

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
December 15, 2020**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 15, 2020 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Dustin Sider, Treasurer; and Karen Mailen, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; and Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP).

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 Ms. Mailen, second by Mr. Sider to approve the minutes of the Regular Meeting held November 24, 2020 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 November 30, 2020. At the inquiry of Chairperson Rooney, Mr. Yingst provided information on the reasons a Sewer Fund revenue account was well above budget and several Sewer Fund expense accounts were well below budget.

ACCOUNTS PAYABLE: The Accounts Payable list for December 2020 was reviewed. Per a question from Chairperson Rooney, Mr. Yingst and Mr. Powell noted that Check No. 13093 in the amount of \$250 to Hireright, LLC pertained to the annual fee paid to the company that administers drug testing of WWTP employees. With no further questions or comments noted, **MOTION** by Mr. Ludwig, second by Mr. Sider 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, noting he anticipated hauled revenues to remain steady in 2021. The following item was then discussed in detail:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the Batdorf Restaurant, J&S Pizza, Just Wing It, Napoli's Pizza, Rotunda Brewing Company, Swatara Coffee Company, Ted's Bar & Grill, and the Lebanon Valley (UCC) Home. The Authority discussed the results for J&S Pizza and Ted's Bar & Grill in depth with Mr. Powell and Mr. Yingst, who reviewed how the sampling works at different locations, what the sampling measures, the rationale for the sampling fee that is made part of the surcharge, and the conditions under which the sampling fee would be waived per current policies. Mr. Yingst reported that copies of these sampling results would be mailed to these entities in the next few days and based upon these results surcharges would be assessed to their January 1, 2021 sewer bills, with the exception of Swatara

Coffee Company, as this represented its first sampling and the surcharge was being waived as a courtesy so the owners could gauge how the results would impact their overall bill. While it was noted the policies pertaining to waiving the surcharge fee had been effective since being put in place several years prior, the Authority members suggested future sampling results and surcharges should continue to be monitored to determine if said policies should be considered for further revision.

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

Sheriff's Sales for Properties at 144 Woodside Court and 34 West Queen Street: It was noted that February 9, 2021 was the date scheduled for Sheriff's Sales for the properties at 144 Woodside Court and 34 West Queen Street and the Solicitor was continuing to monitor this as these sales had been continued on multiple occasions.

Municipal Claims Against Property at 126 South Cherry Street: It was noted the payoff information pertaining to the municipal claims against the property at 126 South Cherry Street, including the principal and interest of the liens, court costs, and attorney's fees, had been calculated and communicated to the settlement company the prior week.

ENGINEER'S REPORT: Nothing to report this month.

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

Delinquent Report: Mr. Yingst informed the Authority that no accounts were posted for shutoff since the November 24, 2020 Authority meeting due to the December meeting occurring earlier in the month than is typical. He concluded by reporting that over the past three weeks more than \$9,700 had been received from significantly past-due customers.

Membership Renewal in the Capital Region Council of Governments (CapCOG): Noting the benefits of belonging to CapCOG for collective bidding of several chemicals necessary for the operation of the WWTP, as well as some other benefits of membership in CapCOG, Mr. Yingst reported that while \$1,500 was budgeted for CapCOG membership dues in 2021 the annual dues would be \$1,600 after remaining unchanged for several years. **MOTION** by Mr. Ludwig, second by Mr. Sider to recommend to the Board of Commissioners it renew membership in CapCOG in 2021 for an annual cost of \$1,600. Motion carried unanimously.

MOTION by Mr. Ludwig, second by Ms. Mailen to approve the reports as presented at this meeting. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2021: Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Rooney then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2021 and Mr. Yingst asked for nominations. The members of the Authority then briefly discussed who should be nominated for each office and decided upon using the rotation that has been in effect for several years. **MOTION** by Ms. Mailen, second by Mr. Rooney to nominate the following slate of officers for election for 2021:

Chairperson: Barry Ludwig
Vice Chairperson: Anthony Deaven
Secretary: Dustin Sider
Treasurer: Karen Mailen
Assistant Secretary/Assistant Treasurer: Hugh Rooney

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Ludwig, second by Mr. Rooney to instruct the Clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2021 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2021 and then yielded the chair of the meeting back to Chairperson Rooney.

There being no further business to come before the Authority, **MOTION** by Mr. Ludwig, second by Ms. Mailen to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:53 PM.

(Assistant) Secretary