

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
December 21, 2021**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 21, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; Anthony Deaven, Vice Chairperson; Dustin Sider, Secretary; and Hugh Rooney, 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); and Nicholaus Sahd, Gannett Fleming.

Chairperson Ludwig 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. Sider to approve the agenda as presented. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Ludwig provided an opportunity for public comment and no comments were noted.

APPROVAL OF MINUTES: MOTION by Mr. Rooney, second by Mr. Sider to approve the minutes of the Regular Meeting held November 23, 2021 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, 2021. Mr. Yingst reported that \$200,000 had been transferred from the Sewer Fund to the Sewer Capital Fund as a year-end surplus transfer in keeping with the discussions of same during preparations and review of the 2022 budget. He noted this transfer took place earlier in the month and would be reflected on the December 31, 2021 financial reports provided at the following month's meeting.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for December 2021 was reviewed. Mr. Yingst noted that Sewer Capital Fund check no. 119 to Hoffer Paving, Inc. in the amount of \$14,000 was for the paving at the WWTP. He indicated this was \$3,000 higher than the amount authorized for this project due to some additional work that Mr. Powell believed needed done but was still under the \$15,000 budgeted for this project in 2021, and the motion recommending approval for the list of vendors to be paid would authorize payment to Hoffer Paving, Inc., at this higher amount. MOTION by Mr. Deaven, second by Mr. Rooney 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 Mr. Deaven asked if he believed the increased revenues from haulers would continue. Mr. Powell indicated it should, although he noted that South Londonderry Township—which deposits sludge at the WWTP—was considering the possibility of adding a centrifuge to process its sludge. He shared that almost all the revenues from Septic Solutions—which is the hauler South Londonderry Township uses for transporting its

sludge to the plant—pertains to South Londonderry Township sludge and it was noted this represented about 45% of the \$104,084 in total sludge revenues for 2021. Mr. Sahd and Mr. Powell noted the lead time for a municipality to add a centrifuge to its treatment process would likely be close to two years, if South Londonderry Township decided to pursue this.

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 samplings for J&S Pizza, Just Wing It, Rotunda Restaurant & Brewery, Swatara Coffee Company, Ted's Bar and Grill, the Lebanon Valley (UCC) Home, and Veterans of Foreign Wars (VFW) Post 8023. 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 January 1, 2022 sewer bills with the exception of Just Wing It and the VFW, which did not exceed any of the Township limitations. He also noted that, for the second consecutive testing period, J&S Pizza and Swatara Coffee Company had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill.

Biosolids Permit: Nothing to report this month.

Fats, Oils, and Grease Regulations: Nothing to report this month.

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

Sheriff's Sale: Mr. Yingst reported a letter was sent to the Lebanon County Sheriff's Office by the Township Solicitor regarding the \$329.11 outstanding balance of sewer, trash, and MS4 fees pertaining to the property at 34 West Queen Street that was listed for the December 14, 2021 Sheriff's Sale. He also reported this property was sold back to the bank at that Sheriff's Sale and the Township Solicitor would be following up with the Sheriff's Office on this.

Conduit for Tax-Exempt Financing: Mr. Yingst reported that closing on the \$16,500,000 financing for which the Authority acted as a tax-exempt conduit for Lebanon Valley College took place on December 17, 2021. He also reported the Authority will be receiving a \$8,500 fee for its involvement in this financing and the Township Solicitor's costs for his involvement in same will be paid by the college through the financing.

ENGINEER'S REPORT: The Authority reviewed an update provided by Mr. Sahd 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. In particular, there was discussion about the possibility of funding through PENNVEST for potential projects at the WWTP such as upgrades and improvements to the hauled septage receiving station as well as a new hauled sludge receiving station, although Mr. Sahd indicated it was not clear what form such funding might take.

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 15 accounts were posted for water shut-off and that over the past four weeks more than \$3,300 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, **MOTION** by Mr. Rooney, second by Mr. Sider to recommend to the Board of Commissioners it renew membership in CapCOG in 2022 for an annual cost of \$1,700. Motion carried unanimously.

Low Income Household Water Assistance Program (LIHWAP): Mr. Yingst shared information on the LIHWAP. He indicated this was a new federal program being administered through the Pennsylvania Department of Human Services (DHS) to assist low-income water and sewer customers who have outstanding balances due to the COVID-19 pandemic. Noting the Township Solicitor had reviewed the pertinent documentation and had no issues from a legal perspective, the Authority members discussed this program with Mr. Yingst, who also noted that the necessary agreement for this program would need to be between the Township and DHS. **MOTION** by Mr. Deaven, second by Mr. Rooney to recommend to the Board of Commissioners it enter into the LIHWAP vendor agreement with the Pennsylvania DHS as presented. Motion carried unanimously.

Carol Stewart Award for Outstanding Service to Annville Township: Mr. Yingst reported that Mr. Powell was named the 2021 recipient of the Carol Stewart Award for Outstanding Service to Annville Township and was the first employee so honored since the award's inception. Those present gave him a round of applause and expressed their appreciation to Mr. Powell for his service.

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

ELECTION OF OFFICERS FOR 2022: Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Ludwig then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2022 and Mr. Yingst asked for nominations, sharing information on the rotation of officers that has been in effect for several years. **MOTION** by Mr. Ludwig, second by Mr. Sider to nominate the following slate of officers for election for 2022:

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

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Sider, second by Mr. Ludwig to instruct the Clerk to close the nominations and cast a unanimous ballot

for the slate of candidates and offices for 2022 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2022 and then yielded the chair of the meeting back to Chairperson Ludwig.

There being no further business to come before the Authority, **MOTION** by Mr. Deaven, second by Chairperson Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:14 PM.

(Assistant) Secretary

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