

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
February 28, 2017**

The February Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on February 28, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; David Myers, Vice Chairperson; Keith Seward, Secretary; Anthony Perrotto, Treasurer; 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 Corey Lamoureux, Esq., Office of the Township Solicitor.

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.

PUBLIC COMMENT: Chairperson Ludwig provided an opportunity for public comment and no comments were noted.

MINUTES: MOTION by Mr. Perrotto, second by Mr. Seward to approve the minutes of the Regular Meeting held January 24, 2017 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending January 31, 2017.

ACCOUNTS PAYABLE: The Accounts Payable list for February 2017 was reviewed. Mr. Yingst noted that \$800,000 from the Sewer Capital Fund had been invested with Edward Jones earlier in the month per the Authority's recommendation and at the inquiry of Mr. Rooney he provided some information on the financial advisor being used for those investments. **MOTION** by Mr. Seward, second by Mr. Myers that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer 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 shared that the Pennsylvania Department of Environmental Protection noted the generation of credits on the plant's latest discharge monitoring report. Mr. Powell reflected on the recently revised agreement entered into with Pennvest to allow for sharing revenues generated from the sale of credits and indicated he would be reviewing the plant's numbers in the upcoming months to see if it might be time to consider pursuing this further with Authority Engineer Mike Mehaffey. He 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:

Surcharges: The Authority reviewed the results of the latest samplings for Annville-Cleona High School and Kindred Place. Mr. Yingst noted that copies of these sampling results were mailed to both entities the prior week and surcharges would be assessed to their March 1, 2017 sewer bills.

Laboratory Accreditation: Mr. Powell reported the WWTP's laboratory accreditation license was due to expire on May 31, 2017 and recommended it be renewed at a cost of \$1,250. After confirming that this amount had been included in the approved 2017 budget the Authority

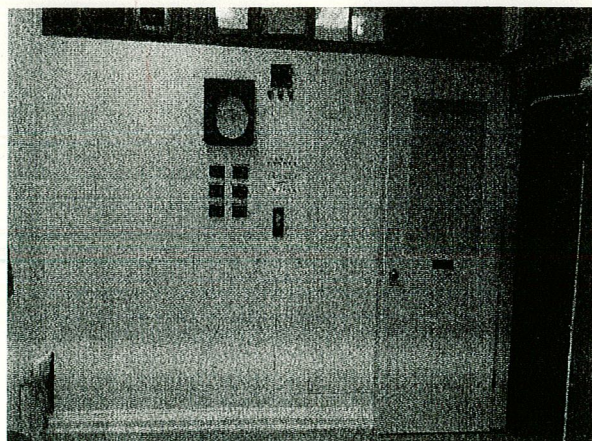
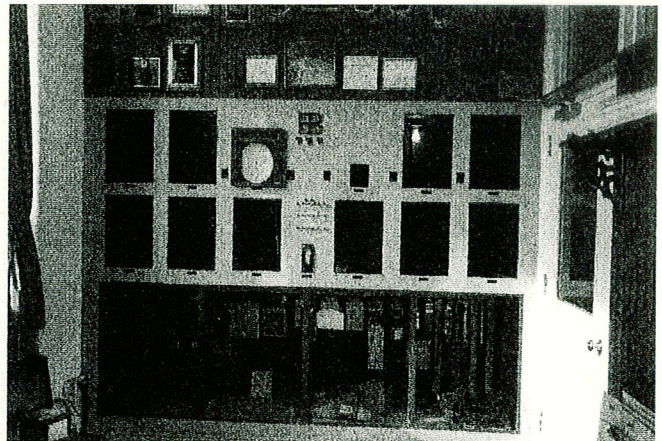
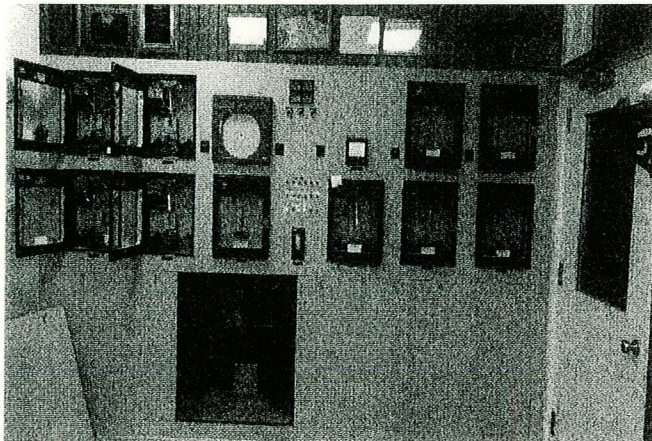
ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

February 22, 2017

- (1) SURCHARGE Sampled ACHS and Kindred Place; results attached.
- (2) HAULING Hauled 62 loads, 235,600 gals. to Pennsy farm.
- (3) PLANT The plant is operating well.
- (4) DEP BAY AUDIT DEP was here to do the annual Chesapeake Bay Audit; everything was good.
- (5) LAB ACCREDITATION The Lab has to renew its accreditation for a cost of \$1,250.00.
- (6) CHARTS We finished removing old flow charts that did not work and replaced them with digital totalizers; we were originally going to do this with the upgrade but I thought the price was too high. Plant staff removed and installed new meters and flow chart for under \$5,000 dollars.

Respectfully submitted,
Les Powell, Chief Operator



indicated its concurrence with moving forward with this renewal and that a formal motion to authorize this was not necessary.

SOLICITOR'S REPORT: The Authority was informed of the following pertaining to the status of a lien:

BSW Holdings: Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings, Mr. Lamoureux reported his office issued a letter earlier in the month informing BSW Holdings of the amount of legal costs remaining on its lien that must be paid in order for that lien to be satisfied. He noted the letter indicated that unless the legal costs were paid by March 23, 2017, the Township would move forward to pursue obtaining a judgment and executing to force a sale of the premises to secure payment. Mr. Lamoureux indicated he would report back to the Authority at its March Regular Meeting to provide an update on where this matter stands.

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 of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that since the January 24, 2017 Authority meeting 34 accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid, 17 customers not under a payment contract with the Township, and 11 landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$14,500 had been received from significantly past-due customers, including \$2,589.87 from Just Wing It, \$725.40 pertaining to the former Light property at 143 Woodside Court, and \$500.00 for the Allen Theatre and related properties.

2017 Delinquent Customers Policy: Mr. Yingst noted that, due to anticipated warmer temperatures, the Township Office will soon be able to shut off water service for nonpayment of sewer and trash fees. To that end, he requested that the 2016 delinquent policy remain in effect for 2017, noting that this would authorize the Township Office to post delinquent accounts for water shutoff if the customer is \$500 or more in arrears, or two or more quarters in arrears, per dwelling or nonresidential unit. **MOTION** by Mr. Seward, second by Mr. Perrotto to authorize the Township Office to enforce the delinquent account collection policy as described above. Motion carried unanimously.

Energy Evaluation at WWTP: At the request of Township Commissioner James Scott, Mr. Yingst reported he has been in contact with Jay Franklin of NRG Controls. Mr. Yingst indicated that several months ago Mr. Scott had heard a news report that Derry Township had installed solar panels on unused open space at its municipal building and wondered if the Annville WWTP could be used for a similar purpose. Mr. Yingst's research into this led him to Mr. Franklin, who was involved in the Derry Township project. Mr. Franklin indicated the Derry Township project was not simply a solar one, but rather the result of an extensive energy evaluation at that location of which the installation of solar panels, as well as savings in other areas, reduced costs in order fund capital projects. Mr. Yingst noted that Mr. Franklin was not sure if it would make sense to pursue

this at the Annville WWTP, but he would be willing to review the plant and recent utility bills at no cost to make this determination. **MOTION** by Mr. Myers, second by Mr. Perrotto to authorize Mr. Yingst and Mr. Powell to communicate and meet with Jay Franklin of NRG Controls regarding a possible energy evaluation at the WWTP. Motion carried unanimously.

MOTION by Mr. Rooney, second by Mr. Seward 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. Myers, second by Mr. Perrotto to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:44 PM.


(Assistant) Secretary