

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
November 28, 2023**

The Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on November 28, 2023, at the Township Building at 36 N Lancaster St, Annville, PA with the following members present: Hugh Rooney, Vice Chairman; Karen Mailen, Treasurer; Barry Ludwig, Secretary, 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. Dustin Sider was absent.

Lesia Mease was in attendance.

Vice 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.

APPROVAL OF AGENDA:

MOTION by Mr. Deaven, second by Mr. Ludwig to approve the agenda as presented. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Lesia Mease, resident from 114 W. Summit Street, addressed the board on the salon/nail business she operates out of her house. She explained that she pays 2 EDU, one for the residence and one for the business. At this time, she uses the salon more for nails than hair and would like to have the second EDU removed. Mr. Rooney suggested that we look at our policy and review with the Board at the next meeting.

APPROVAL OF MINUTES: **MOTION** by Mrs. Mailen, second by Mr. Ludwig to approve the minutes of the Regular Meeting October 24, 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 October 31, 2023.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for October 31, 2023, was reviewed. **MOTION** by Mr. Ludwig, 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:

MOTION by Mrs. Mailen, second by Mr. Ludwig to sample the Union Hose two times a year instead of quarterly due to their continued positive testing results; testing the Union Hose will result in less financial expenditures for the Township. Motion carried unanimously.

SOLICITOR'S REPORT: Solicitor Lamoureux reviewed the undated the Authority on the property at 105 N. Lancaster Street is now on the Sheriffs sale rolls for December. Also, discussed was the shut off policy and procedure will be worked on with Ms. Johnson.

ENGINEER'S REPORT: No report was submitted.

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

1. Ms. Johnson presented the change in gallons per one thousand fees for 2024. Originally, she proposed 7500 gallons as the base but after review she is now proposing ten thousand as the base. **MOTION** by Mr. Deaven, second by Mr. Ludwig to approve the change as presented. Motion carried unanimously.
2. A discussion was held amongst the Authority regarding the budget process.
3. Ms. Johnson reviewed the Cleona Borough pump station proposal with the Board.

MOTION by Mr. Ludwig second by Mrs. Deaven to approve the reports as presented at this meeting. Motion carried unanimously.

Mrs. Mailen asked that we still provide reports to the Authority in the off months in 2024. Manager Johnson will make sure they receive the reports monthly.

There being no further business to come before the Authority, **MOTION** by Mr. Rooney second by Mrs. Mailen to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:13 PM.

Secretary