

ANNVILLE TOWNSHIP AUTHORITY

AGENDA

December 18, 2018

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
3. Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
 - Surcharges
 - Geotechnical Engineering
7. Solicitor's Report
 - Legal Actions Against Significantly Delinquent Customers
 - Proposed Resolution No. 20181218-1 – Amendment to Cleona Pump Station
Maintenance Agreement
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
 - Delinquent Report
 - Membership in the Capital Region Council of Governments (CapCOG)
11. Election of Officers for 2019
12. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
December 18, 2018**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 18, 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, via telephone, 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; and Michael Mehaffey and Nicholas Sahd, Engineers with Gannett Fleming.

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.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Chairperson Myers provided an opportunity for public comment and no comments were noted.

MINUTES: MOTION by Mr. Perrotto, second by Mr. Ludwig to approve the minutes of the Regular Meeting held November 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 November 30, 2018.

ACCOUNTS PAYABLE: The Accounts Payable list for December 2018 was reviewed. Mr. Perrotto inquired about Check No. 12081 to Premium Power Services LLC in the amount of \$2,689.84. Mr. Powell indicated this pertained to a service call and repairs for the generator block heater. **MOTION** by Mr. Ludwig, second by Mr. Rooney that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer Fund, Sewer Capital Fund, and MS4 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 fairly well. He began by reviewing the Monthly Report, noting there had been minor computer issues with the filters due to high water that were in the process of being corrected. Mr. Perrotto asked if these issues resulted in the high amounts of Total Nitrogen (TN) and Total Phosphorous (TP) noted in the report, and Mr. Powell indicated this to be the case, and that these figures should stabilize upon the issue being corrected. Mr. Rooney asked on the status of the removal of biosolids onto nearby fields. Mr. Powell noted that while the report, which pertained to November 2018, did not indicate the removal of biosolids, in December 2018 WWTP staff were able to remove all biosolids from the storage tanks due to the availability of fields and suitable weather. The Authority 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 Annville Grille, Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Kabob Corner, Napoli's Pizza, Rotunda Brewing Company, Sam's Diner, the Lebanon Valley (UCC) Home, and Veterans of Foreign Wars (VFW) Post 8023. Mr. Yingst reported that copies of these sampling results were

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

December 13, 2018

- (1) **SURCHARGE** Results attached for Annville Grille, Batdorf, Corvette, J&S Pizza, Just Wing It, Kabob Corner, Napoli's Pizza, Rotunda Brewing Company, Sam's Diner, UCC (Lebanon Valley) Home, and the VFW.
- (2) **HAULING** All the tanks have been emptied out.
- (3) **PLANT** Plant is operating well.
- (4) **DEWATERING BUILDING** I have not heard anything from the engineers about the storm water permit.

Respectfully submitted,
Les Powell, Chief Operator

mailed to these entities earlier in the month and based upon these results surcharges would be assessed to their January 1, 2019 sewer bills, with the exception of the VFW, which did not exceed any of the Township limitations. He also noted that, for the second consecutive testing period, Kabob Corner and the VFW had surcharges below \$25 and, as such, were not assessed the \$250 sampling and testing fee for this bill.

Dewatering Facility Geotechnical Study: Noting that the contract with BlueScope made any geotechnical studies the responsibility of the Township, **MOTION** by Mr. Ludwig, second by Mr. Rooney to recommend to the Board of Commissioners it authorize payment in the amount of \$7,975 to J.E. Horst Builder, LLC for a geotechnical study for the proposed dewatering facility. Motion carried unanimously.

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

Legal Actions Against Significantly Delinquent Customers: Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux noted no payments were made over the past month regarding the outstanding balance of \$931.89, which was comprised of legal and filing fees.

Resolution No. 20181218-1 – Amendment to Cleona Pump Station Maintenance Agreement: Mr. Lamoureux reported that the Cleona Borough Authority adopted a resolution earlier in the month approving a \$2,000 annual increase to the rate it is charged by the Annville Township Authority for the pump station maintenance agreement. As a result, he informed the Authority it would be appropriate for it to adopt a corresponding resolution and proposed Resolution No. 20181218-1, amending the pump station maintenance agreement with the Cleona Borough Authority by increasing the charge for these services by \$2,000 annually, effective January 1, 2019, was presented for the Authority's review and approval. **MOTION** by Mr. Perrotto, second by Mr. Ludwig to adopt Resolution No. 20181218-1 as presented. Motion carried unanimously.

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

Dewatering Equipment and Building Project: Mr. Sahd distributed an update report on the project to the members of the Authority, a copy of which is attached hereto and made a part of these minutes. The report covered the procurement of a centrifuge through COSTARS, stormwater control planning, the submission of the Water Quality Management (WQM) Part II permit, and the status of the project schedule. In particular, Mr. Sahd noted the cost of the dewatering equipment package was anticipated to be roughly \$2,000 less than the original estimate, as opposed to the \$20,000 less reported at the previous month's meeting. He indicated this was due to additional equipment—primarily polymer system components—that were included in the specifications due to being deemed necessary but not included in the original quote from Sherwood Logan. Mr. Sahd also discussed the delays in receiving approval from the County Engineer for the stormwater plan, and that he believed approval should be imminent due to Gannett Fleming's suggestion that the stormwater from the additional paved area be run through the WWTP via a storm drain. As such, and noting there was a six-month lead time for the equipment, he suggested it may be prudent to authorize the purchase of the dewatering system contingent upon the necessary permits being issued by the County. Mr. Sahd also reflected that the project's completion deadline had been pushed back due to the delays in receiving stormwater approval and he anticipated the



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: December 18, 2018
SUBJECT: December 2018 Engineer's Report

This report summarizes the projects in which Gannett Fleming has provided engineering consulting services to the Authority over the past month. We are pleased to outline the following for your review and consideration:

1. WWTP Rehabilitation Project

a. CoStars Procurement

- Ed Zalewski of Sherwood Logan provided a quote of \$440,480 on 11/15/18 for the dewatering equipment, including an Alfa Laval G3-75 centrifuge, Velodyne emulsion polymer system, Borger MultiCrusher macerator, and JDV leveling conveyor.
 - Additional specified equipment was provided as “adders” to the proposal in the amount of \$16,620 for a total price of \$457,100.
 - The official quote is less than the sum of the previous budgetary quotes received for this equipment (\$459,400).
- The quote has been reviewed by GF and the Solicitor and has been found to be acceptable from both engineering and legal perspectives.
- The Authority can now make this purchase directly through CoStars.
 - We suggest that the Purchase Order be issued in conjunction with the building order (after the building permit is resolved).
 - Note that there is a six (6) month lead time on the equipment.

b. Stormwater / E&S Planning

- The stormwater/E&S planning submittal package was submitted by GF to the County engineer on 10/11/18.
- The County engineer provided verbal feedback to GF on 11/9/18.
- GF provided follow-up information to the County engineer on 11/20/18.
- The County engineer provided additional written comments to GF on 12/04/18.
- GF provided follow-up information to the County engineer on 12/18/18. A copy of this submittal has been provided to the Township.
- We believe we have met the County's requirements and approval should be imminent.
- We will notify the Township and building contractor as soon as we receive approval from the County, so that the building plan approval can proceed.



- c. Water Quality Management (WQM) Part II Permit
 - GF continues to compile the WQM Part II Permit application package.
 - The Permit application should be ready for submittal to PADEP in January 2019.
- d. Project Schedule
 - The stormwater plan submission approval continues to cause delays in the project schedule. These delays have cost about 2-3 months.
 - Attached is a revised updated schedule. The project is on-track for completion by next fall (November 2019).

2. Miscellaneous Activities

- a. No new activities to report this month.

Township of Annville Wastewater Treatment Plant
Dewatering Building Project Schedule (as of December 18, 2018)

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RESOLUTION NO. 20181218-1

A RESOLUTION OF THE ANNVILLE TOWNSHIP AUTHORITY, LEBANON COUNTY, PENNSYLVANIA, AMENDING THE AGREEMENT OF DECEMBER 6, 2000, WITH THE CLEONA BOROUGH AUTHORITY REVISING THE CHARGES FOR SERVICES AND PAYMENTS RELATING TO ROUTINE MAINTENANCE OF THE CLEONA PUMP STATION.

WHEREAS, Annville Township Authority and Cleona Borough Authority, on December 6, 2000, entered into an AGREEMENT for Annville Township Authority to provide routine maintenance for the Cleona pump station, as well as charges for such services and payments, in pertinent part; and

WHEREAS, the AGREEMENT provides a process for an increase in the rates charged by Annville Township Authority to Cleona Borough Authority for routine maintenance of the Cleona pump station; and

WHEREAS, Annville Township Authority, by communication dated October 24, 2018, notified Cleona Borough Authority of its proposed rate increase effective January 1, 2019, a true and correct copy of that communication is attached hereto, made a part hereof, and marked Exhibit "A"; and

WHEREAS, Cleona Borough Authority has agreed to the proposed rate increase, as described in the attached Cleona Borough Authority Resolution No. 2018-5, adopted December 5, 2018, a true and correct copy of which is attached hereto, made a part hereof, and marked Exhibit "B"; and

WHEREAS, Annville Township Authority shall also approve a Resolution approving the increase of charges effective January 1, 2019:

NOW, BE IT ENACTED AND RESOLVED, and it is hereby enacted and resolved by the Annville Township Authority, as follows:

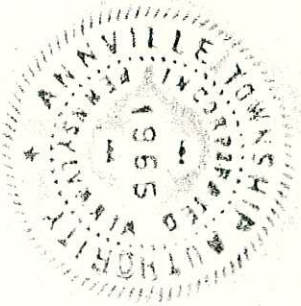
1. The above set forth recitals are incorporated herein and made a part of this RESOLUTION.

2. The Annville Township Authority does hereby approve the amendment of the AGREEMENT with Cleona Borough Authority dated December 6, 2000, revising the charges for services provided for routine

maintenance of the Cleona pump station as described in paragraphs 1 and 2 of the AGREEMENT, which charges, effective January 1, 2019, shall be Thirty Thousand Dollars (\$30,000.00) for one (1) year of routine mechanical, preventive maintenance upon the Cleona pump station, with Cleona Borough Authority paying four (4) quarterly payments in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00), to be paid January 15, April 15, July 15, and October 15 of each year.

3. All other provisions of the AGREEMENT of December 6, 2000, other than as modified herein, shall remain unchanged and in full force and effect.

ENACTED AND RESOLVED, by the Annville Township Authority, Lebanon County, Pennsylvania, this 18th day of December, 2018.



ANNVILLE TOWNSHIP AUTHORITY

By: 
(Vice) Chairman
Annville Township Authority

ATTEST:



Nicholas Yingst
Clerk

EXHIBIT "A"

ANNVILLE TOWNSHIP AUTHORITY

P.O. Box 320 • Annville, PA • 17003-0320

(717) 867-4476 • FAX (717) 867-0916

October 24, 2018

VIA FIRST CLASS U.S. MAIL AND EMAIL:

Bryan D. Hoffman, Chairman
Cleona Borough Authority
140 West Walnut Street
Cleona, PA 17042
Email: bhoffman@lebanoncountyhousing.com

Re: Agreement Between the Cleona
Borough Authority and the Annville
Township Authority to Provide Maintenance
for the Cleona Pump Station

Dear Mr. Hoffman:

I am communicating with you in respect to the Agreement entered into between the Cleona Borough Authority and the Annville Township Authority dated December 6, 2000. In Paragraph 2 of that Agreement the charges for services and payment arrangements at the beginning of the Agreement are set out. Paragraph 5 of the Agreement deals with its extension.

The Annville Township Authority desires to continue this Agreement and to continue to work with the Cleona Borough Authority. Consistent with the Agreement, the Annville Township Authority is giving notice to the Cleona Borough Authority of an increase in the charges for services beginning with the 2019 calendar year, which I believe Leslie Powell previously communicated to the Cleona Borough Authority. Specifically, the Annville Township Authority desires the charges be raised to the sum of \$30,000.00 for one year of services as described in Paragraph 1 of the Agreement, which would also revise payments so that they are \$2,500.00 per month. The balance of the existing agreement shall remain in full force and effect between the parties. This change in the charges for services shall not have any effect on Paragraphs 3 and 4 of this Agreement, in particular, as they are now understood by the parties.

The Agreement provides that the parties shall amend this contract by adopting a Resolution approving this increase in the charge for services. Each such Resolution shall be adopted by the respective Authority no later than December 1 of this contract year.

On behalf of the Annville Township Authority, we request your adoption of a Resolution confirming the new charge for services, in the amount of \$30,000.00 per year, with monthly payments of \$2,500.00 per month. The Annville Township Authority anticipates adopting a Resolution at its November 2018 Regular Meeting.

Cleona Borough Authority

October 24, 2018

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If you have any questions, or would wish to speak with me further about this, please do not hesitate to contact me. Thank you for the good relationship you have helped to foster in the past between our two municipalities and the continued opportunity to share resources to meet the needs of both authorities.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicholas T. Yingst". The signature is fluid and cursive, with the first name "Nicholas" being the most prominent part.

Nicholas T. Yingst
Annville Township Administrator and
Clerk of the Annville Township Authority

CC: Corey Lamoureux, Esq., Solicitor (*via email*)
Leslie J. Powell, Chief Operator - Annville Wastewater Treatment Plant (*via email*)
Kerry Rohland, Cleona Borough Manager (*via email*)

EXHIBIT "B"
CLEONA BOROUGH AUTHORITY
RESOLUTION NO. 2018-5

**A RESOLUTION OF CLEONA BOROUGH AUTHORITY,
LEBANON COUNTY, PENNSYLVANIA,
DECLARING ITS INTENT TO CONTINUE THE AGREEMENT
WITH ANNVILLE TOWNSHIP AUTHORITY TO PROVIDE
MAINTENANCE FOR THE CLEONA PUMP STATION AND
APPROVE AN INCREASE IN THE CHARGES FOR SERVICES**

WHEREAS, Cleona Borough Authority and Annville Township Authority entered into a Sewer Maintenance Agreement on December 6, 2000, by which Annville Township Authority provides maintenance for the Cleona pump station; and

WHEREAS, the Agreement provides that changes in the rate of charges for Annville Township Authority to perform the sewer maintenance shall be approved by Resolution; and

WHEREAS, Annville Township Authority has given notice to Cleona Borough Authority that it is increasing the charges for services for the 2019 calendar year; and

WHEREAS, Cleona Borough Authority desires to continue this Agreement and approve of the increase in charges for January 1, 2019;

NOW, THEREFORE, BE IT RESOLVED:

The Cleona Borough Authority hereby approves the amendment of the Sewer Maintenance Agreement charges for services with Annville Township Authority as follows effective January 1, 2019:

1. The Cleona Borough Authority does hereby agree to pay Annville Township Authority the sum of Thirty Thousand Dollars (\$30,000.00) for one (1) year of

routine mechanical and preventative maintenance upon the Cleona Pump Station, with Cleona Borough Authority paying four (4) quarterly payments in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00), to be paid January 15, April 15, July 15 and October 15 of 2019.

2. All other provisions of the Agreement between the parties dated December 6, 2000, other than as modified herein, shall remain unchanged and in full force and effect.

Resolved this ^{5th} ~~7th~~ day of ^{December} ~~November~~ 2018.

CLEONA BOROUGH AUTHORITY

By: Bryan D. Hoffman
Bryan D. Hoffman, Chairman

(SEAL)
ATTEST:

Sue Bowman
Sue Bowman, Secretary

system would be up and running by Autumn 2019. Mr. Rooney asked if the WWTP could accept delivery of the equipment and not incur a holding charge if it were delivered prior to the completion of the building. Mr. Sahd indicated delivery could be accepted under those circumstances and there would not be a holding charge. Mr. Ludwig asked if the Pennsylvania Department of Environmental Protection (DEP) had been notified the WQM Part II permit application would be forthcoming and Mr. Sahd indicated it had. **MOTION** by Mr. Ludwig, second by Mr. Rooney to recommend to the Board of Commissioners it authorize payment in the amount of \$457,100 to Sherwood Logan for a centrifuge, polymer system, macerator, leveling conveyor, and related components per the November 14, 2018 quote received from Sherwood Logan in the amount of \$440,480, and also comprised of the \$16,620 in additional specified equipment not included in the November 14, 2018 quote, contingent upon the issuance of the necessary building and stormwater permits. Motion carried unanimously.

Rex Moore, Township Commissioner, joined the meeting at 5:50 PM and left the meeting at 6:00 PM.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:

MS4 Fee Appeal for Norfolk Southern Property: It was noted the period for the Norfolk Southern MS4 fee appeal was scheduled to expire before the end of the month and the infiltration testing that Norfolk Southern had previously indicated it was amenable to had not been performed. Mr. Yingst reported he emailed Norfolk Southern on November 30, 2018, sharing that the Authority was not inclined to grant another extension and requesting information on what Norfolk Southern had done over the course of the appeal period regarding infiltration testing, what Norfolk Southern was specifically planning for the infiltration testing going forward, and why an extension of the appeal timeframe should be considered. He noted that no response was received from Norfolk Southern to this email, nor to a reminder email he followed up with to Norfolk Southern on December 13, 2018. The Authority discussed this, noting it had provided an opportunity for Norfolk Southern to perform testing to determine whether its ballasted tracks should be considered as pervious surface, and the railroad had not done so within the timeframe the Authority had granted it, and also did not share additional information as requested by the Authority for why an appeal extension should be considered. **MOTION** by Mr. Perrotto, second by Mr. Rooney to deny the MS4 fee appeal for the Norfolk Southern property. Motion carried unanimously.

MS4 Remapping: The Authority was presented with a proposal from SSM Group, Inc. for MS4 remapping services necessitated by DEP's comments on the Pollutant Reduction Plan submitted for the Lebanon County Stormwater Consortium in an estimated amount of \$1,700. **MOTION** by Mr. Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners it approve the proposal for MS4 remapping services by SSM Group, Inc. for an estimated cost of \$1,700. Motion carried unanimously.

CLERK'S REPORT: Mr. Yingst reminded the Authority that the annual holiday breakfast sponsored by the Board of Commissioners would be held at 8 AM on December 21, 2018 at Heisey's Diner. The Authority was then 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 November 27, 2018 Authority meeting three landlord/tenant customers were posted for shutoff, with the non-landlord/tenant customers scheduled to be posted in the next few days. Mr. Yingst concluded by reporting that over the past three weeks more than \$5,900 had been received from significantly past-due customers.

Membership Renewal in the Capital Region Council of Governments (CapCOG): Noting the benefits of belonging to CapCOG for collective bidding of several chemicals necessary for the operation of the WWTP, **MOTION** by Mr. Ludwig, second by Chairperson Myers to recommend to the Board of Commissioners it renew membership in CapCOG in 2019 for an annual cost of \$1,500. Motion carried unanimously.

MOTION by Mr. Ludwig, second by Mr. Perrotto to approve the reports as presented at this meeting. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2019: Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Myers then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2019 and Mr. Yingst asked for nominations. The members of the Authority briefly discussed who should be nominated for each office and decided upon using the rotation that has been in effect for several years. **MOTION** by Mr. Deaven, second by Mr. Ludwig to nominate the following slate of officers for election for 2019:

Chairperson: Anthony Perrotto
Vice Chairperson: Hugh Rooney
Secretary: Barry Ludwig
Treasurer: Anthony Deaven
Assistant Secretary/Assistant Treasurer: David Myers

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Deaven, second by Mr. Ludwig to instruct the Clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2019 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2019 and then yielded the chair of the meeting back to Chairperson Myers.

There being no further business to come before the Authority, **MOTION** by Mr. Ludwig, second by Chairperson Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:20 PM.


(Assistant) Secretary