

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
October 25, 2016**

The October Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on October 25, 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); Corey Lamoureux, Office of the Township Solicitor; and Michael Mehaffey, Engineer with Gannett Fleming.

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.

**MINUTES: MOTION** by Mr. Perrotto, second by Mr. Seward to approve the minutes of the Regular Meeting held September 27, 2016 as presented. Motion carried unanimously.

**SEWER FUND REPORT:** The Authority reviewed the Sewer Fund Report for the period ending September 30, 2016. Mr. Perrotto commented favorably on the Sewer Fund operating with its annual revenues exceeding expenditures, while inquiring if the currently below budget Sewer Rentals revenue account should be a cause for concern. Mr. Yingst indicated he was not concerned about this as it resulted from 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 October 2016 was reviewed. **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 its Total Nitrogen and Total Phosphorous figures represented the annual totals for the permit year and these figures were well within the limitations set by the plant's nutrient loading permit. 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:

**Surcharges:** Mr. Powell discussed the results of the latest samplings for Hoss's Steak and Sea House, Lebanon Valley College (LVC), and Napoli's Pizza, and it was noted that the fats, oils, and grease results for Hoss's and LVC were pending. Mr. Yingst noted that copies of these sampling results were mailed to both Hoss's and LVC and the surcharges would be assessed to

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

### **STATUS OF PENDING PROJECTS**

**October 14, 2016**

- (1) **SURCHARGE**                      Sampled nAPOLIS,LVC and Hoss's results attached
- (2) **HAULING**                        We hauled 61 loads 231,800 gals to Heilbronn farm
- (3) **PLANT**                            The plant is operating very well
- (4) **VAC**                                I will be on Vac the week of Nov 21 I will not be able to make  
meeting I will have someone there in my place

Respectfully Submitted,  
Les Powell Chief Operator



their November 1, 2016 sewer bills. He also noted that a copy of the sampling results for Napoli's was mailed to the restaurant using an estimated surcharge based upon its most recent quarter's water usage.

**Septage Receiving Station Maintenance Agreement:** Mr. Powell reported that the annual maintenance agreement invoice for the septage hauler's receiving station was received in the amount of \$1,600. Mr. Yingst noted this was the same amount as charged in each of the past few years for this maintenance agreement and was the amount allocated for this service in the 2017 budget. In response to a question from Chairperson Rooney, Mr. Powell explained why he believed continuing this maintenance agreement to be beneficial. Mr. Myers asked if septage haulers may only access the receiving station when the WWTP is open and Mr. Powell indicated this to be the case.

**SOLICITOR'S REPORT:** The Authority addressed the following items:

**Legal Actions Against Significantly Delinquent Customers:** Mr. Lamoureux provided brief updates on several liens for unpaid sewer and trash fees.

**BSW Holdings:** Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings, Mr. Lamoureux reported payment was received in full for the principal and interest components of the lien. Noting that only the attorney's fees component of the lien remained, he indicated a letter informing BSW Holdings of this remaining amount—which must be paid before the lien is satisfied—would be mailed later in the week.

**508 West Queen Street:** Regarding the lien against the Howard property at 508 West Queen Street, Mr. Lamoureux reported his office received notice of a Sheriff's Sale scheduled to take place for this property in February 2017.

**117 North Lancaster Street:** Regarding the steps being taken to assess a lien against the Brandt property at 117 North Lancaster Street, Mr. Lamoureux reported that his office filed a claim for unpaid municipal services against this property earlier in the day and that a demand letter would be issued later in the week concerning the assessing of attorney's fees. Indicating there was no outstanding mortgage against the property, he shared his belief there was a high probability of receiving full payment for the amount of this lien at some point in the future. In response to a question from Chairperson Rooney, Mr. Yingst indicated his belief the property was currently vacant and there was no active water service to it.

**Recess for Executive Session:** Chairperson Rooney called a recess for an Executive Session to discuss potential litigation and the room was cleared of the public at 5:40 PM. The Regular Meeting was reconvened at 6:10 PM with the five members of the Authority, Mr. Yingst, Mr. Powell, Mr. Lamoureux, and Mr. Mehaffey present.

**ENGINEER'S REPORT:** The Authority addressed the following items:

**Review Letter for the Jeanne and Edward H. Arnold Health Professions Pavilion:** Noting Mr. Mehaffey reviewed the plan submitted for the Jeanne and Edward H. Arnold Health



Professions Pavilion by LVC and that he found the plan as submitted to be sufficient, **MOTION** by Chairperson Rooney, second by Mr. Ludwig to authorize the issuance of a letter by Mr. Mehaffey indicating same on behalf of the Authority. Motion carried unanimously.

**Sewage Planning Exemption for the Jeanne and Edward H. Arnold Health Professions Pavilion:** Noting the ambiguous language in the previous cover letter that accompanied the sewage planning exemption request had been satisfactorily clarified and at the recommendation of Mr. Mehaffey, **MOTION** by Chairperson Rooney, second by Mr. Perrotto to recommend to the Board of Commissioners that it approve the Exemption to Sewage Planning for the Jeanne and Edward H. Arnold Health Professions Pavilion as presented. Motion carried unanimously.

**Modification Of PENNVEST Loan Documents Regarding Nutrient Trading:** Mr. Mehaffey reported a Modification Of Note And Other Loan Documents was received from PENNVEST revising the necessary loan documents in order to allow the Authority to earn up to 50% of the proceeds generated from nutrient trading. He indicated he reviewed the document and found it to be satisfactory and Mr. Lamoureux concurred. **MOTION** by Mr. Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners that it approve the Modification Of Note And Other Loan Documents with PENNVEST and to authorize its execution by the appropriate Township officials. Motion carried unanimously.

**CLERK'S REPORT:** The Authority addressed 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 September 27, 2016 Authority meeting 19 accounts were posted for shutoff; this was comprised of seven customers who were under a payment contract but had not paid, eight customers not under a payment contract with the Township, and 4 landlord/tenant customers. Mr. Yingst also noted that one account was submitted for shutoff due to nonpayment. He concluded by reporting that over the past four weeks more than \$8,000 had been received from significantly past-due customers, including \$400 from the Allen Theatre and more than \$1,400 from BSW Holdings.

**2017 Draft Budgets - Sewer Fund and Sewer Capital Fund:** Mr. Yingst provided an update on the status of the 2017 Sewer Fund and Sewer Capital Fund budgets. He noted these budgets were reviewed by the Board of Commissioners on October 12, 2016 with minor changes made to both the Sewer Fund budget and the Sewer Capital Fund budget since they were first presented to the Township Authority at its September meeting due to information received subsequent to that meeting. He then briefly discussed the reasons for these changes with the members of the Authority, noting that the Sewer Fund budget remains balanced with a 2017 transfer to the Sewer Capital Fund budgeted in the amount of \$61,746. Mr. Yingst also noted the Board did not make any changes to the budgets it reviewed and it would be holding a second budget meeting on November 9, 2016, at which point he anticipated the Board would tentatively adopt the 2017 budgets for the various funds. **MOTION** by Mr. Perrotto, second by Mr. Myers to recommend to the Board of Commissioners that the 2017 budgets for the Sewer Fund and the Sewer Capital Fund be adopted as presented. Motion carried unanimously.

**MOTION** by Mr. Ludwig, second by Mr. Seward 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. Ludwig, second by Mr. Seward to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:28 PM.

  
(Assistant) Secretary