

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
December 15, 2015**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 15, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Hugh Rooney, Vice Chairperson; Barry Ludwig, Secretary; David Myers, Treasurer; and Keith Seward, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Timothy D. Sheffey, Township Solicitor; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Michael Mehaffey and Dale Shope, Engineers with Gannett Fleming.

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

PUBLIC COMMENT: Chairperson Perrotto provided an opportunity for public comment; as no members of the public were in attendance, no public comments were noted.

MINUTES: MOTION by Mr. Seward, second by Mr. Ludwig to approve the minutes of the Regular Meeting held November 24, 2015 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending November 30, 2015. Chairperson Perrotto inquired about the revenue and expenditure projections for year-end. Mr. Yingst indicated that the year-end projections continued to be positive and, in accordance with the 2016 budget discussions from previous Authority meetings, a \$100,000 check was being distributed from the Sewer Fund to the Sewer Capital Fund due to the anticipated year-end surplus.

ACCOUNTS PAYABLE: The Accounts Payable list for December 2015 was reviewed. Mr. Yingst noted that check number 10608 to Jonestown Bank & Trust Co. represented the semiannual interest payment on the bridge loan for the WWTP improvements project and was well below the amount budgeted for this expense for 2015. **MOTION** by Mr. Rooney, second by Mr. Seward 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.

WASTEWATER TREATMENT PLANT PROJECT - PAYMENT REQUISITION: An invoice summary was distributed on the WWTP improvements project, which included pay estimates for Gannett Fleming engineering services for the period ending November 27, 2015 in the amount of \$898.99. Mr. Shope noted that this would be the final engineering invoice submitted for the project and Mr. Yingst clarified with Mr. Shope that, as the final request for reimbursement from Pennvest has already been made, this invoice would not be paid from the Pennvest loan but rather paid directly from the Sewer Fund. Mr. Shope then briefly discussed the closeout process for the project and noted that a site inspection would take place on December 21, 2015. Mr. Rooney inquired as to who will conduct the inspection and Mr. Shope indicated the inspector would be Aaron Barr of the Pennsylvania Department of Environmental Protection. Mr. Rooney inquired as to what the inspection would be like and Mr. Shope described it briefly, noting that in his experience with Mr. Barr the inspection would be a thorough one, involving a comparison of what Mr. Barr observes to the project's plan-of-record,

and the inspection would likely take about three hours. Mr. Rooney indicated he would try to be present at the inspection representing the Authority. **MOTION** by Chairperson Perrotto, second by Mr. Rooney to recommend to the Board of Commissioners for payment the list of invoices for the WWTP improvements project as presented in the total amount of \$898.99. Motion carried unanimously.

SUPERINTENDENT'S REPORT: Mr. Powell reported that the WWTP is operating with no significant problems. He briefly reviewed the Monthly Report before moving on to address 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: Mr. Powell reported on a recent meeting he had with Louis Rotunda of the Batdorf Restaurant and shared his impression that this onsite meeting was very beneficial. He reported on what he observed and the plumbing recommendations he made to Mr. Rotunda, and he expressed his continued desire to work with the Batdorf Restaurant in order to address this matter. Mr. Powell also noted that, while he has not yet received proof that a grease trap has been installed at the Corvette Bar and Grill, he is actively trying to get confirmation of this from its owner.

First Stage Blower Valve Control Boards: Mr. Powell reported that both first stage blower air control valves malfunctioned recently after an interval of functioning adequately. To that end, as discussed at the November Authority meeting, North East Technical Sales, Inc. will be working on the electrical package for one of the control valves offsite in an attempt to remedy this. Chairperson Perrotto inquired if this would negatively affect the inspection on December 21 and Mr. Shope indicated why he did not believe it would.

SOLICITOR'S REPORT: Mr. Sheffey informed the Authority of the following items:

Ferrous Sulfate and Methanol: Mr. Sheffey provided an update on the status of the bids received for the purchase of ferrous sulfate and methanol. He reported that the Board of Commissioners approved the purchase of ferrous sulfate and methanol in accordance with the Authority's recommendations. He noted that while Univar USA, Inc., has provided all necessary paperwork regarding its bid for methanol, Evoqua Water Technologies, LLC, has not yet done so regarding its bid for ferrous sulfate and the Township Office is actively working with that firm to ensure this is done as soon as possible.

Legal Actions Against Significantly Delinquent Customers: Mr. Sheffey provided brief updates on several liens for unpaid sewer and trash fees. Regarding the delinquent balance for the property at 225 West Queen Street, he reported that a second lien has been filed so that the total unpaid sewer and trash fees for this property are now represented by a municipal claim. Per communications with a representative of Full Spectrum Legal Services, Inc., Mr. Sheffey reported he has been informed the full amount of these two liens should be paid shortly, which should total approximately \$1,600 when legal and filing costs are taken into account. He also reported on the property at 807 East Walnut Street, noting that he has been made aware of a sheriff's sale scheduled for this property and that he has begun the process of filing a lien for its unpaid sewer and trash fees and further noted he anticipates said claim will be filed by the next

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

December 11, 2015

- (1) **SURCHARGE** We are sampling UCC Home,J&S Pizza ,salsas, Annville grill, just wing it,Corvette,and batdorf I will also be meeting with the Batdorf on Monday morning to see how things are going, I have not been contacted by the Corvette to see the new install of the grease trap
- (2) **HAULING** Hauled 152,000 gals to Heilbrom farm
- (3) **PLANT** Air valves are still working
- (4) **FLUSHING** No Flushing this month
- (5) **METHANOL** Geiger pumps stopped out and wants to try some different things to see if they can get the pumps to operate better we will work with them to see if we can get the pumps to work the trial pump will not be shipped till mid-January I am going to notify them not to ship it until I contact them.

Respectfully Submitted,
Les Powell Chief Operator

Authority meeting. Finally, Mr. Sheffey provided a brief report on his communications with the firm handling delinquent matters on behalf of Fannie Mae for the property at 524 West Queen Street.

ENGINEER'S REPORT: Mr. Shope informed the Authority of the following item:

2015 Chapter 94 Report Proposal: Mr. Shope and Mr. Powell discussed in detail the necessary components of the Chapter 94 Report and the work involved with its preparation. It was noted that, as Keith Heck of the WWTP laboratory was revising some internal calculations, the original proposal for Gannett Fleming to prepare the Chapter 94 report for the WWTP for 2015 would be amended and presented at the next Authority meeting, with Mr. Shope anticipating that the revised estimated cost for this work would be approximately \$3,200 or \$3,300.

CLERK'S REPORT: Mr. Yingst reminded the Authority that the annual holiday breakfast sponsored by the Board of Commissioners will be held at 9 AM on December 24, 2015 at the Hometown Family Restaurant in Palmyra. He also indicated that there was no delinquent report for December due to the earlier-than-usual Authority meeting. Mr. Yingst then addressed the following item in detail:

Election of Officers for 2016: Mr. Yingst noted that the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Perrotto then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2016 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. Rooney, second by Mr. Ludwig to nominate the following slate of officers for election for 2016:

Chairperson: Hugh Rooney

Vice Chairperson: Barry Ludwig

Secretary: David Myers

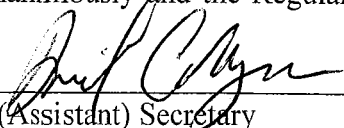
Treasurer: Keith Seward

Assistant Secretary/Assistant Treasurer: Anthony Perrotto

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Chairperson Perrotto, second by Mr. Rooney to instruct the clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2016 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2016 and then yielded the chair of the meeting back to Chairperson Perrotto.

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

There being no further business to come before the Authority, **MOTION** by Mr. Myers, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:59 PM.


(Assistant) Secretary