

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
August 25, 2020**

The August Regular Monthly Meeting of the Annville Township Authority (ATA) was held starting at 5:30 PM on August 25, 2020 in the Annville Public Works Facility garage, 675 West Main Street, Annville, PA due to the COVID-19 pandemic emergency with the following members present: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Anthony Deaven, Secretary; and Dustin Sider, Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Corey Lamoureux, Esq., Township Solicitor.

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.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Chairperson Rooney provided an opportunity for public comment and no comments were noted.

APPROVAL OF MINUTES: MOTION by Mr. Deaven, second by Mr. Ludwig to approve the minutes of the Regular Meeting held July 28, 2020 as presented. Motion carried unanimously.

Karen Mailen, Assistant Secretary/Assistant Treasurer, arrived at the meeting at 5:34 PM.

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 July 31, 2020 and Mr. Yingst offered analysis on cash balances and revenue streams that might be impacted by the COVID-19 pandemic emergency. In response to questions from Mr. Deaven and Chairperson Rooney, Mr. Yingst indicated it was difficult to project the extent of the financial impacts of the pandemic, especially for the Sewer Rentals revenue account on the Sewer Fund. He then discussed with the Authority members potential strategies for developing the 2021 budget in light of this uncertainty.

ACCOUNTS PAYABLE: The Accounts Payable list for August 2020 was reviewed. Per a question from Mr. Deaven, Mr. Powell and Mr. Yingst indicated that Check No. 12924 in the amount of \$6,057.48 to VWR International, LLC was for the purchase of the incubator that Mr. Powell discussed at the prior month's meeting. With no further comments or questions noted, MOTION by Mr. Ludwig, second by Ms. Mailen 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 and noted he had contacted the Lancaster City Authority about the ATA's willingness to sell it nutrient credits, further noting the former would determine the amount of credits it needed to purchase as the permit year came to a close. 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:

Sampling and Surcharges: The Authority reviewed the results of the latest sampling for Kindred Place. Mr. Yingst reported a copy was mailed to Kindred Place and based upon these results a surcharge would be assessed to its September 1, 2020 sewer bill.

Septage Station Damage: Mr. Powell reported he discussed the damage at the septage receiving station with a distributor who was not involved in the selection of the grinder and this distributor indicated he did not believe the grinder was appropriate for the nature of the work. Noting receipt of a memo from Gannett Fleming with quotes for replacing the entire septage station, Mr. Powell went on to share that he was seeking quotes for repairs for the grinder only and of what these repairs would consist. Per a question from Ms. Mailen, Mr. Powell noted the warranty for this system expired years ago. Ms. Mailen asked if he was aware of any other WWTPs that had similar issues with this specific system. Mr. Powell indicated that Gannett Fleming had provided the names of such plants and he would reach out to them.

Agreement for Disposal of Biosolids on Fields: Mr. Powell reported that Amerigreen was willing to again allow the ATA to dispose of dewatered cake on its fields for \$26 per wet ton in 2021, with Public Works staff transporting the cake to the fields. Noting the cost was the same as the Authority was currently paying, **MOTION** by Chairperson Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it approve the agreement with Amerigreen for the disposal of dewatered cake onto its fields for \$26 per wet ton in 2021 with Public Works staff transporting the cake to the fields. Motion carried unanimously.

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

Municipal Claim Against Property at 100 North Weaber Street: Mr. Lamoureux reported a contract had been awarded for the demolition of the condemned property at 100 North Weaber Street and said demolition began earlier in the day.

Sheriff's Sale for Property at 34 West Queen Street: Mr. Lamoureux reported the Sheriff's Sale for the property at 34 West Queen that had been scheduled for August 1, 2020 has been continued to the October Sheriff's Sale.

Municipal Claim Against Property at 144 Woodside Court: Mr. Lamoureux reported the Sheriff's Sale for the property at 144 Woodside Court that had been scheduled for August 1, 2020 has been continued to a future date.

ENGINEER'S REPORT: The Authority reviewed an update provided by Nicholaus Sahn 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 item:

Late Penalties and Water Shutoff Notices: Mr. Yingst noted that due to the financial impact of the COVID-19 emergency on ratepayers the Authority suspended issuing late penalties for second and third quarter 2020 bills and also suspended issuing water shutoff notices for significantly delinquent accounts during those six months. Noting the first month of fourth quarter bills would

be generated the following month, Mr. Yingst and the Authority members discussed at length if it wished to continue to suspend these measures for another quarter or to resume such late penalties and postings. **MOTION** by Ms. Mailen, second by Mr. Deaven to resume assessing late penalties and issuing water shutoff notices for fourth quarter 2020 bills. Motion carried unanimously. Mr. Yingst recommended his office send courtesy letters in September to those accounts with high balances who might be at risk of being posted for water shutoff in October and the Authority members were supportive of this, also suggesting that information could be posted on the Township website. There was also lengthy discussion on how to address those delinquent accounts that were under contract but had not paid during the suspension of water shutoff postings. It was ultimately decided that the monthly amount last owed under such contracts before the suspension of water shutoff postings is what should be owed in October and those affected should be notified of this as well as the outstanding balance for the account, thus providing an opportunity for recalculating the monthly contract amount if the ratepayer so desired.

MOTION by Mr. Sider, second by Mr. Ludwig 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 Rooney, second by Mr. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:14 PM.

(Assistant) Secretary