

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
October 24, 2017**

The October Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on October 24, 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; and Anthony Perrotto, 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. Seward, second by Mr. Perrotto to approve the minutes of the Regular Meeting held September 26, 2017 as presented. Motion carried unanimously.

SEWER FUND AND SEWER CAPITAL FUND REPORT: The Authority reviewed the income statements and balance sheets for the Sewer Fund and Sewer Capital Fund for the period ending September 30, 2017.

ACCOUNTS PAYABLE: The Accounts Payable list for October 2017 was reviewed. **MOTION** by Mr. Myers, second by Mr. Seward 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 very well. He began by reviewing the Monthly Report, noting that its Total Nitrogen (TN) and Total Phosphorous (TP) figures represented the annual totals for the permit year and these figures were well within the limitations set by the plant's nutrient loading permit. Mr. Powell 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 Hoss's Steak and Sea House, Lebanon Valley College, and the Union Hose Social Club. Mr. Yingst noted that copies of these sampling results were mailed to these entities and based upon these results surcharges would be assessed to the November 1, 2017 sewer bills for Hoss's Steak and Sea House and Lebanon Valley College while there was no surcharge for the Union Hose Social Club. Mr. Powell recommended the Authority begin sampling Donut Break and the members of the Authority concurred.

Nutrient Credit Trading: Mr. Powell reported over the past month he contacted the Lancaster Area Sewer Authority, as well as several other plants suggested by Gannett Fleming, to see if there was interest in purchasing TN credits and he learned that at present they were not interested.

SOLICITOR'S REPORT: The Authority was informed of the status of several properties pertaining to unpaid sewer and trash fees:

144 Water Street: Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux noted the property was stayed at the Sheriff's Sale held two weeks prior. It was reported that two payments had been made on the outstanding balance since the lien had been filed and the Township Office would continue to review listings of future Sheriff's Sales to see if the property is again scheduled to be sold in that manner.

28 North King Street: Regarding the lien for unpaid sewer and trash fees pertaining to the Blackman property at 28 North King Street, Mr. Lamoureux reported his office filed a Proof of Claim in an attempt to collect these funds via the Chapter 7 bankruptcy process if such funds are available. He has since learned the property will likely be sold and in communications with the bankruptcy trustee he shared that full payment on the unpaid sewer and trash fees is anticipated.

ENGINEER'S REPORT: The Authority was informed of the following item:

Biosolids Disposal: Mr. Yingst and Mr. Powell provided a brief report of their visit with Joe Viozzi of WWTP staff and Nicholas Sahd of Gannett Fleming to the Myerstown plant on September 27, 2017 to observe the latter's centrifuge. A proposal was also received from Gannett Fleming for consulting engineering services for a preliminary basis of design for biosolids dewatering at an estimated amount of \$5,100. There was then discussion of alternative methods for disposal, with Mr. Powell reporting he contacted Synagro, a company that dewateres biosolids in addition to transporting the product and applying to fields it has under contract, for a price quote for its service. He also noted Synagro's fields could be used for disposal of biosolids dewatered by WWTP equipment and Synagro indicated it could provide a lower disposal price than if the Greater Lebanon Refuse Authority were used. Mr. Powell shared he did not believe using Synagro would be a long-term solution to the disposal problem but could be used on an emergency basis. He also shared that the high volume of biosolids being stored at the WWTP last month had since been applied to the Pennsy field. Mr. Yingst inquired if the Authority could pay farmers for use of their fields, which is what Synagro does to ensure they have disposal locations available, and Mr. Seward noted the Palmyra WWTP used to do this, but the cost for doing so could be high. Chairperson Ludwig noted the analysis proposed by Gannett Fleming would likely be necessary information as the Authority evaluated several different possibilities for addressing biosolids disposal. **MOTION** by Mr. Perrotto, second by Mr. Seward to recommend to the Board of Commissioners it approve the proposal from Gannett Fleming as presented and authorize its execution by the appropriate Township officials. Motion carried unanimously.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: The Authority was informed of the following item:

MS4/Stormwater Fee Development Services: Mr. Yingst reported proposals for developing an MS4/Stormwater fee were sought from three engineers and proposals were submitted from two firms: the proposal submitted by HRG, Inc. was for a base amount of \$54,700 and the proposal submitted by SSM Group, Inc. was for a base amount of \$19,100. Noting the proposal from SSM Group was \$3,300 higher than its proposal from two months prior due to additional recommended

work for community involvement, Mr. Perrotto asked why the proposal only showed \$1,400 for community involvement while the component for the meeting allowance was \$1,900 higher. Mr. Yingst indicated he believed this was because increased community involvement would require the engineer to attend additional meetings but that he would contact SSM Group to get confirmation on this. **MOTION** by Mr. Seward, second by Mr. Myers to recommend to the Board of Commissioners it approve the proposal from SSM Group, Inc. as presented and authorize its execution by the appropriate Township officials. Motion carried unanimously.

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 September 26, 2017 Authority meeting 13 accounts were posted for shutoff; this was comprised of seven customers who were under a payment contract but had not paid, four customers not under a payment contract with the Township, and two landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$6,300 had been received from significantly past-due customers, including \$500 for the Allen Theatre and related properties.

2018 Tentative Budgets - Sewer Fund, Sewer Capital Fund, and MS4 Fund: Mr. Yingst provided an update on the 2018 Sewer Fund, Sewer Capital Fund, and MS4 Fund budgets. He noted these budgets were reviewed by the Board of Commissioners on October 18, 2017 and that minor changes had been made to the Sewer Fund budget and the Sewer Capital Fund budget since they were first presented to the Township Authority at its September meeting due to information received subsequent to that meeting. Mr. Yingst then briefly discussed the reasons for these changes with the members of the Authority, noting the Sewer Fund budget remains balanced with a 2018 transfer to the Sewer Capital Fund budgeted in the amount of \$165,004. He reported the Board tentatively adopted the 2018 budgets and would be holding a Public Hearing to discuss all 2018 budgets at 7:15 PM on November 6, 2017 and anticipates official adoption of the 2018 budgets on December 4, 2017. **MOTION** by Mr. Perrotto, second by Mr. Seward to recommend to the Board of Commissioners that the 2018 tentative budgets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund be officially adopted as presented. Motion carried unanimously.

Anticipated Vacancy on Authority: Keith Seward shared his intention to resign from the Authority once a replacement could be found. Several possibilities for the position were discussed and Mr. Yingst was asked to contact one person in particular requesting a letter of interest.

MOTION by Mr. Myers, 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. Perrotto, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:02 PM.

(Assistant) Secretary