

**ANNVILLE TOWNSHIP AUTHORITY**  
**AGENDA**  
**April 24, 2018**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Opportunity for Public Comment
3. Minutes
4. Municipal Separate Storm Sewer System (MS4) Report
5. Financial Reports
6. Accounts Payable
7. Superintendent's Report
  - Surcharges
  - Biosolids Disposal
  - Reed Beds
8. Solicitor's Report
9. Engineer's Report
10. Clerk's Report
11. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
April 24, 2018**

The April Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on April 24, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: David Myers, Chairperson; 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; Rex Moore, Township Commissioner; and Salvatore Commencatore, Trey Francz, and Martin Kemper, students from Lebanon Valley College (LVC).

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

**MINUTES: MOTION** by Mr. Rooney, second by Mr. Ludwig to approve the minutes of the Regular Meeting held March 27, 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 March 31, 2018 and Mr. Yingst offered additional information on why the Sewer Rentals revenue account in the Sewer Fund appeared to be running below budget. He indicated this was because of a routine year-end adjusting journal entry from 2017 debiting approximately \$170,000 from this account in 2018, and that without this adjusting journal entry this account would be projected to exceed 100% of budgeted revenues by year-end. He also noted a similar amount will be credited to this account when the 2018 financial statements are finalized, so this represents a temporary accounting matter that will effectively be reversed at year-end. Mr. Ludwig asked about the current deficit on the income statement for the Sewer Capital Fund and Mr. Yingst noted this should become a surplus by year-end due to a budgeted transfer from the Sewer Fund to this fund that would likely occur in December 2018.

Conrad "Mike" Liles, North Railroad Street, arrived at the meeting at 5:33 PM.

**ACCOUNTS PAYABLE:** The Accounts Payable list for April 2018 was reviewed. Mr. Perrotto inquired about Check Nos. 11741 to Enders and 11743 to Lift, Inc. Mr. Yingst indicated Check No. 11741 was the monthly payment for general liability insurance; he noted that while this check previously was issued to KHB Insurance, this firm is now using the name of its long-time parent company, Enders, with no change to the actual policy or agent. Mr. Yingst also indicated Check No. 11743 was for the approved Sewer Fund share for the purchase of a Kubota garden tractor from Reading Tractor & Equipment (RT&E), and as Lift, Inc. is the parent company for RT&E, the check was issued to Lift, Inc. With no further discussion noted, **MOTION** by Mr. Ludwig, second by Mr. Deaven 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 the WWTP is operating well. He began by reviewing the Monthly Report, and Mr. Rooney noted the nutrient loading levels for Total Nitrogen and Total Phosphorus were running at a much higher level than at this time in 2017. Mr. Powell indicated that was intentional so as not to overuse treatment products and he was confident that at year-end these levels would be within those required by the plant's permit. 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:

**Surcharges:** The Authority reviewed the results of the latest samplings for Donut Break, Hoss's Steak and Sea House, LVC, and the Union Hose Social Club. 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 May 1, 2018 sewer bills.

Kent Morey, Engineer with SSM Group, Inc., arrived at the meeting at 5:37 PM.

**Dewatering Equipment Demonstrations:** It was reported the onsite demonstrations of the various types of dewatering equipment began during the first week of April and will continue through the middle of May, with five different types of equipment being piloted in all. In particular, Mr. Powell reported the Huber screw press generated dewatered cake that had a solids consistency of 20%, and as 20% was the minimum goal for any dewatering equipment, he did not think that particular press would be a good fit. He also spoke favorably about the Alfa Laval centrifuge, noting it generated dewatered cake with a solids consistency that was between 24% and 25%. Mr. Powell noted the PWTech screw press was currently being piloted so the results were pending, and the Schwing Bioset screw press and the Fournier rotary press were scheduled to be piloted in May. Mr. Deaven asked how much the centrifuge cost in relation to the other types of equipment. Mr. Powell noted its cost was competitive with other types of equipment, estimating the centrifuge itself would likely cost around \$400,000, while the overall equipment cost might be closer to \$500,000 with some additional components he would like to have included, such as a conveyor. He concluded by noting that with the cost of a building to house such equipment the total project could cost an estimated \$1,000,000 or \$1,100,000.

**Reed Beds:** Mr. Powell reported that three of the reed beds must be removed before a building to house the dewatering equipment may be erected at that location. He noted that, due to the dwindling number of fields willing to accept biosolids, he would like to reserve those fields that are available for spreading liquid biosolids and, as such, an alternative disposal method would be needed for the material to be cleaned from the reed beds. Mr. Powell also shared that the cost of steel buildings has increased, and he noted his concern this trend may continue due to steel tariffs. Noting it would likely take eight to ten weeks for a steel building to be manufactured before said building could begin to be erected at the WWTP, Mr. Powell asked for the Authority's direction concerning how to proceed, and specifically if it wished to reconsider the proposal from Synagro for the cleaning of the reed beds. Reviewing the proposal from Synagro, Mr. Ludwig indicated he was not so much concerned about the \$51,625 cost as he was the breadth of the clause on "Stop Work/Non-Operating Days" that seemed to be very open ended and subject to interpretation by Synagro that could be disadvantageous to the Authority. Mr. Lamoureux asked if Mr. Powell had any experience working with Synagro, and Mr. Powell indicated he did not. Mr. Lamoureux asked if standard terms and conditions had been received from Synagro as the proposal referenced these,

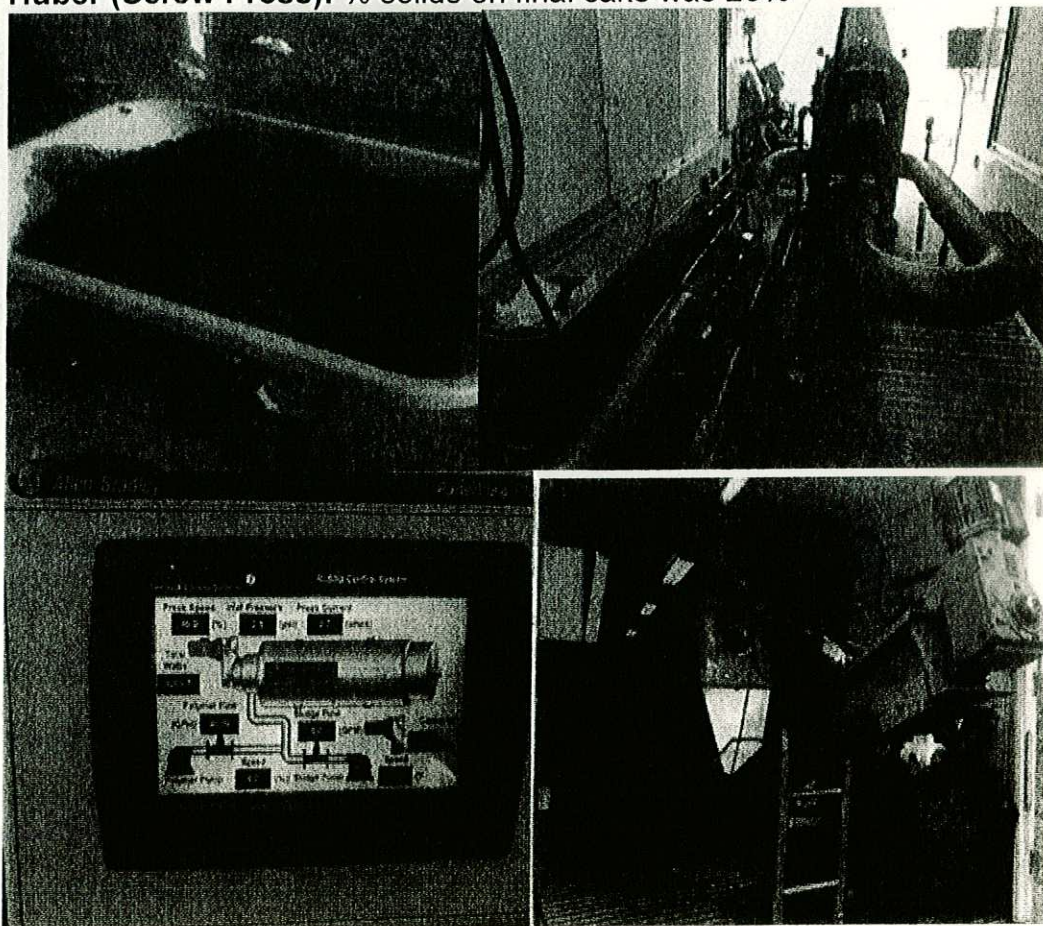
# ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

## STATUS OF PENDING PROJECTS

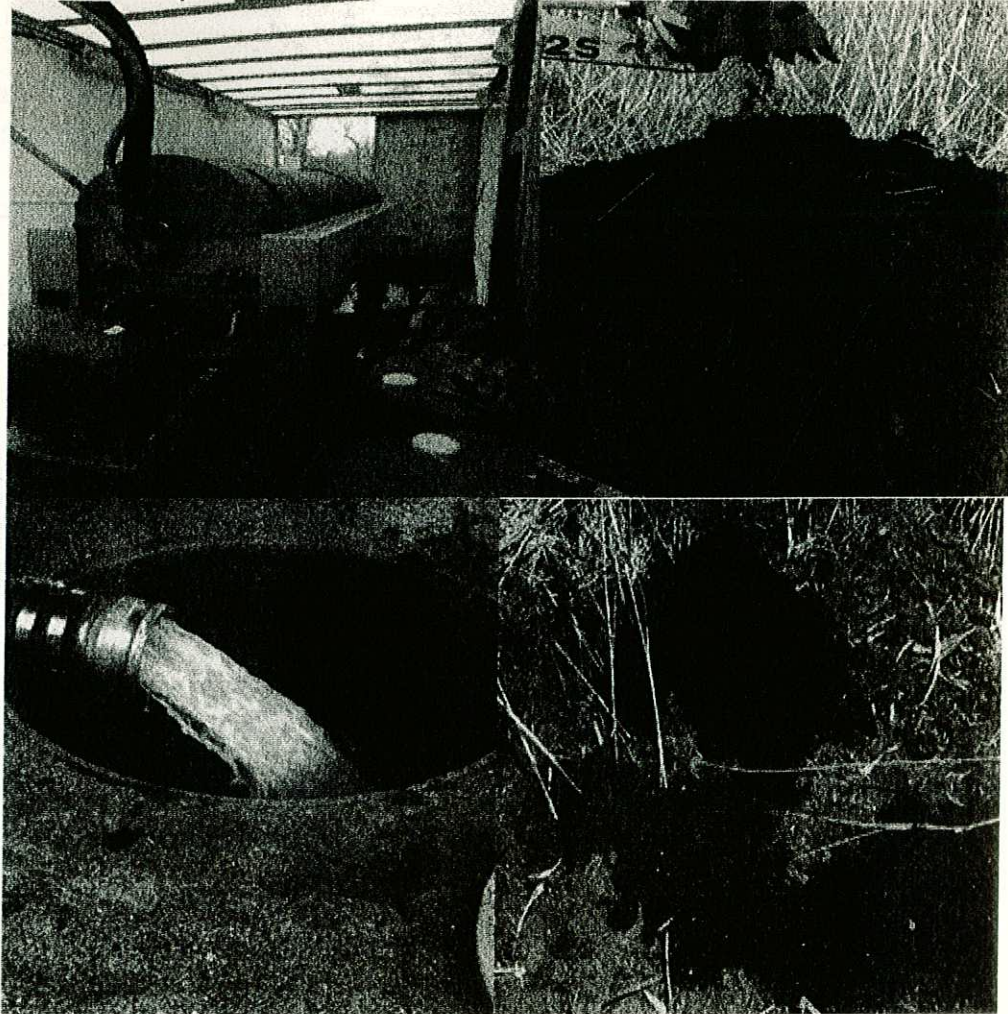
April 19, 2018

- (1) **SURCHARGES** We sampled Donut Break, Hoss's Steak & Sea House, LVC, and Union Hose Social Club; results attached.
- (2) **HAULING** Hauled 82 loads, 278,800 gallons.
- (3) **PLANT OPERATIONS** The plant is operating very well. We had two dewatering process demos this month.

Huber (Screw Press): % solids on final cake was 20%



Alfa Laval (Centrifuge): % solids on final cake was 24%



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|-----|--------------------------------|---|
| (4) | <u>PW TECH (Volute Press)</u>  | They will be onsite the week of April 23. |
| (5) | <u>SCHWING (Screw Press)</u>   | They will be onsite the week of May 7.    |
| (6) | <u>FOURNIER (Rotary Press)</u> | They will be onsite the week of May 14.   |
| (7) | <u>REED BEDS</u>               | Need to discuss removal options.          |
| (8) | <u>DEWATERING BUILDING</u>     | See attached quote.                       |

Respectfully submitted,  
Les Powell, Chief Operator

and Mr. Powell indicated he did not receive this information but would contact Synagro for it and pass that along to Mr. Lamoureux. Referring to the previous month's minutes, Mr. Perrotto noted it had been reported then that Synagro would not need to be used because WWTP staff could perform the reed bed cleaning. To that end, he inquired as to what had changed between then and now. Mr. Powell shared the reason for the change was due to recognizing that there were not enough fields available to apply both the liquid biosolids generated by the plant and the material from the reed beds; because of the priority placed on disposing the former on fields, an alternative disposal method was needed for the latter. He noted the Greater Lebanon Refuse Authority (GLRA) would charge a little more than \$58 per wet ton, and using the 425 wet tons of material estimated to be on the three reed beds per the Synagro proposal resulted in a disposal cost at the GLRA of around \$25,000. Mr. Powell also noted that equipment to clean the reed beds would need to be rented, and he indicated this rental cost would be approximately \$7,000 per week; estimating three weeks for staff to complete the work, this would be an additional cost of \$21,000. When taking into consideration transport costs to the GLRA, the Synagro price was deemed to be competitive. Mr. Rooney noted that a benefit of using an outside firm to do this work would be that WWTP staff would be free to do other types of plant work during this period. Mr. Powell also noted the Synagro proposal was for disposal at a mine reclamation site, and if it was not acted on soon, he was concerned the costs might increase should this disposal location no longer be available. Mr. Ludwig also provided the name of a firm from Berks County that performs this sort of work and suggested Mr. Powell contact it to see if it would be interested in providing a proposal as well. Mr. Perrotto asked if these expenses would be paid out of the Sewer Capital Fund and Mr. Yingst indicated he thought it would be appropriate to consider these costs to be of a capital nature, but his initial inclination would be to treat this as an operating cost and pay from the Sewer Fund based upon the current year-end projections for the latter, recognizing that if those projections should change the Sewer Capital Fund could always reimburse the Sewer Fund accordingly. After discussion about the total number of wet tons on the three reed beds in question, **MOTION** by Mr. Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize the cleaning of three reed beds at a cost not to exceed \$60,000, contingent upon the satisfactory review of any standard terms and conditions and any other information pertaining to such a proposal by the Township Solicitor as he deems necessary. Motion carried unanimously.

**Classification of Additional Engineering Expenses Related to Dewatering Equipment**

**Demonstrations:** Mr. Yingst noted that Gannett Fleming had provided, and would like to continue to provide, onsite services associated with the demonstrations of the dewatering equipment, as well as assisting with the necessary paperwork for the disposal of dewatered cake at the landfill from these demonstrations, and the estimated costs for doing so were \$2,800. Noting these costs were not part of the scope of services for Gannett Fleming's approved consulting services proposal for the biosolids dewatering preliminary basis of design, Mr. Yingst asked if the Authority was comfortable considering these costs as part of the routine engineering time and services already budgeted for the year. **MOTION** by Mr. Ludwig, second by Mr. Deaven to approve the aforementioned expenses in an estimated amount of \$2,800 for time and materials as part of the routine engineering services budgeted for 2018. Motion carried unanimously.

**Dewatering Equipment Building:** Mr. Powell shared an estimated cost schedule for a building to house dewatering equipment. While he believed it would not be necessary to utilize engineers for developing the specifications for the building itself, he did think it would be profitable for them

to provide input on questions about the building's foundation, stormwater controls, and other items pertinent to the project. The Authority members concurred on authorizing Mr. Powell and Mr. Yingst to meet with Gannett Fleming to discuss these items.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:** A draft of the proposed MS4 fee ordinance was presented to the Authority for its review and comment, along with a detail of the Equivalent Residential Units (ERUs) to be assigned to properties in the Township. Mr. Yingst also asked several questions pertaining to the fee and the ordinance for which he was seeking direction and clarification and the Authority members decided on the following:

- It was reaffirmed that parcels issued four or more rental licenses will be considered nonresidential for the MS4 fee.
- It was reaffirmed that parcels classified as "Residential w/ some commercial" on the tax rolls will be considered nonresidential for the MS4 fee, including those parcels previously in question that were submitted to the Lebanon County Assessment Office for evaluation that resulted in a change to this classification on the tax rolls.
- It was clarified that residential parcels not on the tax rolls (meaning those parcels with a portion of the parcel in Annville Township as well as in another municipality but on the tax rolls of the latter) would not be charged an MS4 fee so as to eliminate a potential redundancy in charges from two separate municipalities. It was also clarified that nonresidential parcels not on the tax rolls would be charged for the impervious surface in Annville Township. It was noted that this distinction for assessing the MS4 fee for residential and nonresidential parcels not on the tax rolls was consistent with the distinction for assessing the MS4 fee for these types of parcels that were on the Township's tax rolls.
- The members of Authority vigorously debated whether it, or the Board of Commissioners, should be the entity to hear and decide on any appeals or credit applications submitted for the MS4 fee. Ultimately, the Authority decided it would be the appropriate body for this.

With no further discussion noted, **MOTION** by Mr. Perrotto, second by Mr. Deaven to recommend to the Board of Commissioners it authorize the advertising of an ordinance setting an MS4 fee as presented with any changes deemed necessary to incorporate the directions and clarifications noted above. Motion carried unanimously. Mr. Morey thanked the Authority for its input and direction throughout this process and expressed his appreciation to Mr. Yingst and Mr. Lamoureux for their involvement in the development of the fee, noting it was truly a collaborative and positive effort.

Mr. Morey left the meeting at 6:36 PM.

**SOLICITOR'S REPORT:** Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux reported that Mr. Yingst had a conversation with someone associated with this property the prior month regarding the outstanding balance on the lien and the Authority's desire it be paid off shortly or further action may be deemed necessary.

**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 March 27, 2018 Authority meeting 13 accounts were posted for shutoff; this was comprised of two customers who were under a payment contract but had not paid, ten customers not under a payment contract with the Township, and one landlord/tenant customer. Mr. Yingst concluded by reporting that over the past four weeks more than \$9,500 had been received from significantly past-due customers and that the outstanding collections balance was at its lowest level in years.

**Location of Cellular Tower on Municipal Property:** Mr. Yingst reported that earlier in the day he and Mr. Powell met with representatives from P3 Towers to explore the possibility of locating a cellular tower on municipal property. He noted that under such an arrangement P3 Towers would bear the cost for the development and operation of a tower and would then share fees from carriers that would locate on the tower, and that a monthly payment to the Township for leasing the space was also a possible component of such an arrangement. Mr. Yingst concluded by noting that at this meeting it was determined the WWTP grounds were the most appropriate municipal property for such a tower and P3 Towers was expected to submit a proposal to the Township shortly.

Mr. Moore left the meeting at 6:38 PM.

**MOTION** by Mr. Ludwig, 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. Rooney, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:39 PM.

  
(Assistant) Secretary