

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
May 23, 2017

Announced Visitor(s): None announced

1. Call to Order – 5:30 PM
2. Public Comment
3. Minutes – April 25, 2017
4. Sewer Fund Report
5. Accounts Payable
6. Superintendent's Report
 - Surcharges
7. Solicitor's Report
 - Legal Actions Against Significantly Delinquent Customers
8. Engineer's Report
9. Clerk's Report
 - Delinquent Report
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY**

May 23, 2017

The May Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 23, 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. Perrotto, second by Mr. Seward to approve the minutes of the Regular Meeting held April 25, 2017 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending April 30, 2017.

ACCOUNTS PAYABLE: The Accounts Payable list for May 2017 was reviewed. **MOTION** by Mr. Myers, second by Mr. Perrotto 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 and he and the Authority commented favorably on the Total Nitrogen (TN) and Total Phosphorus (TP) nutrient loading numbers. 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 Annville-Cleona High School (ACHS) and Kindred Place. It was noted that, due to the results, Kindred Place would not be assessed a surcharge on its June 1, 2017 sewer bill, while ACHS would be assessed a surcharge on its next bill. Mr. Yingst noted that copies of these sampling results were mailed to both entities earlier in the month. He also revisited a discussion from a previous Regular Meeting whether the assessment of the \$250 sampling and testing fee as required by the Annville Township Code for customers who exceed the limitations on Total Suspended Solids (TSS), Biochemical Oxygen Demand (BOD), and Fats, Oils, and Grease (FOG) be waived when the sampling and testing fee dwarfs the portion of the surcharge pertaining to TSS, BOD, and FOG. The Authority discussed this in depth, using the historical and projected sampling results for several businesses as examples. Mr. Seward asked if the incentive of waiving the sampling and testing fee when results of all testing categories are below Township limitations is being communicated to businesses and Mr. Yingst indicated that is part of each cover letter he sends out with the quarterly testing results. Chairperson Ludwig inquired about the source of the current Township limits of 235 mg/L and 217 mg/L for TSS and BOD, respectively, and Mr. Powell indicated they were industry standards

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

May 19, 2016

- (1) **SURCHARGES** The sampling results for Annville-Cleona High School and Kindred Place are attached. We are also trying to get in contact with the VFW so we can sample them. Their clean-out is buried under stone and we need some help from them as to where it comes out of the basement.
- (2) **HAULING** Hauled 64 loads, 217,600 gallons.
- (3) **PLANT OPERATION** The plant is running very well.

Respectfully Submitted,
Les Powell Chief Operator

recommended some time ago by the previous Authority Engineer Dale Shope. Mr. Ludwig suggested these limitations seemed to be more in line with a residential average than a commercial or industrial average and Mr. Powell concurred. It was suggested that several other authorities be contacted to determine their commercial limitations for TSS and BOD and Mr. Yingst agreed to do so and report back to the Authority at a future meeting. Mr. Powell also agreed to review the actual TSS and BOD effluent results over the past three years for each sampled entity and provide an average of those results to the Authority. Mr. Perrotto suggested that a policy could be instituted waiving the testing and sampling fee for any entity whose total TSS, BOD, and FOG surcharge was below a given amount such as \$20 per quarter for two consecutive quarters. The Authority regarded this proposal favorably but ultimately decided to wait to consider any policy or ordinance changes until the information to be provided by Mr. Yingst and Mr. Powell could be reviewed.

High-Concentration Commercial Liquid Waste: Mr. Powell reported a hauler recently disposed of commercial liquid waste of a very high concentration at the WWTP. At the concurrence of the Authority, Mr. Powell indicated he would notify the hauler of this occurrence and that such high-concentration commercial liquid waste should not be disposed of again at the plant and the possible consequences for doing so.

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

Legal Actions Against Significantly Delinquent Customers: Mr. Lamoureux provided brief updates on several liens for unpaid sewer and trash fees.

508 West Queen Street: Regarding the lien against the Howard property at 508 West Queen Street, Mr. Lamoureux reported that payment was received in full in the amount of \$2,540.51 earlier in the month and the lien has been satisfied.

1296 East Main Street: Regarding the lien against the Williams property at 1296 East Main Street, Mr. Lamoureux reported that a notice of Sheriff's Sale for this property was received earlier in the month. He noted the Sheriff's Sale is scheduled for June 13, 2017 and reminded the Authority a municipal claim was placed on this property in September 2016. While Mr. Lamoureux noted the amount of the claim was for \$903.02 for unpaid sewer and trash fees, as well as filing costs, accrued interest, and attorneys' fees, he indicated payoff for the lien may be challenging due to other judgments and liens against the property and Sheriff Klingler's interpretation of the priority of this type of lien in relation to other types of claims. To that end, Mr. Lamoureux indicated the Board of Commissioners would be asked at its June Regular Meeting to authorize filing a challenge with the Lebanon County Court of Common Pleas in the event the Sheriff does not make payment to the Township for the lien pertaining to delinquent sewer and trash fees for this property.

144 Water Street: Mr. Lamoureux reported that the Forbes property at 144 Water Street is scheduled for Sheriff's Sale on June 13, 2017. Due to the balance of \$666.28 for unpaid sewer and trash fees, he noted that Mr. Yingst suggested the lien process be started against this property. **MOTION** by Mr. Seward, second by Mr. Perrotto to ratify the filing of a municipal claim for unpaid sewer and trash fees against the Forbes property at 144 Water Street. Motion carried unanimously.

BSW Holdings: Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings, it was reported that payment was not received over the past month. Mr. Yingst indicated he communicated to BSW Holdings about this and he received assurance the nonpayment was an oversight and payment would be forthcoming in the next few days.

Municipal Separate Storm Sewer System (MS4): Mr. Lamoureux reported he would be meeting later in the month with other municipal solicitors with the intent of finalizing the intergovernmental agreement for the MS4 regional consortium that would then be presented to the participating municipalities for their consideration and adoption. Mr. Yingst reported he attended a meeting earlier in the week where representatives of the municipalities participating in the consortium met with engineers to begin evaluating the possible Best Management Practices (BMPs) to be incorporated into the regional pollutant reduction plan intended to meet their MS4 permit requirements.

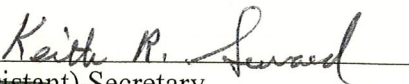
ENGINEER'S REPORT: Nothing to report this month.

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

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 April 25, 2017 Authority meeting 12 accounts were posted for shutoff; this was comprised of two customers who were under a payment contract but had not paid, nine customers not under a payment contract with the Township, and one landlord/tenant customer. He also reported that one account had been submitted for water shutoff due to nonpayment of its delinquent balance and this resulted in payment and subsequently the restoration of water service to that address. Mr. Yingst concluded by reporting that over the past four weeks more than \$5,000 had been received from significantly past-due customers, including \$400 for the Allen Theatre and related properties.

MOTION by Mr. Myers, second by Mr. Perrotto 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. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:15 PM.


(Assistant) Secretary