

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
April 19, 2016**

The April Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on April 19, 2016 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Hugh Rooney, Chairperson; 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); Timothy D. Sheffey and Corey Lamoureux, Office of the Township Solicitor; and JoAnne Rubelmann, student at Lebanon Valley College (LVC).

Chairperson Rooney 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 Rooney provided an opportunity for public comment and no public comments were noted from those in attendance.

MINUTES: MOTION by Mr. Ludwig, second by Mr. Perrotto to approve the minutes of the Regular Meeting held March 22, 2016 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending March 31, 2016 and Mr. Yingst offered additional information on why the Sewer Rentals revenue account appeared to be running below budget. He indicated this was because of a routine year-end adjusting journal entry from 2015 debiting approximately \$171,000 from this account, and that without this adjusting journal entry this account would be projected to exceed 100% of budgeted revenues by year-end. He also noted that a similar amount will be credited to this account when the 2016 financial statements are finalized, so this represents a temporary accounting matter that will be effectively reversed at year-end.

ACCOUNTS PAYABLE: The Accounts Payable list for April 2016 was reviewed. Mr. Yingst noted that an invoice was received earlier that afternoon from Gannett Fleming that consequently was not included in the Accounts Payable list presented to the Authority. He further noted this invoice represented the final bill for the preparation of the Chapter 94 report and that the total cost of this project came in approximately \$30 below the not-to-exceed cost per Gannett Fleming's proposal. **MOTION** by Mr. Seward, second by Mr. Myers 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, noting that he did not include the total nitrogen offsets generated from septage gallons received as this will no longer be permissible when the plant's new permit from the Pennsylvania Department of Environmental Protection goes into effect. Mr. Ludwig inquired as to when the new permit would be issued and Mr. Powell indicated he was informed it would likely be received sometime in the next few months. Mr. Powell 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 items were discussed in detail:

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

April 15, 2016

- (1) **SURCHARGE** We sampled Hoss's and LVC results attached.
- (2) **HAULING** Hauled 101 loads 383,800 gals.
- (3) **METHANOL PUMP** The new pump is installed and running and seems to be working good.
- (4) **GEN MAINT** I would like to have Premium Power keep doing the maint on the gen set at a cost of \$1,300.50 with two inspections per year. I did not get any other prices. They have been doing the maint for the past 10 years and they have always been the cheapest. They work well with us.

Respectfully Submitted,
Les Powell Chief Operator

Surcharges: Mr. Powell discussed with the Authority the results of the latest samplings for Hoss's Steak and Sea House and LVC. Mr. Yingst noted that copies of these sampling results were mailed to both Hoss's and LVC and that the surcharges would be assessed to their May 1, 2016 sewer bills. Mr. Powell also indicated he had a meeting with Michael Beare of the Corvette Grille at the latter's request due to the high surcharge on the restaurant's most recent bill. Mr. Powell reported that it was a beneficial meeting and by its conclusion he believed that Mr. Beare had a better understanding of what housekeeping measures could be implemented to reduce the surcharge amount on future bills.

Methanol Pumps: Mr. Powell provided an update on the ongoing issues with the methanol pumps that were installed as part of the WWTP improvements project. He reported that the trial pump the Authority discussed at a previous meeting has been installed and seemed to be running well. Mr. Perrotto asked where the matter stood with Geiger Pump & Equipment Co., the manufacturer of the previous pumps, and if any additional communication should be directed to them. Mr. Sheffey recollected that the letter he sent to Geiger in December 2015 indicated the Authority would seek reimbursement from them for any costs associated with replacing insufficiently operating pumps. He also recommended that the trial pump should continue to be operated and monitored by WWTP staff to determine if it truly is a sufficient replacement before contacting Geiger again. Chairperson Rooney asked how long the trial pump would be available and Mr. Powell indicated it was for a sixty day period, after which a rental charge would be assessed that would also reduce the purchase cost of the pump. Mr. Perrotto asked how long the trial pump has been in operation and Mr. Powell indicated it has been in use for approximately a week. The members of the Authority seemed to concur with revisiting this matter at the next Authority meeting in order to evaluate the sufficiency of the trial pump, if the trial pump should be purchased, and any future correspondence that should be sent to Geiger.

Maintenance Services for Generator Set: Mr. Powell presented a proposal for maintenance services for the generator set at the WWTP. Chairperson Rooney asked if the maintenance service provider, which is currently being used at the plant for this purpose, responds in a timely manner to emergency service calls and Mr. Powell indicated the provider does. Per Mr. Powell's recommendation, **MOTION** by Mr. Ludwig, second by Mr. Perrotto to recommend to the Board of Commissioners that it authorize Premium Power Services, LLC to perform maintenance on the generator set at the WWTP at a cost of \$1,300.50, including two inspections per year, per the proposal presented. Motion carried unanimously.

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

Policy Regarding Member Appearance by Telephone: Mr. Lamoureux presented a proposed policy pertaining to the participation in an Authority meeting by a member via telephone, noting that it would allow for that member to count towards a quorum and to vote. **MOTION** by Chairperson Rooney, second by Mr. Perrotto to adopt Policy #2016-002, Annville Township Authority Member Appearance by Telephone, as presented. Motion carried unanimously and a copy of this policy is attached hereto and made a part of these minutes.

Legal Actions Against Significantly Delinquent Customers: Mr. Sheffey provided brief updates on several liens for unpaid sewer and trash fees. Regarding the lien against the

ANNVILLE TOWNSHIP AUTHORITY

POLICY NUMBER 2016-002

ANNVILLE TOWNSHIP AUTHORITY MEMBER APPEARANCE BY TELEPHONE

PURPOSE: The Annville Township Authority (ATA) and its members meet on a monthly basis in the Commissioner's Room of the Annville Town Hall located at 36 North Lancaster Street, Annville, Pennsylvania, 17003. On limited occasions members of the ATA will be unable to physically attend monthly meetings. The ATA desires to enact a policy which would allow members to appear at the meetings by telephone, and allow that appearance to be treated as being present for quorum purposes. Their appearance by telephone will be noted in the minutes for the respective meeting.

POLICY: Any ATA member who is unable to physically appear at a monthly meeting may request to appear by telephone for said meeting. The appearance of the ATA member who appears by telephone will be noted in the minutes. The ATA member appearing by telephone shall have the ability to vote on motions presented at the meeting and be treated as being present for quorum purposes.

EFFECTIVE DATE: April 19, 2016

ADOPTED: April 19, 2016

properties on North King Street and West Church Street that are owned by BSW Holdings, he reported that BSW Holdings did not yet make its routine monthly payment, although it was noted that this may simply be a timing matter due to the earlier-than-usual date of the April meeting. Regarding the lien against the former Smith-Loser property at 807 East Walnut Street, Mr. Sheffey reported that although it was recently sold at Sheriff's sale and the deed should have been transferred, the latter had still not occurred and no payment on the lien has been received from the new owner. At the recommendation of Mr. Sheffey, **MOTION** by Mr. Ludwig, second by Mr. Seward to authorize the Township Solicitor (1) to send one final letter to the new owner of the property at 807 East Walnut Street instructing him that payment must be received promptly on the lien and (2) to take the appropriate actions to force an execution against this property if timely payment is not received on the lien. Motion carried unanimously.

ENGINEER'S REPORT: The Authority addressed the following item:

Services Agreement with Gannett Fleming: Mr. Yingst reported that Michael Mehaffey, the lead engineer to the Authority, was not present at the meeting due to the existing services agreement between the Authority and Mr. Mehaffey's firm, Gannett Fleming, providing for his attendance at only two Authority meetings annually. Mr. Yingst also reported that Mr. Mehaffey would like to attend meetings quarterly throughout the remainder of the year at no additional charge, as this is Mr. Mehaffey's first year serving as the lead engineer to the Authority. The Authority then reviewed the existing services agreement with Gannett Fleming to determine if there were any aspects it wished to consider amending for 2017. Mr. Ludwig indicated he did not think an annual inspection was necessary and Mr. Powell concurred when he was asked for his opinion on same. There was also a discussion about whether the agreement should continue to include having Gannett Fleming on retainer or if the engineer should instead bill for its actual time incurred on any such communications, with Mr. Ludwig noting the latter scenario is how the Myerstown WWTP operates. Chairperson Rooney reflected that it has often been of benefit to have the engineer present at monthly meetings due to several large projects that had been considered or undertaken over the past decade, chief among them the recent WWTP improvements project. Noting that these matters were now completed, he suggested that having the engineer attend two meetings per year, as per the agreement, should be sufficient. Mr. Ludwig also noted his disappointment with Gannett Fleming's lack of involvement with certain aspects of the WWTP improvements project during the last year or two of the project and Mr. Perrotto concurred. At the concurrence of the members of the Authority, Mr. Yingst indicated he would reach out to Mr. Mehaffey to revise the services agreement with Gannett Fleming, including its cost to the Authority, for 2017.


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

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 March 22, 2016 Authority meeting twelve accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid, three customers not under a payment contract with the Township, and three landlord/tenant customers. Mr. Yingst further noted that two delinquent accounts had water service shutoff earlier in the month; he indicated that this resulted in the customer of one of these properties paying a portion of the delinquent

balance and the water service being turned back on and that the other property is likely vacant. He concluded by reporting that over the past four weeks more than \$6,200 had been received from significantly past-due customers, including \$800 from the Allen Theatre.

MOTION by Mr. Perrotto, second by Mr. Ludwig 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. Seward, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:56 PM.



(Assistant) Secretary