

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
July 26, 2016**

The July Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on July 26, 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); and Timothy D. Sheffey and Corey Lamoureux, Office of the Township Solicitor.

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. Seward, second by Mr. Ludwig to approve the minutes of the Regular Meeting held June 28, 2016 as presented. Motion carried unanimously.

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

**ACCOUNTS PAYABLE:** The Accounts Payable list for July 2016 was reviewed. Chairperson Rooney inquired about Check No. 10911 to Premium Power Services LLC; Check No. 10915 to Uline; and Check No. 10930 to Reilly, Wolfson, Sheffey, Schrum, & Lundberg. Regarding Check No. 10911, Mr. Powell indicated this pertained to the annual maintenance contract for the generator set and Mr. Yingst noted that more than \$1,000 of this expense was specific to Cleona's generator, for which costs Cleona has been billed by the Authority. Regarding Check No. 10915, Mr. Powell indicated this pertained to the purchase of a dumpster to dispose of items like grit and rags from the headworks. He noted, now that it owns a roll-off truck, the Township is able to transport this dumpster to the Greater Lebanon Refuse Authority (GLRA), thus avoiding the costs for having Lebanon Farms Disposal due so, and that these savings should pay for the dumpster over the next few months. Chairperson Rooney expressed his appreciation to Mr. Powell for his initiative on finding these long term cost savings. Regarding Check No. 10930, Mr. Sheffey shared a number of items typically involved in the legal fees charged to the Authority. With no further discussion noted, **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.

**SUPERINTENDENT'S REPORT:** Mr. Powell reported that the WWTP is operating very well. He began by reviewing the Monthly Report and Chairperson Rooney inquired why the total gallons accepted from septic haulers in the column representing June 2016 was down from the column titled "Last Year At This Time". After clarifying that the latter column only represented the total gallons accepted in June 2015, and was not a cumulative number for that year through six months, Mr. Powell noted that the difference between the two months was largely due to an out-of-the-ordinary instance of accepting more than 200,000 gallons from the GLRA in June

2015. Mr. Yingst recollected this being the first time in a while that the septage received for a given month in 2016 was less than what was received for the corresponding month in 2015 and shared that the revenues from septic haulers in 2016 were currently outpacing the 2015 revenues. Chairperson Rooney asked if a section of the Monthly Report could compare the total gallons received from septic haulers for the present year to the gallons received through the same number of months from the prior year and Mr. Powell indicated he would do so going forward. 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 with the Authority the results of the latest samplings for Hoss's Steak and Sea House, Lebanon Valley College (LVC), and Napoli's Pizza. 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 August 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.

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

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

**807 East Walnut Street:** Regarding the lien against the former Smith-Loser property at 807 East Walnut Street, Mr. Sheffey reviewed his recent communications with the Lebanon County Sheriff's Office and the purchaser of the property. Mr. Sheffey reported the Sheriff had planned to discuss with his Solicitor the impact of not taking into consideration the priority of the municipal claim when this property sold and get back to him in time for the meeting; unfortunately, he had not yet heard from the Sheriff on this. Mr. Sheffey did speak to the purchaser, who expressed his belief that he should not have to pay this delinquent amount. The Authority and Mr. Sheffey then discussed several possible scenarios that may need to be taken to recover the unpaid sewer and trash fees for this property, depending upon the response of the Sheriff.

**508 West Queen Street:** Regarding the lien against the Howard property at 508 West Queen Street, Mr. Sheffey reported he has received communication from the executor of the Howard estate, who indicated that the Township was paid for the delinquent balance of sewer and trash fees. Mr. Sheffey asked the executor to provide copies of those checks, which the executor has yet to do. Mr. Yingst and Mr. Sheffey indicated their belief that if payments were made by the Howard estate to the Township, said payments were likely applied to sewer and trash fees that were assessed for periods prior to those represented by the amount of the lien.

**BSW Holdings:** Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings, Mr. Sheffey and Mr. Yingst reported that no payments were received over the past month. Mr. Sheffey then briefly updated the Authority on the remaining principal balance of this lien.

# **ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT**

## **STATUS OF PENDING PROJECTS**

**July 22, 2016**

- (1) **SURCHARGE** LVC, Hoss's and Napoli's
- (2) **HAULING** Hauled 43 loads, 163,400 Gallons.
- (3) **PLANT WORK** No major work was done this month just  
routine maintenance
- (4) **SEPTAGE** I have attached the pumping schedule  
from Lebanon County for the next couple of years

Respectfully Submitted,  
Les Powell Chief Operator

## SEWAGE MANAGEMENT ENFORCEMENT SCHEDULE

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2016 – S. Annville (634), N. London. (771) & N. Annville (802) = 2207 total properties

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2017 – North Lebanon Twp. (711) & North Cornwall (900 +/-??) = 1611 total

2018 – W. Cornwall (117), E. Hanover (921) & Heidelberg (850 +/-) = 1888 total

2019 – S. Annville (634), N. London. (771) & N. Annville (802) = 2207 total

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These Municipalities all enforce their own

Jackson Township – 1,206 – (about 400 each year)

Bethel Township

South Londonderry Township

Union Township

**Methanol Pump:** Mr. Sheffey reported that a follow-up letter was sent to Geiger Pump & Equipment Co. indicating the Authority desired to be paid for the cost of the replacement pumps from Watson Marlow and it would return all parts for both methanol pumps, not including the replacement pump motor. He indicated he received confirmation that the letter was delivered to Geiger, and further noted that he has not yet received a response from Geiger. Mr. Sheffey also expressed his appreciation for the beneficial and timely input he received from Township staff and the Authority Engineer while crafting the letter.

**Proposed Revision to Policy No. 2016-002 – Member Appearance by Telephone:** Mr. Lamoureux indicated that he and Mr. Yingst were in the process of making a few minor revisions to Authority Policy No. 2016-002, which pertains to the participation in monthly meetings by telephone by those members unable to be physically present. He indicated he anticipated presenting these proposed revisions to the Authority for its consideration at the August Regular Meeting.

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

**Proposed Revised Agreement for Engineering Services with Gannett Fleming:** Mr. Yingst reported that Mr. Sheffey's concerns regarding the Standard Terms and Conditions appended to the proposed revised agreement for engineering services were forwarded to Gannett Fleming for review and comment.


**CLERK'S REPORT:** The Authority was 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 June 28, 2016 Authority meeting twelve accounts were posted for shutoff; this was comprised of five customers who were under a payment contract but had not paid, five customers not under a payment contract with the Township, and two landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$2,400 had been received from significantly past-due customers and the total outstanding balance is lower than it has been for some time.

**Employee Time for Community Events:** Mr. Yingst reported that in response to the Authority's suggestion that Public Works staff should be paid for time outside of regular work hours for assisting with community events in the Township, the Board of Commissioners concurred with the Authority on this recommendation and will be doing so going forward.

**MOTION** by Mr. Seward, 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. Perrotto, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:52 PM.

  
(Assistant) Secretary