

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
April 26, 2022**

The April Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on April 26, 2022 in the Annville Township Public Works Facility Garage, 675 West Main Street, Annville, PA with the following members present: Anthony Deaven, Chairperson; Dustin Sider, Vice Chairperson; Karen Mailen, Secretary; and Hugh Rooney, Treasurer. Also in attendance were Karen Gerhart, Township Administrator and Authority Clerk; Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; and Nicholas Sahd, Gannett Fleming.

Chairperson Deaven 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 Ms. Mailen, second by Mr. Sider to approve the agenda as presented. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Deaven provided an opportunity for public comment and no comments were noted from those in attendance.

APPROVAL OF MINUTES: MOTION by Ms. Mailen, second by Mr. Sider to approve the minutes of the Regular Meeting held March 22, 2022 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, 2022.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for April 2022 was reviewed. In response to a question from Mr. Rooney, Ms. Gerhart stated that payments made to the Annville Township were for the Authority's allocation of payroll expenses. MOTION by Ms. Mailen, 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. Viozzi 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. Regarding the latter report, Mr. Viozzi explained in additional detail the need to increase aeration at the bottom of the septage tanks. Ms. Mailen inquired if any components were failing or working improperly in this aeration process. Mr. Viozzi and Mr. Sahd described the aeration that occurs when the overall level of materials varies in the tanks. Mr. Sahd also attributed the need for additional aeration due to a greater intake quantity of hauled solids and sludge than anticipated when the system was designed more than ten years ago.

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the Union Hose Social Club, Lebanon Valley College and Hoss's Restaurant. It was 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, 2022 sewer bills. It was also noted

that, for the second consecutive testing period, Union Hose Social Club 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:

Municipal Claims for Properties at 18/18A East Main Street and 1021 East Maple Street:

Mr. Lamoureux discussed the delinquent balances related to these properties that resulted in the filing of liens in 2021. While the principal portion of the municipal claim on 18/18A East Main Street was paid, the interest portion and attorney's fees remain unpaid to date and no payment has been made on the 1021 East Maple Street municipal claim. The Township Office will be sending out letters to the owner and tenants of these properties notifying them of the current balance and potential for water shut-off due to non-payment. In the event of a potential sale of either of these properties, the title company would contact the Township Office for a calculation for full satisfaction of these liens.

Significant Outstanding Balances: It was reported the Township Office sent letters the prior months to ratepayers charged the MS4 fee only who had significant outstanding balances. It was further reported that one of these ratepayers, James Witmer, subsequently paid his outstanding balance, while payment remained due from Met-Ed on its \$389.75 outstanding balance. Mr. Lamoureux reminded the Authority that he also continues to review the Lebanon Legal Journals for notice of sheriff sales of Annville Township real estate. When/if there are relevant listings, he would obtain current balance from the township office and provide that information to the sheriff's office.

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. The Authority then reviewed the following item(s) in detail:

National Pollutant Discharge Elimination System Permit (NPDES): Mr. Sahd informed the Authority that the draft NPDES Permit was received and additional sampling results for copper and lead were submitted. These sampling results are less than the targets found in the permit renewal, so we are hopeful that these new testing parameters will be removed from the Township's final NPDES Permit. Mr. Sahd expects to receive the final permit within the next month or two.

Chapter 94 Report: It was noted that copies of the Municipal Wasteload Management (Chapter 94) Report for 2021, as prepared by Gannett Fleming, had been received and would be forwarded to the members of the Authority shortly. It was also noted the report indicated the WWTP was operating well within its capacity from both a hydraulic and organic loading standpoint and the report was submitted to DEP.

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

Delinquent Report: Ms. Gerhart informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. She noted that 18 accounts were posted for water shut-off and that over the past four weeks more than \$5,896.61 had been received from significantly past-due customers.

MOTION by Mr. Rooney, second by Mr. Sider 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. Rooney, second by Mr. Sider to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:49 PM.

Secretary