

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
April 23, 2019**

The April Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on April 23, 2019 in the Wastewater Treatment Plant (WWTP) Garage, 675 West Main Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Barry Ludwig, Secretary; Anthony Deaven, Treasurer; and, via telephone, Hugh Rooney, Vice Chairperson. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant; Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; and Liam Brennan, student at Lebanon Valley College.

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 no comments were noted from those in attendance.

MINUTES: MOTION by Mr. Deaven, second by Mr. Ludwig to approve the minutes of the Regular Meeting held March 26, 2019 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 March 31, 2019. Mr. Yingst also reviewed the final audited 2018 financial statements for these funds with the Authority.

ACCOUNTS PAYABLE: The Accounts Payable list for April 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 very 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, and the following items were discussed in detail:

Surcharges: The Authority reviewed the results of the latest samplings for Hoss's Steak and Sea House, Lebanon Valley College, and the Union Hose Social Club. 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 May 1, 2019 sewer bills. He also noted that, for the third consecutive testing period, Union Hose Social Club had surcharges below \$25 and, as such, was not assessed the \$250 sampling and testing fee for this bill.

Revised Surcharge Calculation: Mr. Yingst presented a Cost of Removal Summary, which is information revising the high strength wastewater surcharge calculation based upon the WWTP's administrative and operating expenses in 2018, noting that Gannett Fleming had recommended the calculation be updated annually based upon this cost information. **MOTION** by Mr. Deaven, second by Mr. Ludwig that the revised surcharge calculation be approved and applied to sewer

bills issued June 1, 2019 and thereafter. Motion carried unanimously and a copy of the Cost of Removal Summary is attached hereto and made a part of these minutes.

Dewatering Equipment and Building Project: The Authority was informed of the following items:

Project Cost Tracking Spreadsheet: The Authority reviewed the project cost tracking spreadsheet, representing checks issued for the project through the end of the prior week, and no comments or questions were noted.

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

Mr. Rooney left the meeting at 5:54 PM.

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

Outstanding Balance for Hoke's Septic Service: It was reported that the Derry Township Municipal Authority (DTMA) was currently accepting septage from Hoke's Septic Service, which proved that Hoke's was still in business. It was also reported that the address being used for correspondence with Hoke's was the same used by DTMA. After much discussion of its options, there was agreement that Mr. Yingst should send Hoke's a letter reminding it of its outstanding balance, indicating such balance must be paid before it could dispose of septage at the Annville WWTP, and any subsequent disposals in the future must be paid upfront based upon the maximum capacity of the tank on the truck. Mr. Perrotto also noted that while he was not opposed to this course of action, his preference was pursuing a judgment against Hoke's. Mr. Lamoureux indicated that Mr. Yingst's letter would not prevent the Authority from taking such legal action in the future, and Mr. Yingst agreed to note this explicitly in the letter to Hoke's

ENGINEER'S REPORT: Nothing to report this month in addition to the items in the previously referenced report from Gannett Fleming that is attached.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: Mr. Yingst reported that payment in full was received from James Witmer for the balance of MS4 fees pertaining to his property on South Meyer Street following a letter he sent Mr. Witmer notifying him of same.

CLERK'S REPORT: Mr. Yingst reported that Karen Gerhart, Assistant Township Administrator, would be acting as Authority Clerk in his stead for the May 28, 2019 meeting. The Authority was then informed of the following item:

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 March 26, 2019 Authority meeting 16 accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid, six customers not under a payment contract

with the Township, and four landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$6,300 had been received from significantly past-due customers.

MOTION by Mr. Ludwig, 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 Chairperson Perrotto, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:00 PM.

(Assistant) Secretary