

ANNVILLE TOWNSHIP AUTHORITY
NOVEMBER 23, 2021 REGULAR MONTHLY MEETING AGENDA

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Approval of Agenda
3. Recognition of Visitors and Opportunity for Public Comment
4. Approval of Minutes from October 26, 2021 Regular Meeting
5. Financial Reports
6. Accounts Payable and Approval of Bills
7. Superintendent's Report
 - Sampling and Surcharges
 - Biosolids Permit
 - Fats, Oils, and Grease Regulations
8. Solicitor's Report
 - Municipal Claim for Property at 30 South White Oak Street
9. Engineer's Report
10. Clerk's Report
 - Delinquent Report
 - December Meeting Reminder
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
November 23, 2021**

The November Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on November 23, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; Anthony Deaven, Vice Chairperson; Dustin Sider, Secretary; Karen Mailen, Treasurer; and Hugh Rooney, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

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.

APPROVAL OF AGENDA: MOTION by Mr. Sider, second by Mr. Rooney to approve the agenda as presented. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Ludwig provided an opportunity for public comment and no comments were noted.

APPROVAL OF MINUTES: MOTION by Mr. Sider, second by Mr. Deaven to approve the minutes of the Regular Meeting held October 26, 2021 as presented. Motion carried unanimously.

FINANCIAL REPORTS: The Authority reviewed the income statements and balance sheets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund for the period ending October 31, 2021.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for November 2021 was reviewed, with Mr. Viozzi and Mr. Yingst sharing information on the cost of hoses for the new pump. MOTION by Ms. Mailen, second by Mr. Rooney that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer Fund, Sewer Capital Fund, and MS4 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. Viozzi reported that the wastewater treatment plant is operating well. He began by reviewing the Monthly Report before continuing to the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes. Regarding the latter report, he discussed a recent sewer clog, noting he did not believe it resulted in any sewer backups for properties in the area and he did not believe that portion of the sewer line required slip-lining at present. The following items were then discussed:

Sampling and Surcharges: The Authority reviewed the results of the latest sampling for Annville-Cleona High School (ACHS). Mr. Yingst reported that a copy of this sampling was mailed to ACHS earlier in the month and based upon these results surcharges would not be assessed to its December 1, 2021 sewer bill as it did not exceed any of the Township limitations. He also noted this was the second consecutive testing period that ACHS had surcharges below \$25.

Biosolids Permit: Nothing to report this month.

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

November 19,2021

- | | | |
|-----|----------------------------------|---|
| (1) | <u>SURCHARGES</u> | Results attached for monthly surcharge. |
| (2) | <u>BIOSOLIDS DISPOSAL</u> | We pressed 511,039 gallons/188.73 wet tons. |
| (3) | <u>PLANT</u> | The plant is operating well. |
| (4) | <u>SEWER CLOG</u> | Had to open main line at 35 East Main St.; roots were in line causing a blockage, we cut roots out. |

Respectfully submitted,
Les Powell
Plant Superintendent



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: November 23, 2021
SUBJECT: November 2021 Consulting Engineer's Report

This report summarizes the projects in which Gannett Fleming has provided engineering consulting services to the Authority over the past month. We are pleased to outline the following for your review and consideration:

1. Miscellaneous Services

- a. NPDES Permit Renewal (*No change in status since last month*)
 - The current National Pollutant Discharge Elimination System (NPDES) Permit was effective on September 1, 2016 and will expire on August 31, 2021. The NPDES Permit Renewal Application package must be submitted to the PADEP within 180 days of the expiration date (by March 4, 2021).
 - The renewal application package, along with an application fee check for \$500, was submitted to PADEP on February 26, 2021.
 - We await draft Permit issuance by PADEP in the coming months. In the meantime, the current Permit is considered to be "administratively extended" beyond its expiration date until a new Permit is issued by PADEP.

2. Annual Services

- a. Nothing to report

3. Subdivision / Land Development Reviews

- a. LVC Nurses Building (*No change in status since last month*)
- b. Annville Free Library (*No change in status since last month*)

Fats, Oils, and Grease Regulations: Nothing to report this month.

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

Municipal Claim for Property at 30 South White Oak Street: Mr. Lamoureux reported the owners of the property at 30 South White Oak Street did not pay the full delinquent amount pertaining to the municipal claim on same by the deadline they were provided and, as such, attorneys' fees may be assessed to these claims.

Conduit for Tax-Exempt Financing: Mr. Lamoureux reported he reviewed the documents pertaining to the Authority's acting as a tax-exempt financing conduit for borrowing by Lebanon Valley College and his recommended edits were incorporated into same. He also reported that closing on the financing was anticipated to take place on December 16, 2021.

Sheriff's Sales: Mr. Lamoureux shared that he monitors the *Lebanon County Legal Journal* for properties in Annville Township that are scheduled to go to Sheriff's Sale and then reviews with Mr. Yingst if such properties have significant delinquent balances owed to the Authority that necessitate his contacting the Sheriff's Office to inform it of same.

ENGINEER'S REPORT: The Authority reviewed an update provided by Nicholaus Sahd of Gannett Fleming of his firm's engineering activities over the past month, a copy of which is attached hereto and made a part of these minutes.

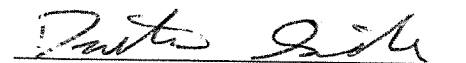
CLERK'S REPORT: The Authority was informed of the following items:

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 13 accounts were posted for water shut-off along and three notifications were sent to landlord/tenant properties. He further noted that over the past four weeks more than \$2,400 had been received from significantly past-due customers.

December Meeting Reminder: Mr. Yingst reminded the Authority that, due to the Christmas holiday, the Township Authority would be holding its final 2021 meeting on the third Tuesday in December, December 21, and was scheduled to hold its election of officers for 2022 at that meeting. At the request of the Authority, Mr. Yingst shared information on the officer rotation that has been used by the Authority in past years.

MOTION by Mr. Rooney, second by Mr. Deaven 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. Rooney, second by Chairperson Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:41 PM.


(Assistant) Secretary