

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
November 24, 2015**

The November Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on November 24, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Barry Ludwig, Secretary; David Myers, Treasurer; and Keith Seward, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Timothy D. Sheffey, Township Solicitor; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Jeremy Long, *The Lebanon Daily News*.

Chairperson Perrotto 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 Perrotto provided an opportunity for public comment and no comments were noted from those in attendance.

MINUTES: MOTION by Mr. Ludwig, second by Mr. Seward to approve the minutes of the Regular Meeting held October 27, 2015 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending October 31, 2015.

ACCOUNTS PAYABLE: The Accounts Payable list for November 2015 was reviewed. Mr. Seward asked if check number 10569 to Narrows Glen, Inc. represented repayment of the overbilled tapping fees for Liberty Station and Mr. Yingst indicated it did. **MOTION** by Mr. Seward, second by Mr. Myers 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.

WASTEWATER TREATMENT PLANT PROJECT - PAYMENT REQUISITION: Regarding the WWTP improvements project, it was noted that a pay estimate was received for Gannett Fleming engineering services for the period ending October 30, 2015 in the amount of \$559.37. **MOTION** by Chairperson Perrotto, second by Mr. Seward to recommend to the Board of Commissioners for payment this invoice for the WWTP improvements project as presented in the total amount of \$559.37. Motion carried unanimously.

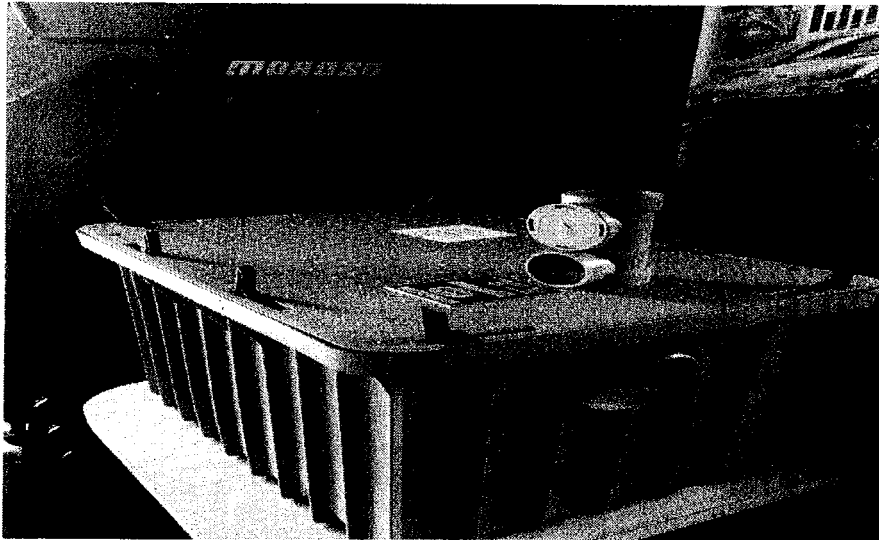
SUPERINTENDENT'S REPORT: Mr. Powell reported that the WWTP is operating very well. He briefly reviewed the Monthly Report, indicating that as the weather has been colder, the plant's methanol pumps have been running more—and, thus, using more methanol—to keep the pumps from losing prime. Mr. Powell also noted the significant amount of septage received for the month, especially in comparison to October 2014, and for this several members of the Authority expressed appreciation for his efforts in this regard. He 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:

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

November 20, 2015

- (1) **SURCHARGE** We will be sampling Kindred and the ACHS results will be available next month. I have been in contact with the Batdorf about a follow up meeting. My schedule and Louis schedules are very busy. Trying to get times we are both available. We are still working on their surcharge problems and they want to put a solids interceptor in. The Corvette has received their new grease trap and it will be installed shortly.



- (2) **HAULING** Hauled 57 loads 216,600 gals to Heilbronn farm.
- (3) **PLANT** North East is going to take electrical package out of one of the 1stage valves and take it back to shop and try to work on it.
- (4) **METHANOL SYSTEM** The trial pump has been ordered.
- (5) **FLUSHING** Once we are caught up with leaves, we are going to clean some lines in town and hit some of the problem areas around town.
- (6) **GLRA FARM** We are still waiting on the GLRA farm 30-day notice to be submitted. They are not doing a conservation plan at this time. DEP did not say that they really needed one so they are going to submit paper work without a plan and just use the old one from other farm.

Respectfully Submitted,
Les Powell Chief Operator

Surcharges: Mr. Powell briefly discussed ongoing communications he has had with Louis Rotunda about the plumbing of the Batdorf Restaurant and indicated he is planning to meet with Mr. Rotunda at the restaurant sometime in the weeks ahead to discuss further. Mr. Yingst also noted that on November 13, 2015 the Township Office was provided with a proof of purchase by Mike Beare of the Corvette Grill for a grease trap that was a required submission to the Township Office if a \$365.00 waiver was to be granted to the portion of the Corvette Grill's July 1, 2015 sewer bill pertaining to the surcharge on fats, oils, and grease. The members of the Authority concurred that Mr. Beare has satisfied his burden of proof and the Township Office should apply the waiver to his balance.

First Stage Blower Valve Control Boards: Mr. Powell provided a brief report on the status of the continuing issues associated with the damaged control boards for the first stage blower valves. In particular, he noted that the boards have not continued to function properly on a consistent basis over the last month and North East Technical Sales, Inc. will be working on the electrical package offsite in an attempt to remedy this.

SOLICITOR'S REPORT: Mr. Sheffey informed the Authority of the following items:

Methanol Pump Manufacturer Letter: Mr. Sheffey reported that he has drafted a letter to Geiger Pump & Equipment Co., the manufacturer of the methanol pumps at the WWTP that have not been functioning properly, based upon input he has received from Mr. Powell, Mr. Yingst, and Township Authority Engineer Dale Shope. As a result of this collaborative effort he indicated the letter is now finalized and he anticipated it will be mailed the following week.

Legal Actions Against Significantly Delinquent Customers: Mr. Sheffey provided brief updates on several liens for unpaid sewer and trash fees. Regarding the lien on the properties on North King Street and West Church Street that are owned by BSW Holdings, Mr. Sheffey reported that BSW Holdings made another \$1,500 payment in November to bring the outstanding balance for these properties to less than \$6,000. He also indicated that no response has been received from Fannie Mae, the current owner of the former Gonzalo Carranza property at 524 West Queen Street, despite two letters he sent concerning that property's unpaid sewer and trash fees. He then briefly indicated the next steps he plans to take regarding that property's delinquent balance.

Bids for Ferrous Sulfate and Methanol: Mr. Sheffey presented the bids received by the 3 PM deadline on November 13, 2015 for the purchase of ferrous sulfate and methanol, noting that the bids were properly advertised and may be considered for recommendation by the Authority. Mr. Sheffey indicated that he has had the opportunity to review the low bid submission for both ferrous sulfate and methanol and noted several required bid specifications that the low bidders for each failed to provide. Mr. Yingst indicated that he has contacted both low bidders for the submission of the specifications. **MOTION** by Chairperson Perrotto, second by Mr. Seward to recommend to the Board of Commissioners to approve the purchase of ferrous sulfate from the lowest bidder, Evoqua Water Technologies, LLC of Sarasota, FL, at \$0.747 per gallon, contingent upon its satisfying all required terms and bid specifications. Motion carried unanimously. **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners to approve the purchase of methanol from the lowest bidder, Univar

USA, Inc. of Middletown, PA, at \$1.16 per gallon, contingent upon its satisfying all required terms and bid specifications. Motion carried unanimously.

ENGINEER'S REPORT: Mr. Yingst reported that Mr. Shope is planning on presenting a proposal for the 2015 Chapter 94 Report to the Authority at its December Regular Meeting.


CLERK'S REPORT: Mr. Yingst informed the Authority 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 October 27, 2015 Authority meeting 20 accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid and 14 customers not under a payment contract with the Township. Mr. Yingst concluded by reporting that over the past four weeks more than \$5,800 had been received from significantly past-due customers, including \$1,500 from BSW Holdings, as Mr. Sheffey had previously reported.

December Meeting Reminder: Mr. Yingst reminded the Authority that, due to the Christmas holiday, the Township Authority would be holding its final 2015 meeting on the third Tuesday in December, December 15, and was scheduled to hold its election of officers for 2016 at that meeting.

MOTION by Mr. Ludwig, second by Mr. Myers 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. Myers, second by Mr. Seward to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:45 PM.


(Assistant) Secretary