

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
February 27, 2018

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Opportunity for Public Comment
3. Minutes – January 23, 2018
4. Municipal Separate Storm Sewer System (MS4) Report
5. Financial Reports
6. Accounts Payable
7. Superintendent's Report
 - Surcharges
 - Replacement of Wear Plates and Impellers on Main Sewage Pumps
 - Dewatering Equipment Demonstrations
 - Laboratory Accreditation
8. Solicitor's Report
9. Engineer's Report
10. Clerk's Report
 - Delinquent Report
 - 2018 Delinquent Customers Policy
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
February 27, 2018**

The February Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on February 27, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Vice Chairperson; Hugh Rooney, Secretary; Barry Ludwig, Treasurer; and Anthony Deaven, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; Kent Morey, Engineer with SSM Group, Inc.; and Thomas R. Embich, Township Commissioner.

Vice 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.

OPPORTUNITY FOR PUBLIC COMMENT: Vice Chairperson Perrotto provided an opportunity for public comment and the following comments were noted from those in attendance:

Lebanon County Stormwater Consortium (LCSC) Update: Mr. Embich, who is the Township's representative to the LCSC, reported that the consortium's joint Pollutant Reduction Plan (PRP), which represents the strategy by which the consortium members will reduce sediment loading by 10% over the next five years, was submitted to the Pennsylvania Department of Environmental Protection (DEP) for its review. Per this review, DEP noted the PRP did not account for roadways in the six member municipalities that were not part of a stormsewer shed and indicated this must be taken into account for the PRP's calculations. Steckbeck Engineering & Surveying, Inc. (SESI), who developed the PRP for the LCSC, reported this development to the consortium at its monthly meeting on February 20, 2018, as well as that such roadways were not previously required to be included in the PRP calculations and represented a change of DEP requirements. Mr. Embich noted that most of Annville Township's roadways discharged to a stormsewer shed and, as such, they had largely been accounted for and any impact upon the Township's calculation for determining its annual contribution to the LCSC to fund PRP projects should be minimal. However, it was also noted that this may not be the case in other member municipalities and, as such, an increase in the total amount required to fund the joint PRP per this new requirement would likely also necessitate more costs to fund this from all members, including Annville Township. The LCSC asked SESI to issue a comment letter to DEP indicating that incorporating such changes this late in the process was not feasible, other municipalities having already completed their MS4 fee studies based upon the submitted PRP and having begun assessing these fees to property owners, and local State representatives have been notified of the LCSC's frustration. Several members of the Authority suggested that State Representatives Russ Diamond and Frank Ryan and State Senator Mike Folmer be invited to the March 20, 2018 public meeting regarding Annville's Township's MS4 program and fee and Mr. Yingst indicated he would do so. Mr. Embich also reported the other members of the LCSC would likely be providing fee credits, noting that stormwater controls such as rain gardens and retention basins that resulted in infiltration would likely be eligible for credits while rain barrels would predominantly not be.

Rex Moore, Township Commissioner, arrived at the meeting at 5:49 PM.

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

MS4/Stormwater Fee Development: Mr. Morey provided a rough estimate of the base Equivalent Residential Unit (ERU) and a detailed overview of the methodology used to calculate it. He shared that the base ERU would be approximately \$10 per quarter in the Town Center (TC), Medium Density Residential (R2), and High Density Residential (R3) districts due to the similar average lot sizes in these zones, while the base ERU would be approximately \$12 per quarter in the Low Density Residential (R1) district due to its larger average lot size. Mr. Perrotto asked if all properties in these districts would receive the same charge. Mr. Morey indicated residential properties would, while non-residential properties would be charged ERUs based upon their direct proportion of impervious surface to pervious surface. He also asked if Township properties should be exempted from the fee. Mr. Yingst argued in favor of the exemption, noting that MS4 fees charged to the Township would be funded by tax dollars, which ran counter to the overall philosophy of funding the MS4 program via a fee instead of a tax so that all properties, regardless of whether they were exempt from property taxes, would be participating. The Authority concurred with Mr. Yingst and asked that Township properties be exempt from the MS4 fee for that reason. Discussion then returned to the ERU and its calculation in non-residential districts. Mr. Morey reported that properties in these districts would be charged ERUs based upon their direct proportion of impervious surface to pervious surface. A question was raised as to whether residential properties in these districts would need to be broken out and assessed a base ERU, and Mr. Morey indicated this would have to be done. Mr. Yingst did not think this would be too difficult to do because the comprehensive zoning revision of the Township in 2016 meant that most residential properties had been located in residential zones if that had not been the case per the previous zoning map. Mr. Morey^{indicated} he would need to work with Mr. Yingst to ensure that non-residential properties in a residential zone were properly identified and assessed ERUs based upon their ratios of pervious to impervious surface. Noting there were many non-residential properties in residential districts, Mr. Yingst noted this would be a much more complicated task and suggested that properties under a certain amount of square feet in these districts automatically be assessed one ERU. The members of the Authority seemed comfortable with Mr. Yingst and Mr. Morey proceeding in such a manner. Mr. Embich also noted other municipalities were providing for an appeals process if a property owner believed their assessment was incorrect and Mr. Lamoureux indicated such a process would be included in the ordinance authorizing the fee in Annville Township, as well.

Mr. Morey then asked the Authority if it wished to provide for fee credits, noting a suggestion that he, Mr. Yingst, and Mr. Lamoureux had discussed for offering up to \$5,000, or approximately 5% of annual program costs, in credits annually for those stormwater controls installed over a given amount of time that could have theoretically been used to reduce the Township's sediment loading calculation had time allowed prior to the deadline for filing the PRP to DEP. It was also noted that other municipalities had already begun to do so, and in particular it was noted that a similar methodology to those used in those municipalities could be used in Annville. Vice Chairperson Perrotto asked who would ultimately bear the cost of providing such credits and Mr. Yingst indicated those who did not receive such credits would. There was then debate regarding the fairness of providing credits versus reservations about having other ratepayers essentially fund these credits. There did seem to be concurrence that only those stormwater controls that directly

result in infiltration such as rain gardens and retention basins should be eligible for credits. Mr. Lamoureux noted that per his research there was no requirement that such a credit be provided. He did note, however, that the State Legislature was considering a bill that would require Second Class Townships to provide credits for MS4 fees; as such, he anticipated a similar law might be eventually considered for First Class Townships and Authorities. Mr. Morey then provided information on the annual costs for the MS4 program, noting that the majority of these costs pertained to the Township's annual obligation to the LCSC to fund the joint PRP. **MOTION** by Mr. Rooney, second by Mr. Deaven to authorize the development of a credit program pertaining to the MS4 fee in an amount and method to be determined by Mr. Morey and Mr. Yingst. Motion carried unanimously.

Mr. Morey left the meeting at 6:30 PM.

MINUTES: **MOTION** by Mr. Ludwig, second by Mr. Deaven to approve the minutes of the Regular Meeting held January 23, 2018 as presented. Motion carried unanimously.

FINANCIAL REPORTS: The Authority reviewed the income statements and balance sheets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund for the period ending January 31, 2018. Mr. Yingst reported he has instructed the investment advisor with Edward Jones that those funds invested in certificates of deposit and bonds should not be reinvested upon their maturity and instead deposited into the Edward Jones money market account. The reason for this decision was so these monies would be available should a capital project such as a dewatering system be pursued. He also shared a schedule showing the anticipated monthly balance of available funds in the Edward Jones money market account through the remainder of 2018 because of this decision.

ACCOUNTS PAYABLE: The Accounts Payable list for February 2018 was reviewed. **MOTION** by Mr. Ludwig, second by Mr. Rooney 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 Vice Chairperson Perrotto commented favorably on the revenue from septic haulers in January 2018 exceeding the January 2017 amount. 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 the American Legion and Annville-Cleona High School. Mr. Yingst reported that copies of these sampling results were mailed to these entities earlier in the month and based upon these results surcharges would be assessed to their March 1, 2018 sewer bills.

Laboratory Accreditation: It was noted the cost charged by DEP for laboratory accreditation had increased by \$300 from the \$1,250 cost it had been for several years to \$1,550 in 2018. Mr. Powell indicated he did not know why DEP increased this cost and, due to this increase being unanticipated, only \$1,250 had been budgeted for accreditation in 2018. He also shared some of

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

February 22, 2018

- (1) **SURCHARGES** Sampled American Legion and ACHS.
- (2) **HAULING** Hauled 77 loads, 261,800 gallons to Pennsy farm.
- (3) **PLANT** The plant is operating well. We had the main pumps gone over by Envirep and we are going to have to order new wear plates and impellers to get them back to their specs at a price of \$2,505.63. They will be installed by Envirep at no additional cost for installation since we have the contract with them. The pumps have been in service for five years this March so we should be able to budget for this item in the future.
- (4) **DEWATERING DEMOS** We have a total of four pieces of equipment that we can demo:
1. Schwing screw press for a cost not to exceed \$1,500.00, week of May 7
2. Alfa Laval centrifuge for a cost not to exceed \$1,500.00, week of April 9
3. Huber screw press for a cost not to exceed \$5,000.00, week of April 2?
4. PW tech screw press for no cost, week of April 23
We sent biosolids samples to all the people that want to demo their equipment
- (5) **LAB ACCREDITATION** The Lab must renew its accreditation for a cost of \$1,550.00, an increase of \$300.00 from prior years.
- (6) **SEPTAGE TANK** Had the septage tank cleaned. There was about 6" of fine silt on the bottom of the tank; it was last cleaned two years ago.
- (7) **EQUIPMENT** We have three Gorman Rupp pumps, three 40 hp motors, and two Chesterton pumps that I would like to sell on Municibid. This equipment was removed when we had the upgrade completed and if it does not sell we will probably take them to the scrap yard.

Respectfully submitted,
Les Powell, Chief Operator

the benefits of having an accredited laboratory, specifically noting it allowed for internal testing, thus saving the cost of using an external laboratory for all testing. **MOTION** by Vice Chairperson Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize the annual accreditation of the laboratory in the amount of \$1,550. Motion carried unanimously.

Replacement of Wear Plates and Impellers on Main Sewage Pumps: Mr. Powell shared that Envirep, Inc., during its annual maintenance review of the main sewage pumps, reported the wear plates and impellers on the pumps should be replaced to bring them back up to specifications. He indicated a typical life span for these parts was roughly three to five years, which is roughly how long ago were installed, and now that the replacement price was known this could be budgeted for in future years. He then presented a quote for the parts, with no cost for their installation due to the maintenance agreement in place with Envirep. **MOTION** by Mr. Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize the purchase of new wear plates and impellers for the main sewage pumps and installation by Envirep, Inc. at a cost of \$2,505.63. Motion carried unanimously.

Dewatering Equipment Demonstrations: Mr. Powell provided a brief report of a presentation provided earlier in the month by Ed Zalewski of Sherwood-Logan & Associates, Inc. detailing various types of dewatering equipment. He noted that members of the Public Works Department, Mr. Yingst, and Nicholas Sahd of Gannett Fleming were in attendance, and following the presentation there was a feeling it may be wise to have demonstrations of some of these types of equipment onsite at the WWTP to better evaluate them prior to determine which, if any, should be purchased. Mr. Powell reported that biosolids samples had already been sent to the equipment manufacturers who would be willing to provide demonstrations to determine if their equipment resulted in a satisfactory cake material. He then shared several proposals for the onsite demonstrations of the equipment ranging from no cost to \$5,000 and asked the Authority for its thoughts. Initial discussion centered on the \$5,000 demonstration of the screw press from Huber Technology, Inc.; it was noted the estimated cost of this piece of equipment per the Gannett Fleming dewatering study was more than double any of the other types of equipment being considered. Mr. Powell also noted he did not prefer this specific design of screw press due to perceived difficulties with in house maintenance. As a result, there was concurrence to not pursue a demonstration of the Huber screw press. There was then discussion of the screw press demonstration from PW Tech; it was noted this demonstration would be free and at an estimated cost of \$460,000 this piece of equipment was the least expensive press per the Gannett Fleming dewatering study. The Authority then discussed the \$1,500 demonstration of the screw press from Schwing Bioiset and it was noted this piece of equipment was estimated to cost \$512,500. Vice Chairperson Perrotto asked if it was necessary to have demonstrations on two screw presses and Mr. Powell suggested it would be beneficial as the designs of the two presses were different. Finally, the Authority discussed the \$1,500 demonstration of the centrifuge from Alfa Laval, Inc. and it was noted this piece of equipment was estimated to cost \$440,000. Mr. Yingst observed that the demonstration proposal would require additional insurance to be purchased covering damage to and loss of the equipment and he was having a conversation with the Township's insurance agent to determine if its current policy would cover this or the cost of this additional insurance should it be necessary. It was also noted that Mr. Viozzi observed this type of centrifuge in operation at the Fort Indiantown Gap WWTP and was impressed. Vice Chairperson Perrotto asked if a demonstration on this equipment was necessary due to Mr. Viozzi's observations at the

Fort Indiantown Gap WWTP and Mr. Powell indicated he thought it was to get an idea how it would process the biosolids at the Annville WWTP. **MOTION** by Mr. Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it approve the demonstration proposals from PW Tech for its screw press, Schwing Bioset for its screw press, and Alfa Laval for its centrifuge and payment in the amount of \$1,500 each for the latter two proposals including costs for additional insurance as deemed necessary following review of the proposals by the Township Solicitor. Motion carried unanimously.

Listing of Items for Auction on Municibid: At the request of Mr. Powell, who indicated that three Gorman Rupp pumps, three 40 horsepower motors, and two Chesterton pumps were no longer in use at the WWTP following the completion of the plant improvements project several years prior, **MOTION** by Vice Chairperson Perrotto, second by Mr. Deaven to recommend to the Board of Commissioners it authorize the listing of the abovementioned items for auction on Municibid. Motion carried unanimously.

Biosolids Capacity: Mr. Powell reported that the WWTP is currently operating at three-quarters storage capacity for its biosolids. He further noted that Synagro will be visiting the WWTP in the next few weeks to test the plant's biosolids to better gauge how its centrifuge will process them and then follow up with a better estimate of what it would cost should this service be provided to the WWTP for temporary biosolids dewatering and disposal. Mr. Rooney asked the level of alleviation of storage capacity Synagro would be providing and Mr. Powell indicated it would be the entire amount of stored biosolids at the plant. Mr. Rooney asked how much time this would provide until the capacity would be filled up again and Mr. Powell indicated disposing the biosolids sometime in the next two or three months meant there should be adequate storage capacity until the end of summer. Mr. Rooney asked if Synagro could be used for dewatering and disposal of biosolids on a permanent basis instead of purchasing dewatering equipment. Mr. Powell indicated the prices provided by Synagro would be for a temporary basis only, and would likely be higher if that was the only dewatering option available for the WWTP. He also noted that under such a scenario for the foreseeable future the WWTP would be at the mercy of Synagro both for the price charged and the availability of Synagro's centrifuge and disposal, as the disposal of dewatered cake would be on Synagro's contracted fields. Mr. Rooney asked if onsite dewatering equipment at the plant would provide the opportunity for generating revenue by dewatering for others entities such as small WWTPs. Mr. Powell indicated while that would not be likely at first, it might be a possibility sometime after the dewatering equipment is in use.

SOLICITOR'S REPORT: The Authority discussed the status of the outstanding legal costs pertaining to the lien against the Forbes property at 144 Water Street as well as the March 20, 2018 public meeting regarding the MS4 program and fee that would be held at the Annville-Cleona High School Cafeteria.

ENGINEER'S REPORT: Nothing to report this month.

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

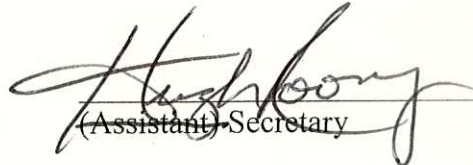
Delinquent Report: Mr. Yingst informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that since the January 23,

2018 meeting 25 accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid, 14 customers not under a payment contract with the Township, and five landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$8,000 had been received from significantly past-due customers.

2018 Delinquent Customers Policy: Mr. Yingst noted that, due to anticipated warmer temperatures, the Township Office will soon be able to shut off water service for nonpayment of sewer and trash fees. To that end, he requested the 2017 delinquent policy remain in effect for 2018, noting that this would authorize the Township Office to post delinquent accounts for water shutoff if the customer is \$500 or more in arrears, or two or more quarters in arrears, per dwelling or nonresidential unit. **MOTION** by Mr. Ludwig, second by Mr. Rooney to authorize the Township Office to enforce the delinquent account collection policy as described above. Motion carried unanimously.

MOTION by Mr. Deaven, second by Mr. Ludwig 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. Ludwig, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 7:10 PM.


(Assistant) Secretary