

**South Annville Township, Lebanon County, Authority
Board Meeting
1036 Horseshoe Pike
Lebanon, PA 17042**

Minutes 1/4/2023

Patrick Brewer, Chairman

David Greely, Member

Paul Baker, Vice Chairman

Jack Hinton, Treasurer

James Graves, Secretary

The meeting was called to order by Chairman Brewer at 6:30 P.M. Present were Patrick Brewer, Paul Baker, Jack Hinton, David Greely, Fred and Bradley Weaver of Weaver Accounting, Jeffrey Steckbeck of Steckbeck Engineering, Attorney Eric Gibson of the Law Office of Anthony J. Fitzgibbons, and Jeanette Henning of South Annville Township. Excused were Secretary James Graves and Attorney Anthony Fitzgibbons of the Law Office of Anthony J. Fitzgibbons.

Minutes of November 2, 2022- Motion to approve the minutes of the South Annville Township, Lebanon County, Authority Meeting for November was made by Vice Chairman Baker; second by Treasurer Hinton. Motion was unanimous.

Bookkeeper's Report-Authority Bookkeeper Fred Weaver presented the financial reports for acceptance which included the following: Invoices paid and pending, Revenues received, Bookkeeper's report fund totals /financial report. Mr. Weaver continued with a report on the Financial Statement Audit for the Fiscal Year Ended, June 30, 2022, which has been completed, having received a clean audit report by Garcia, Garman and Shea, PC. Motion to accept the Bookkeeper's Report was made by Member Greely; second by Treasurer Hinton. Motion was unanimous.

Citizens/Public Comments- No Public Comments

Prior Business Items- Update on requests for extension. Sewage Treatment Agreements will expire on January 5, 2024. Any EDUs that developers currently have that are paid for and not used by January 5, 2024, will not be renewed or extended. Moving forward as of January 5, 2024, the procedure for the allocation of EDUs will be as follows: Submit a Letter of Request to CoLA and SATA for allocation. Then file the Planning Module and Land Development Plan with Township and DEP and upon approval and recording, the developer will need to purchase the allocated EDUs. Garman Builders has requested thirty-eight additional EDUs. Thirty-four additional EDUs for Candler's Pointe and four additional EDUs for a four-lot subdivision on the west side of the pumping station on Reigerts Lane. Treasurer, Jack Hinton has asked the Board to consider putting his account on hold (three billing cycles) until his home, (which was rendered uninhabitable by fire) is rebuilt.

Engineer's Report- Jeffrey Steckbeck of Steckbeck Engineering presented Kristen Yeagley's SATA Summary Report to the board which included a list of outstanding quarterly sewer invoices as of December 31, 2022, and invoices that are billed in accordance with the SATA's 90 day wait period. Mr. Steckbeck gave the operational status of the SATA pumping stations which are running smoothly with maintenance repairs to the pump at Locust Road. Bookkeeper Weaver took advantage of a year end 10% discount to stock up on spare parts. Ventilator fans were rebuilt at Reigerts Lane and Locust Road. Projects that require connections to the sewer system: Wynfield, phase 1A-completed in November of 2022 as-builts were received, Mayapple, phase 3, as-builts were received. Mr. Steckbeck noted that the three-year contract with the Municipal and Authority Support Services, LLC

(MASS) is up for renewal and explained all increases. Mr. Steckbeck also updated the Board with the outlook for sewer capacity needs versus available capacity.

Attorney's Report- Eric Gibson of the Law Office of Anthony J. Fitzgibbons reported that he continues to work with Kristen Yeagley on accounts that are delinquent. Accounts that are delinquent (three quarters or more) will continue to get a 30-day letter which notifies the account holder that their water will be shut off and/or a lien will be placed. Several account holders responded to the 30-day letters and have or are working on bringing their accounts to date. Concerning the accounts that have made payments, they will continue to be monitored by Authority Bookkeeper Weaver and Attorney Fitzgibbons. A letter from a delinquent account has been received by the Authority explaining the account owners basis for not connecting. After a brief discussion, the Board has decided to ask Attorney Fitzgibbons to draft a letter to account owner giving the details of what is currently owed to the Authority to date.

ACTION ITEMS

Motion by Vice Chairman Baker to Approve South Annville Township making second request for extension of January 5, 2004 Sewage Treatment Agreement with the City of Lebanon Authority along with the Approval of the Reservation of Sewer Capacity Agreements received from: Garman Builders at Wynfield, LLC (175 EDU's), Candler's Pointe, LLC (136 EDU's), Comm Dev Corp of America/Carmany (49 EDU's), South Annville Holdings, LLC (254 EDU's) and Approval of the Sewer Extension Agreement (Developer's Agreement with Garman Builders at Wynfield, LLC.; second by Treasurer Hinton. Motion was unanimous.

Motion by Vice Chairman Baker to Approve renewal of the Three-year Contract with MASS; second by Member Greely. Motion was unanimous.

Motion by Treasurer Hinton to Approve changes included in the Three-Year Contract with the Municipal and Authority Support Services, LLC (MASS).; second by Member Greely. Motion was unanimous.

Motion by Member Greely to Approve the reservation of 1 currently available EDU to Garman Builders along with being placed first on the list to reserve an additional 37 EDUs if/when they become available.; second by Vice Chairman Baker. Motion was unanimous.

Motion by Member Greely to Grant placing Treasurer Hinton's sewer billing on hold (three cycles).; second by Vice Chairman Baker. Motion was unanimous.

Bill Payment

Chairman Brewer called for a motion to pay bills. Treasurer Hinton moved to pay bills; second by Member Greely. Motion was unanimous.

Adjournment

Noting the conclusion of current business, Chairman Brewer called for a motion to adjourn. Treasurer Hinton moved; second by Member Greely. Motion was unanimous.

Respectfully Submitted:

James Graves, Secretary-SATA

Patrick Brewer, Chairman-SATA