

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

**Minutes 3/1/2023**

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, James Graves, David Greely, Jack Hinton, 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 was Attorney Anthony Fitzgibbons of the Law Office of Anthony J. Fitzgibbons.

**Minutes of January 4, 2023-** Motion to approve the minutes of the South Annville Township, Lebanon County, Authority Meeting for January 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 presented the Board with information about purchasing a Certificate of Deposit. The Board authorized Attorney Gibson to prepare a Resolution granting the SATA Treasurer and Bookkeeper the authority to purchase and sign for the CD. Motion to accept the Bookkeeper's Report was made by Secretary Graves; second by Vice Chairman Baker. Motion was unanimous.

**Citizens/Public Comments-** Trevor Webster, a resident of SAT asked for an explanation of his quarterly sewer invoice. Particularly what the fees on his invoice are for. Members of the Board provided Mr. Webster an explanation of his invoice. Jeffrey Steckbeck of Steckbeck Engineering will provide Mr. Webster with a detailed explanation via email.

**Prior Business Items-** SAT Solicitor, Josele Cleary had questioned whether it was acceptable to the Authority for the sewer line serving lot #2 of the Royal Road Subdivision to extent over lot #1 in an easement. Jeffrey Steckbeck reported that this issue was presented to the Authority seven years ago at which time the board approved concept and authorized Solicitor, Anthony Fitzgibbons to prepare a Deed of Sewer Right of Way.

**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 February 28, 2023, 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 electrical repairs to the pumping station at Route #422. The gravity system is running well with no reports or calls of any overflows. Mr. Steckbeck provided a handout of the Chapter 94 Report which is a report that is submitted to the state of Pennsylvania annually. Mr. Steckbeck gave an in-depth explanation of this report along with Attachment B which is the Chart of Growth showing developments that have occurred or are occurring and where the Authority stands with connections to date and how many connections are anticipated in the next five years. With new sewer flow calculations, there are 37 EDUs available to fulfill a request from Garman Builders.

**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. The Board 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. The Authority received a letter from a resident who lives on Ridge Road concerning the debt on his account. After brief discussion about this letter, the Board authorized Attorney Gibson to compose a response letting the account owner know that SATA disagrees with all assertions that were made in the letter and that the account debt is still outstanding. Attorney Gibson will also draft a letter to developers, letting them know that the Authority will need a copy of their developer's agreement when applying for a permit.

**ACTION ITEMS**

Motion by Vice Chairman Baker to Approve the Chapter 94 Report as presented.; second by Member Greely. Motion was unanimous.

Motion by Secretary Graves to proceed with offering 37 EDUs to Garman Builders; second by Treasurer Hinton. Motion was unanimous.

Motion by Secretary Graves to Authorize Authority Treasurer and Authority Bookkeeper to purchase and sign for the purchase of a CD.; second by Vice Chairman Baker. Motion was unanimous.

**Bill Payment**

Chairman Brewer called for a motion to pay bills. Secretary Graves moved to pay bills; second by Treasurer Hinton. 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