

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
January 22, 2019**

The January Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on January 22, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Hugh Rooney, Vice Chairperson; Barry Ludwig, Secretary; Anthony Deaven, Treasurer; and David Myers, 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); Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; and Dean Wolfe, West Main Street.

Chairperson Perrotto called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Chairperson Perrotto provided an opportunity for public comment and the following comments were noted from those in attendance:

WWTP Capacity: Mr. Wolfe inquired as to the amount of available capacity in the WWTP. Mr. Powell indicated he did not know the specific figure offhand, while Mr. Ludwig stated the Chapter 94 Report for 2018 should be issued in the next two months or so containing updated capacity information through the end of 2018. At the request of the Authority, Mr. Yingst indicated he would contact the Authority Engineer for the most recent capacity information that was available.

MINUTES: Per his review of the minutes of the December 18, 2018 Regular Meeting that were presented to the Authority, Mr. Ludwig suggested the phrase "hot water heater" in the third sentence of the Accounts Payable section should instead read "generator block heater". Mr. Powell concurred, and Mr. Yingst indicated the minutes would be amended accordingly. **MOTION** by Mr. Ludwig, second by Mr. Rooney to approve the minutes of the Regular Meeting held December 18, 2018 as amended. 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 December 31, 2018. Chairperson Perrotto noted the Sewer Fund had a significant year-end deficit. Mr. Yingst indicated that most of this deficit would be erased when the routine year-end adjusting journal entry from 2017 debiting approximately \$170,000 from the Sewer Rentals revenue account was effectively reversed when the 2018 financial statements were completed. He did note a deficit would likely remain, however, and attributed this to higher expenditures in December 2018 than had been anticipated.

ACCOUNTS PAYABLE: The Accounts Payable list for January 2019 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 the WWTP is operating well. He began by reviewing the Monthly Report and Chairperson Perrotto thanked him for his efforts in

increasing the amount of hauled waste accepted at the plant, which resulted in hauled waste revenues exceeding its 2018 budget figure by more than \$45,000. 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: The Authority reviewed the results of the latest samplings for Donut Break, Hoss's Steak and Sea House, and Lebanon Valley College. Mr. Yingst 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 February 1, 2019 sewer bills. He also noted that, for the second consecutive testing period, Donut Break had surcharges below \$25 and, as such, was not assessed the \$250 sampling and testing fee for this bill.

Dewatering Equipment and Building Project:

Piping to Heat Dewatering Building: Mr. Powell indicated the cost of piping has been increasing and, with that in mind, he made several telephone calls for prices on insulated piping to heat the new dewatering building. At his recommendation, **MOTION** by Mr. Ludwig, second by Mr. Deaven to recommend to the Board of Commissioners it authorize the purchase of approximately 300 feet of insulated piping to run from the boiler to the new dewatering building to heat the latter in the amount of \$1,569. Motion carried unanimously.

Engineering Work by Gannett Fleming: The Authority reviewed an update provided by Gannett Fleming of its engineering activities over the past month for the dewatering project, a copy of which is attached hereto and made a part of these minutes.

Stormwater Bonding: Noting it was being required by the Lebanon County Engineer before the stormwater plan for the dewatering facility would be approved, **MOTION** by Mr. Ludwig, second by Chairperson Perrotto to authorize providing bonding for the items included in the stormwater plan for the dewatering facility in the amount of \$7,700 and in a manner agreed to by the Lebanon County Engineer or Lebanon County Planning Department. Motion carried unanimously.

Lebanon County Engineer Costs for Stormwater Plan Review: Noting that costs totaling \$890 were invoiced by Bolt Engineering, LLC, the Lebanon County Engineer, for reviewing the stormwater plan for the proposed dewatering facility, **MOTION** by Mr. Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it ratify payment totaling \$890 to Bolt Engineering, LLC. Motion carried unanimously.

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

Amendment to Cleona Pump Station Maintenance Agreement: Mr. Lamoureux reported the Cleona Borough Authority Resolution authorizing the amendment of the pump station maintenance agreement had been received and incorporated into Annville Township Authority Resolution No. 20181218-1, meaning the rate increase was in effect as of January 1, 2019.

Legal Actions Against Significantly Delinquent Customers: Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux noted no payments were made over the past

month regarding the outstanding balance of \$931.89, which was comprised of legal and filing fees. At the request of the Authority, he agreed to send a letter to the property owner indicating that payment needed to be made on this outstanding balance and that failure to do so may result in the Authority forcing an execution on the lien.

Outstanding Balance for Hoke's Septic Service: Mr. Lamoureux reported Hoke's Septic Service has had an outstanding balance in excess of \$900 for several months. Noting the Township Office had contacted Hoke's repeatedly requesting payment, he further noted such payment had not been received, despite Hoke's promises it would be. Mr. Lamoureux indicated that, at the request of the Township Office, he sent a letter to Hoke's demanding payment within a 15-day period, and this time had not yet expired. Mr. Powell noted that Hoke's was a septage hauler from Dauphin County and only used the Annville WWTP during the previous summer when flooding forced the closure of the Derry Township Municipal Authority WWTP. He further noted that, as payment had not been received timely, Hoke's was no longer permitted to dispose of septage at the Annville plant. Mr. Lamoureux indicated he would provide the Authority with an update at the following month's meeting on whether payment had been made.

ENGINEER'S REPORT: Nothing to report this month.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:

Norfolk Southern Property MS4 Fee: Mr. Yingst reported that Norfolk Southern paid its outstanding MS4 fees in a total amount of \$2,927.40, excluding the penalties and interest for its November 1, 2018 MS4 fee bill, and was asking these penalties and interest be waived due to the payment period for that bill having fallen within the appeal period for this property. **MOTION** by Mr. Rooney, second by Mr. Ludwig to waive penalties and interest for Norfolk Southern's November 1, 2018 MS4 fee bill. Motion carried unanimously. **MOTION** by Mr. Ludwig, second by Mr. Myers to accept the payment of \$2,927.40 received from Norfolk Southern while disputing the contentions of the January 9, 2019 letter from Norfolk Southern that accompanied that payment and noting that acceptance of this payment did not represent agreeing to or accepting any of the statements in said letter. Motion carried unanimously.

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 December 18, 2018 Authority meeting 52 accounts were posted for shutoff, representing two different posting cycles; this was comprised of 13 customers who were under a payment contract but had not paid, 34 customers not under a payment contract with the Township, and five landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$6,700 had been received from significantly past-due customers.

Professional Services Agreement: Mr. Yingst reported a Preliminary Land Development Plan was submitted by Stone Hill Village earlier in the month for a proposed Phase 3B for that community. In accordance with Policy #2016-001, as this plan will involve use of the Authority's Engineer and Solicitor, Mr. Yingst provided Stone Hill Village with an agreement for professional

services for completion before proceeding further, and he noted said agreement was completed and received. **MOTION** by Mr. Rooney, second by Mr. Ludwig to approve the agreement for professional services with Stone Hill Village pertaining to its proposed Phase 3B and to authorize its execution by the appropriate Authority officials. Motion carried unanimously.

MOTION by Mr. Ludwig, second by Mr. Myers 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. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:02 PM.

(Assistant) Secretary