

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
November 22, 2022**

The Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on November 22, 2022 the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Deaven, Chairperson; Dustin Sider, Vice Chairperson; Hugh Rooney, Treasurer; Karen Mailen, Secretary and Barry Ludwig, Assistant Secretary/Assistant Treasurer. Also in attendance were Mike Gossert, Township Administrator and Authority Clerk; Joe Viozzi, attending in place of Les Powell Superintendent of the Wastewater Treatment Plant (WWTP); and Corey Lamoureux, Esq., Township Solicitor.

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 Mr. Sider, second by Ms. Mailen 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 *the following comments/no comments* were noted from those in attendance.

APPROVAL OF MINUTES: **MOTION** by Mr. Rooney, second by Mr. Ludwig to approve the minutes of the Regular Meeting held September 27, 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 September 30, 2022.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for October 2022 was reviewed. **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. Viozzi reported that the WWTP is operating well with no major issues the past month. He began by reviewing the Monthly Report and noted the plant will require a methanol purchase before the end of the year. Typically Les was able to purchase a half load but due to fuel costs and other inflationary factors the vendor is only delivering full loads. This will cost approximately \$18,000 which can be supported by the budget.

MOTION by Mr. Rooney and seconded by Mr. Ludwig to purchase the full load of methanol. Motion carried unanimously.

Sampling and Surcharges:

The Authority reviewed the results of the latest samplings for the Kindred Place. Mr. Viozzi 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 next sewer bills

SOLICITOR'S REPORT: Mr. Lamoureux reported that with the annual requirement to advertise meetings approaching he asked if the Board would be considering any changes to meeting times and dates. It has been discussed in the recent past that maybe the Authority Board would consider meeting every other month instead of every month. After a lengthy discussion it was decided that the Board would continue to meet as it has in the past, every month.

The Solicitor also discussed a letter sent to Mr. Quarry, 84 Quittapahilla Dr regarding his claim the a blockage in the main line in front of his house caused a sewer backup in his basement. The letter was sent on behalf of the Authority stating the facts of the events didn't demonstrate that the Authority was responsible for the sewerage back-up in Mr. Quarry's basement.

The Solicitor also discussed past due bills for 502 Queen Street. Generally when late payments approached or exceeded \$1,000 a water shut off notice is sent. This is a habitual offender but typically they do eventually make the payments that bring the property current with payments.

ENGINEER'S REPORT: The Authority was provided a written update 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.

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

Delinquent Report: Mr. Gossert informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that 22 accounts were posted for water shut-off, notification letters were sent to 3 landlords and that over the past four weeks more than \$2,561.25 had been received from significantly past-due customers.

MOTION by Mr. Rooney, 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 Mr. Sider, second by Ms. Mailen to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:55 PM.

Secretary