

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY**

**March 28, 2017**

The March Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on March 28, 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); Corey Lamoureux, Esq., Office of the Township Solicitor; Michael Mehaffey, Engineer with Gannett Fleming; and Julianna Cerni, Chris Eich, Tristan Ferguson, Elliott Kleckner, Noah Logan, Mai Phan, Ibsen Powers, and Jack Wallace, students from Lebanon Valley College.

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 from those in attendance.

**MINUTES: MOTION** by Mr. Seward, second by Mr. Perrotto to approve the minutes of the Regular Meeting held February 28, 2017 as presented. Motion carried unanimously.

Hugh Rooney, Assistant Secretary/Assistant Treasurer of the Authority, arrived at the Regular Meeting at 5:31 PM.

**SEWER FUND REPORT:** The Authority reviewed the Sewer Fund Report for the period ending February 28, 2017.

**ACCOUNTS PAYABLE:** The Accounts Payable list for March 2017 was reviewed. Mr. Perrotto inquired about Check No. 11237 issued to Central State Door Service in the amount of \$1,293.21. Mr. Powell indicated this represented payment for repairing a spring on one of the overhead doors at the WWTP that cannot be repaired by Township staff, as well as the routine service and preventative maintenance performed on these doors annually. With no further questions or comments noted, **MOTION** by Mr. Perrotto, 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 well. He began by reviewing the Monthly Report before moving on to review the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes, and the following item was discussed in detail:

**Surcharges:** The Authority reviewed the results of the latest samplings for the Annville Grille, Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Napoli's Pizza, Salsa's Mexican Grille, and the Lebanon Valley (UCC) Home. Mr. Yingst noted that copies of these sampling results were mailed to these entities and based upon these results surcharges would be assessed to their April 1, 2017 sewer bills. The Authority noted the significant surcharges being assessed to Just Wing It and the Lebanon Valley Home based on their sampling results. Mr. Powell indicated

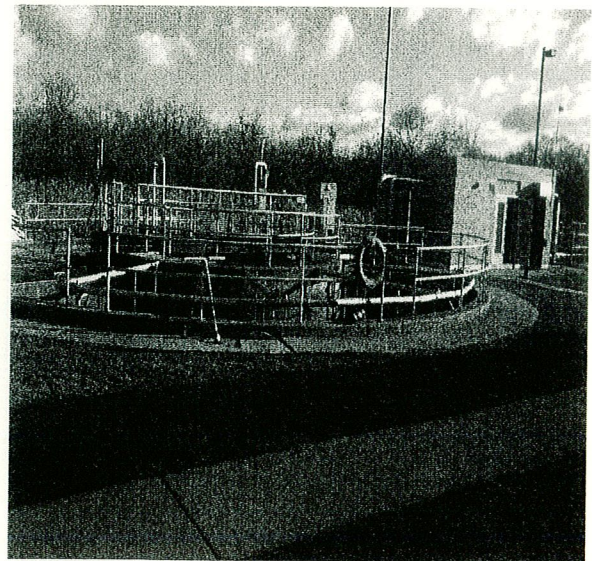
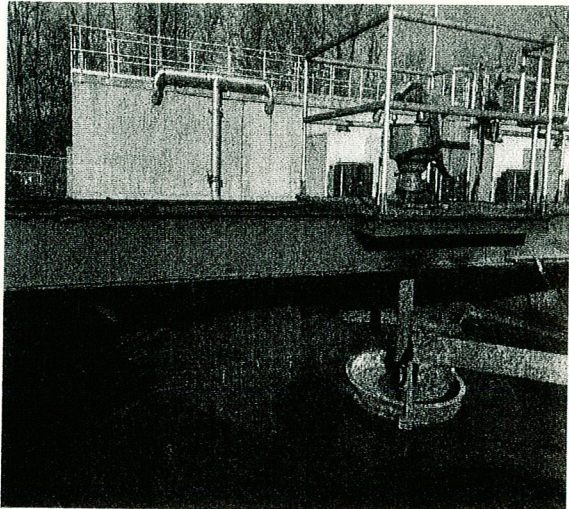


# **ANNVILLE TWP.WASTEWATER TREATMENT PLANT**

## **STATUS OF PENDING PROJECTS**

**March 22, 2017**

- (1) **SURCHARGES** We sampled the Annville Grille, Batdorf, Corvette, J&S Pizza, Just Wing It, Napoli's, Salsa's, and the Lebanon Valley (UCC) Home; results attached.
- (2) **HAULING** Hauled 53 loads to Pennsy (201,400 gallons).
- (3) **PLANT** The plant is operating well, although we are having more issues with electric. Dourte Electric and myself have been going through the major components of the plant to make sure wires are tight and things are hooked up correctly. We had another motor go out on the filter feed pumps and we found some wires that were energized but not going anywhere.
- (4) **DEP** We were inspected by DEP; everything was OK (report attached).
- (5) **LAB** Keith Heck has passed all his proficiency tests (results attached).
- (6) **TANK PAINTING** The painters started prepping tanks for painting. The total price is \$3,600. I would like to pay Miller's half now (half of the work is complete); there is a total of four tanks that will be painted. This is within the \$4,400 designated in the Sewer Capital Fund budget for this project.



Respectfully submitted,  
Les Powell, Chief Operator



these surcharges could be materially reduced by improved housekeeping measures. He noted he has communicated this to Just Wing It and the Lebanon Valley Home on earlier occasions when they have had similarly high surcharges, and the Authority noted the occurrence of a history of high testing results for these entities.

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

**Lien Against BSW Holdings' Properties:** Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings, Mr. Lamoureux reported that correspondence was received two weeks prior from BSW Holdings indicating it intended to pay off the unpaid legal fees associated with this lien. It was also noted that payment in the amount of \$500 was received the prior week, reducing the balance of unpaid legal fees from \$2,317 to \$1,817. Consequently, Mr. Lamoureux shared that he and Mr. Yingst did not believe it was appropriate to take any legal action against these properties at present and they would continue to track anticipated future payments from the owner and share this information with the Authority. Mr. Rooney inquired as to the original amount of the lien pertaining to unpaid sewer and trash fees and Mr. Lamoureux and Mr. Yingst recollected the amount to have been between \$10,000 and \$15,000. Mr. Rooney noted that the legal fees associated with nonpayment of these sewer and trash fees was approximately 20% of the original principal of the lien.

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

**Chapter 94 Report:** Mr. Mehaffey presented copies of the Township's Municipal Wasteload Management (Chapter 94) Report for 2016 to the members of the Authority, Mr. Powell, and Mr. Yingst. He noted the report indicated the WWTP was operating well within its capacity from both a hydraulic and organic loading standpoint and the report would be submitted to the Pennsylvania Department of Environmental Protection (DEP) before the end of the week. Per a request from Mr. Rooney, Mr. Mehaffey shared some specific numbers reflecting hydraulic and organic loading, noting the plant was not at risk of overloading for either category. Mr. Rooney asked if this available capacity meant the plant could be accepting more hauled waste. Mr. Powell indicated he has offered the receiving station at the plant to all waste haulers in the area. He also described the balancing act of receiving hauled waste and spreading it on fields from both a timing standpoint and the need to continue to treat municipal sewage from the collection system. Mr. Perrotto referenced the Monthly Report, noting the plant was receiving more hauled waste than at this point in 2016 and thanked Mr. Powell for his continued efforts with this.

**CLERK'S REPORT:** The Authority was informed of the following items:

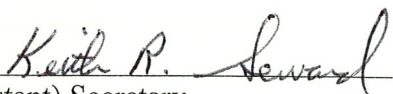
**Delinquent Report:** Mr. Yingst informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that since the February 28, 2017 Authority meeting 20 accounts were posted for shutoff; this was comprised of four customers who were under a payment contract but had not paid, 14 customers not under a payment contract with the Township, and two landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$6,800 had been received from significantly past-due customers.



**Municipal Separate Storm Sewer System (MS4):** Mr. Yingst shared in detail with the Authority the federal and state MS4 requirements being placed upon municipalities intended to reduce the level of pollutant loading into streams via stormwater runoff. He reported that at its meeting earlier in the month the Board of Commissioners indicated its intent to have the Township join a regional MS4 consortium, seeing this as the most cost-effective way for complying with these regulations, and to begin to evaluate the possibility of using the Annville Township Authority as the collection mechanism for fees to fund the costs of participating in the consortium. Noting that the annual costs for participating in the consortium were currently estimated at \$83,000—although this number was merely a preliminary one and likely to change—Mr. Yingst inquired if the members of the Authority had any questions about this proposal. Mr. Rooney inquired as to how the fees might be assessed and Mr. Yingst noted there were several possibilities, while providing some detail on the Equivalent Residential Unit (ERU) method—which accounts for impervious surface in the fee assessment calculation—currently used or being considered by some local municipalities and authorities. Mr. Perrotto asked how reductions to pollutant loading are achieved and Mr. Yingst indicated it is by employing Best Management Practices (BMPs) such as streambank restorations, rain gardens, and riparian buffers. Mr. Mehaffey also provided some more detailed information on this from an engineering standpoint, while speaking favorably about both the ERU method and the use of regional cooperation to achieve MS4 compliance. Mr. Perrotto noted that this was an unfunded mandate and encouraged the other members of the Authority to educate themselves on MS4 so that they can better communicate what benefits such a fee would provide to the community. Mr. Yingst shared that the Township concurred with the need to provide opportunities for education on the MS4 program and several years prior had taken the unique steps of designating a Township Commissioner with a science background and water quality experience to oversee the Township's MS4 and stormwater program, and that a portion of each monthly Board of Commissioners' Meeting provided an opportunity for discussion on the program and a report on the status of same. With no further questions or comments noted from the Authority, Mr. Yingst indicated he would begin to work with the Township Solicitor and the Township Engineer, SSM Group, Inc., to research the legal and engineering steps necessary for the Authority to exercise MS4 and stormwater oversight and the assessment of a fee pertaining to funding same.

**MOTION** by Mr. Rooney, 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. Seward, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:10 PM.

  
(Assistant) Secretary