

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
December 20, 2016**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 20, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Vice Chairperson; David Myers, Secretary; Keith Seward, Treasurer; and Anthony Perrotto, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Corey Lamoureux, Office of the Township Solicitor.

Vice 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.

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

**MINUTES: MOTION** by Mr. Seward, second by Mr. Myers to approve the minutes of the Regular Meeting held November 22, 2016 as presented. Motion carried unanimously.

**SEWER FUND REPORT:** The Authority reviewed the Sewer Fund Report for the period ending November 30, 2016.

**ACCOUNTS PAYABLE:** The Accounts Payable list for December 2016 was reviewed. **MOTION** by Mr. Perrotto, 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.

Michael Mehaffey, Engineer with Gannett Fleming, arrived at the Regular Meeting at 5:33 PM.

**SUPERINTENDENT'S REPORT:** Mr. Powell reported that the WWTP is operating very well. He began by reviewing the Monthly Report, where it was noted that the total revenue from septic haulers through November 2016 was running ahead of septic hauler revenues for the first eleven months of 2015. Mr. Powell also reported that the batteries for the generator set had recently been replaced, which was recommended every two years. He then reviewed the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes, and the following item was discussed in detail:

**Surcharges:** The Authority reviewed the results of the latest samplings for the Batdorf Restaurant, Corvette Grille, Giorgio's Ristorante, and Napoli's Pizza. It was also noted that, due to the results, all four entities would be assessed surcharges on their next bills. Mr. Yingst indicated that copies of these sampling results were mailed to all four entities earlier in the month and that Giorgio's Ristorante, having previously been provided with the sampling results and estimated surcharge for the prior quarter without having same applied to its corresponding bill, would receive its first surcharge on the upcoming bill. He also revisited an outstanding surcharge for the Batdorf Restaurant from its July 1, 2015 bill, the four conditions the Authority had required for this surcharge to be waived (of which only one step had been met), and inquired how the Authority wished to proceed on this matter. After some discussion, the Authority

## **ANNVILLE TWP. WASTEWATER TREATMENT PLANT**

### **STATUS OF PENDING PROJECTS**

**December 15, 2016**

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| (1) <b><u>SURCHARGES</u></b> | Results attached for Batdorf and Corvette; we will be sampling LVC and Hoss's in January |
| (2) <b><u>HAULING</u></b>    | Hauled 52 loads, 197,600 gals. to Pennsy fields  |
| (3) <b><u>PLANT</u></b>      | Plant operating well; had to replace batteries on gen. set                               |
| (4) <b><u>FLUSHING</u></b>   | Cleaned N. Annaville line out, cleaned troubled lines in Annaville                       |

Respectfully Submitted,  
Les Powell Chief Operator



instructed Mr. Yingst to send a letter to the Batdorf Restaurant reminding its owner of the conditions which must be met for a waiver to be granted and that the deadline for compliance of all conditions would be extended to March 27, 2017, at which point the waiver would not be granted if all conditions had not been satisfactorily met.

**SOLICITOR'S REPORT:** The Authority was informed of the following items:

**Legal Actions Against Significantly Delinquent Customers:** Mr. Lamoureux provided a brief update on the lien against the Brandt property at 117 North Lancaster Street for unpaid sewer and trash fees. He reported that a check in the amount of \$646.80, representing the full amount of principal on this lien, was received by his office during the week of November 28, 2016. Mr. Lamoureux noted that such payment had to have been received no later than November 25, 2016, to avoid the assessment of attorney's fees, which he estimated was in excess of \$300. He also shared some additional information indicating this payment was received timely by another attorney at his firm prior to November 25, 2016 but erroneously returned to the executor of the estate. With this in mind, Mr. Lamoureux asked the members of the Authority how they wished to proceed on this. After brief discussion, **MOTION** by Mr. Perrotto, second by Mr. Seward to (1) consider the payment to have been made in full prior to the date on which attorney's fees were to be assessed and (2) authorize Mr. Lamoureux's office to satisfy the lien against this property. Motion carried unanimously.

Hugh Rooney, Chairperson of the Authority, arrived at the Regular Meeting at 5:43 PM.

**Investment of Sewer Capital Fund Monies:** Referring to a suggestion of Mr. Ludwig's from a prior month's meeting, Mr. Lamoureux presented the results of his research regarding investment opportunities for Sewer Capital Fund monies, in particular noting the types of investments allowed for funds by the First Class Township Code. Mr. Yingst noted that based upon the one-year investment options he had been provided by the broker used by Myerstown Borough, this suggested mix appeared to be allowable by the code, and he would be meeting with that broker later in the week. The members of the Authority then briefly discussed this information. Noting that such an investment required the action of the Board of Commissioners, **MOTION** by Chairperson Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners that it authorize the transfer of up to \$800,000 of Sewer Capital Fund monies, as funds are available, to one-year investment options and/or a Pennsylvania Local Government Investment Trust (PLGIT) Plus account. Motion carried unanimously.

**ENGINEER'S REPORT:** Mr. Mehaffey noted that Nicholas Sahd had rejoined Gannett Fleming and would be serving as Assistant Project Manager to the Authority. Based upon Mr. Sahd's experience, Mr. Powell asked if Gannett Fleming would be able to provide a quote to the Authority for renewal of its biosolids permit and Mr. Mehaffey indicated he would do so.

**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 23, 2016 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 22, 2016 Authority meeting 32 accounts were posted for shutoff; this was comprised of eight customers who were under a payment contract but had not paid, 16 customers not under a payment contract with the Township, and eight landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$4,900 had been received from significantly past-due customers, including \$400 from the Allen Theatre.

**Cooperative Purchasing for Chemicals:** Referring to a suggestion from the prior month's meeting, Mr. Yingst shared his research into whether chemicals such as ferrous sulfate or methanol could be obtained in the future through a cooperative purchasing program. After reviewing both the COSTARS state cooperative purchasing program and a similar program through the Capital Region Council of Governments (CapCOG), as well as discussion with Mr. Mehaffey, he indicated CapCOG might be preferable. Consequently, Mr. Yingst reported he is coordinating a meeting with Mr. Powell and the executive director of CapCOG the following month to look into this further, as well as inviting representatives from other Lebanon County municipalities to participate in this discussion. He also noted CapCOG required a \$1,500 annual membership and while the anticipated savings for ferrous sulfate and methanol alone may not cover that cost, it would likely be cost effective if other chemicals such as chlorine are purchased through the program. Mr. Mehaffey also shared other non-chemical items that could be purchased through CapCOG. **MOTION** by Chairperson Rooney, second by Mr. Perrotto to recommend to the Board of Commissioners that it authorize (1) membership in CapCOG if the Township Administrator determines the way to be clear and (2) the expenditure of the annual membership of \$1,500. Motion carried unanimously.

**Membership Renewal in the Pennsylvania Municipal Authorities Association (PMAA):** Mr. Yingst reported an invoice in the amount of \$2,100 was received from the PMAA for renewal of the Authority's membership in this association for 2017. He noted the Authority received a complimentary membership in the PMAA in 2016 and this cost was not specifically budgeted for in the 2017 Sewer Fund budget. The Authority then discussed if it wished to authorize this expenditure in 2017. In particular, noting that the PMAA provided training, Mr. Perrotto asked if the expenses for training in 2017 would exceed the cost for the annual membership. Mr. Powell indicated it would not, and this was confirmed by a review of the Sewer Fund Report. Ultimately, while recognizing that the PMAA was a beneficial organization, the Authority concurred that it did not wish to renew its membership in 2017.

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

**ELECTION OF OFFICERS FOR 2017:** Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. He also noted that due to the allonge documents pertaining to the 2016 tax-exempt financing for Lebanon Valley College for which the Authority was acting as a conduit, the new offices for 2017 would be effective as of January 24, 2017, the date of the first Regular Meeting in 2017. Chairperson Rooney then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2017 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, with Mr. Rooney reflecting on the benefits of, and original rationale for, the rotation of officers. **MOTION** by Mr. Rooney, second by Mr. Seward to nominate the following slate of officers for election for 2017, effective January 24, 2017:

Chairperson: Barry Ludwig

Vice Chairperson: David Myers

Secretary: Keith Seward

Treasurer: Anthony Perrotto

Assistant Secretary/Assistant Treasurer: Hugh Rooney

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Perrotto, second by Mr. Ludwig to instruct the clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2017, effective January 24, 2017, as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2017, effective January 24, 2017, and then yielded the chair of the meeting back to Chairperson Rooney. Mr. Rooney briefly thanked the Authority for its efforts and oversight over the past year.

There being no further business to come before the Authority, **MOTION** by Mr. Ludwig, second by Mr. Perrotto to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:07 PM.

  
(Assistant) Secretary