Engineer with Gannett Fleming; and Nevin Hoover, Township Commissioner-Elect.

Chairperson Ludwig called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Ludwig provided an opportunity for public comment and no comments were noted.

MINUTES: MOTION by Mr. Perrotto, second by Mr. Myers to approve the minutes of the Regular Meeting held November 28, 2017 as presented. Motion carried unanimously.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: The Authority was informed of the following item:

MS4/Stormwater Fee Development: Mr. Yingst reported that SSM Group continues to work on developing the MS4/stormwater fee and has been in contact with the Lebanon County Geographical Information System (GIS) Department for the underlying zoning district information that will be used to do so. He also shared information gathered on large property owners and interested community organizations that would be contacted for input at the beginning of the fee development process, as well as a draft letter inviting them to a meeting with the Authority in January and a draft article for the Township newsletter inviting the public to a meeting in March. The Authority reviewed these documents and commented favorably on their initial impressions of them. Mr. Yingst asked the Authority members to share any suggested revisions to the draft letter by December 22, 2017 so he could issue the letters before the end of the year. The Authority members also concurred with Mr. Yingst's suggestion that the meeting with large property owners and interested community organizations take place toward the end of the January 23, 2018 Regular Meeting of the Authority. Mr. Perrotto inquired as to the difference between the meeting in January and the meeting in March, and Mr. Yingst indicated he anticipated the primary difference would be one of focus, as the latter meeting would be focused on educating the public, many of whom would likely only be charged for a single Equivalent Residential Unit (ERU) of the fee, while the former meeting would be focused on discussing why multiple ERUs would be charged to larger property owners. Mr. Perrotto suggested beginning both meetings with an overview of the MS4 requirements and the goals the Township was seeking to achieve through its program and then opening the meetings up for questions, and Mr. Yingst concurred and said he would pass this suggestion along to the Township Engineer. Following a question from Chairperson Ludwig, Mr. Yingst and Mr. Lamoureux shared that each of the six members of the Lebanon County Stormwater Consortium (LCSC), of which the Township is a member, was responsible for determining how it wished to fund its annual required contribution to the LCSC and as such the cost for fee development was not being borne by the LCSC. It was noted that all members of the LCSC were

using their appointed engineers to develop their municipality-specific fee mechanism. Mr. Myers asked who would handle the presentation at these meetings and Mr. Yingst indicated he believed the Township Engineer would do the bulk of it, while noting the members of the Authority, himself, and Mr. Lamoureux could comment as often or as little as they saw fit.

SEWER FUND AND SEWER CAPITAL FUND REPORT: The Authority reviewed the income statements and balance sheets for the Sewer Fund and Sewer Capital Fund for the period ending November 30, 2017, and Chairperson Ludwig thanked Mr. Yingst and Mr. Powell for their efforts bringing about the solid financial state of these funds.

ACCOUNTS PAYABLE: The Accounts Payable list for December 2017 was reviewed. **MOTION** by Mr. Seward, second by Mr. Perrotto that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer Fund, which list is filed with other Authority records, be approved by the Authority for submission to the Board of Commissioners for payment. Motion carried unanimously.

SUPERINTENDENT'S REPORT: Mr. Powell reported that the WWTP is operating very well. He began by reviewing the Monthly Report before moving on to review the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes, and the following items were discussed in detail:

Surcharges: The Authority reviewed the results of the latest samplings for the Annville Grille, Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, and the Lebanon Valley Home. Mr. Yingst noted that copies of these sampling results were mailed to these entities the prior week and based upon these results surcharges would be assessed to their January 1, 2018 sewer bills.

Biosolids Disposal: Mr. Powell revisited concerns he had expressed at a prior meeting regarding the possibility of not having adequate fields on which to apply biosolids. He expressed concerns about the continued availability of a particular field in 2018 and while he noted this should not be a problem during the winter, it might eventually become a problem in spring or summer 2018. Chairperson Ludwig noted the gravity of this potential problem and suggested the Authority needed to make a decision shortly on how it wished to address it. Mr. Powell noted one possible solution would be to contact owners of nearby fields to see if they would be interested in selling those fields to the Township and, if so, determining if that was a cost-effective solution. It was noted that a risk of this strategy was assuming the Pennsylvania Department of Environmental Protection (DEP) would not change its regulations allowing for land application of biosolids. Chairperson Ludwig asked how many acres would be necessary and Mr. Powell estimated between 150 to 200 acres. Mr. Myers asked if there were any such fields currently available and Mr. Powell indicated he had some potential leads to pursue on this; the members of the Authority concurred with allowing Mr. Powell to do so. Mr. Mehaffey also provided an update on the biosolids dewatering study, noting he expected to have a draft of the report to the Authority in advance of its January meeting. He noted the study would provide the Authority with several options for consideration, and if it was inclined to pursue one of those options, he estimated the best-case scenario for having such an option fully in use would be in about twelve months. The proposal from Synagro was also briefly reviewed as a possible emergency or temporary solution. The members of the Authority agreed to hold off on pursuing any specific option until it heard

back from Mr. Powell on his conversations about purchasing fields and had the opportunity to review the biosolids dewatering study.

SOLICITOR'S REPORT: The Authority was informed of the status of several properties pertaining to unpaid sewer and trash fees:

144 Water Street: Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux reported the principal balance was paid off in full the prior week and a letter was issued by Mr. Yingst to Ms. Forbes indicating a balance of \$931.89—comprising interest, filing fees, and legal fees—remained to be paid before the lien could be satisfied.

28 North King Street: Regarding the unpaid sewer and trash fees pertaining to the Blackman property at 28 North King Street, Mr. Lamoureux reported the sale of the property was expected to close sometime in January 2018 and he would be providing the outstanding amount owed to the bankruptcy trustee upon receiving the date of closing.

ENGINEER'S REPORT: The Authority was informed of the following item:

Part Two Permit Update: Mr. Mehaffey shared that the necessary paperwork had been submitted to DEP for updating the Part Two permit to allow for the replacement of the grind hog with a bar screen. He reported he had not heard back from DEP on the status of this submission and would be following up on this in the next week.

CLERK'S REPORT: Mr. Yingst reminded the Authority that the annual holiday breakfast sponsored by the Board of Commissioners would be held at 8 AM on December 22, 2017 at Heisey's Diner. The Authority was then informed of the following items:

Delinquent Report: Mr. Yingst informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that since the November 28, 2017 Authority meeting 31 accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid, 21 customers not under a payment contract with the Township, and four landlord/tenant customers. Mr. Yingst concluded by reporting that over the past three weeks more than \$3,500 had been received from significantly past-due customers.

Membership Renewal in the Capital Region Council of Governments (CapCOG): Noting the benefits of belonging to CapCOG for collective bidding of several chemicals necessary for the operation of the WWTP, **MOTION** by Mr. Perrotto, second by Mr. Myers to recommend to the Board of Commissioners it renew membership in CapCOG in 2018 for an annual cost of \$1,500. Motion carried unanimously.

Anticipated Vacancy on the Authority: It was noted a letter of interest was received from Anthony Deaven pertaining to the anticipated vacancy on the Authority. Following discussion by the members of the Authority, **MOTION** by Mr. Myers, second by Mr. Perrotto to recommend to the Board of Commissioners it appoint Anthony Deaven to fill the unexpired term of Keith Seward upon receiving a resignation letter from the latter. Motion carried by a vote for three to zero with

Chairperson Ludwig, Mr. Myers, and Mr. Perrotto voting in favor of the motion and Mr. Seward abstaining.

MOTION by Mr. Perrotto, second by Mr. Seward to approve the reports as presented at this meeting. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2018: Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Ludwig then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2018 and Mr. Yingst asked for nominations. The members of the Authority then discussed who should be nominated for each office and decided upon using the rotation that has been in effect for several years. **MOTION** by Mr. Seward, second by Mr. Perrotto to nominate the following slate of officers for election for 2018:

Chairperson: David Myers
Vice Chairperson: Anthony Perrotto
Secretary: Hugh Rooney
Treasurer: Barry Ludwig
Assistant Secretary/Assistant Treasurer: Keith Seward

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Ludwig, second by Mr. Myers to instruct the Clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2018 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2018 and then yielded the chair of the meeting back to Chairperson Ludwig.

There being no further business to come before the Authority, **MOTION** by Mr. Seward, second by Chairperson Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:10 PM.

(Assistant) Secretary