

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

**Minutes 1/5/2022**

Patrick Brewer, Chairman

David Greely, Member

Paul Baker, Vice Chairman

Jack Hinton, Treasurer

James Graves, Secretary

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

**Minutes of November 3, 2021**- Motion to approve the minutes of the South Annville Municipal 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 also gave a thorough report on the Authority's fiscal year ending 6/30/2021 audit, which was prepared by Garcia, Garman and Shea accounting firm. No issues were found. Mr. Weaver recommended lowering the quarterly Ready to Serve Charge from \$9.00 to \$5.00 per EDU. 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.

**Engineer's Report**- Jeff Steckbeck of Steckbeck Engineering presented Kristen Yeagley's SATA Summary Report to the board which included a list of outstanding (at least two quarters in arrears) quarterly sewer invoices as of December 31, 2021, along with notes on additional projects that require connection to the sewer system and invoices that are billed in accordance with the SATA's 90 day wait period. Mr. Steckbeck also informed the Board that the three-year contract between SATA and MASS LLC needed to be renewed. With some contract fees being adjusted the Board approved the renewal. When the contract is ready, Mr. Steckbeck will send to Chairman Brewer for signatures. Steckbeck Engineering will file the Chapter 94 Report by March 2022. Once this report is complete, calculation and re-capturing of EDU availability will be known.

**Attorney's Report-** Anthony Fitzgibbons of the Law Office of Anthony J. Fitzgibbons updated the board of the following: 30-day letters (liens imminent) will be sent out to three properties that are on the outstanding quarterly sewer bills according to CoLA as of 12/31/2021 (at least 2 quarters in arrears). Attorney Fitzgibbons is ready to release liens on three properties on the outstanding quarterly sewer invoices report as soon as Authority Bookkeeper Fred Weaver confirms payments. A Developers Agreement will be need for DHL's request for 159 EDU's.

**ACTION ITEMS**

Motion by Vice Chairman Baker to renew the Operations and Maintenance Contract between SATA and Municipal and Authority Support Services, LLC (MASS) for a three-year term, with fee adjustments; second by Member Greely. Motion was unanimous.

Motion by Member Greely to lower Quarterly Ready to Serve Charges to \$5.00 per EDU by Resolution #2022-1; second by Vice Chairman Baker. Motion was unanimous.

Motion by Chairman Brewer to authorize SATA Attorney Fitzgibbons to prepare a Developers Agreement for DHL if the project moves forward; second by Member Greely. Motion was unanimous.

**Adjournment**

Noting the conclusion of current business, Chairman Brewer called for a motion to adjourn. Vice Chairman Baker moved; seconded by Member Greely the motion to pay bills and adjourn. Motion was unanimous.

Respectfully Submitted:

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James Graves, Secretary  
South Annville Township Authority

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Patrick Brewer, Chairman  
South Annville Township Authority