

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
May 23, 2023**

The Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 23, 2023, at the Township Building at 26 n Lancaster St, Annville, PA with the following members present: Dustin Sider, Chairperson; Karen Mailen, Treasurer; and Anthony Deaven, Assistant Secretary/Assistant Treasurer. Also in attendance were Candie Johnson, Township Administrator and Authority Clerk; Les Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Corey Lamoureux, Esq., Township Solicitor.

Chairperson Sider 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. Deaven second by Mrs. Mailen to approve the agenda as presented. Motion carried unanimously.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

**APPROVAL OF MINUTES:** **MOTION** by Mrs. Mailen, second by Mr. Deaven to approve the minutes of the Regular Meeting April 25, 2023. 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 April 30, 2023. Ms. Johnson also reviewed the investment accounts with Edward Jones. It was noted that the funds lost monies in 2022 and 2021. Ms. Johnson asked the Authority to consider placing the available funds in a PLGIT Account to assure no monies would be lost, and so that the funds would be liquid in the event the Authority wished to draw upon them. Mrs. Mailen suggested that we have the Edward Jones Agent attend the next Authority Meeting to review the funds. She also asked for a report on the account from open to close. Ms. Johnson will obtain that information and forward it to the Authority.

**ACCOUNTS PAYABLE AND APPROVAL OF BILLS:** The Accounts Payable list for April 30, 2023, was reviewed. **MOTION** by Mrs. Mailen, second by Mr. Deaven 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. Powell reported that WWTP is operating well with no key issues in the past month.

**Sampling and Surcharges:**

The Authority reviewed the results of the latest samplings for Kindred Place and Luther Care for Kinds. Mr. Powell reported that copies of these sampling results were mailed to these entities earlier in the month and based upon these results, surcharges would be assessed to their next sewer bills.

**SOLICITOR'S REPORT:** Solicitor Lamoureux reviewed the outstanding accounts and advised that letters be sent from his office to explain the process for non-payments. He also reviewed the Christopher Behney, Jr. liens with the Authority and suggested that we reach out to PA Water Works to start the process for water shut offs.

**ENGINEER'S REPORT:** The report was reviewed.

**CLERK'S REPORT:** The Authority was informed of the following item(s):

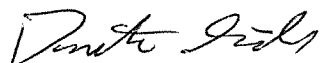
**GIS:** Ms. Johnson informed the Authority that her and Mr. Powell reached out to Steckbeck Engineering to give a quote on establish a GIS Mapping system for the sewer lines and other items that will help with location of infrastructure. Ms. Johnson will bring the quote to the next meeting. Authority members were in favor of this mapping system for the Township.

**I-Pads:** Ms. Johnson reviewed purchase of seven I-Pads for the Authority Members and Mr. Powell and Mr. Viozzi along with accessories for the pads.

**MOTION** by Mr. Deaven second by Mrs. Mailen to approve the purchase of seven I-pads. Motion carried unanimously.

**MOTION** by Mr. Deaven, second by Mrs. Mailen 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. Deaven second by Mrs. Mailen to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:22 PM.

  
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Secretary