

**ANNVILLE TOWNSHIP AUTHORITY**  
**AGENDA**  
**May 28, 2019**

Announced Visitor(s): Robert Lingle

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
  - Mr. Lingle – Consumption due to water leak
3. Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
  - Surcharges
  - Dewatering Equipment and Building Project
  - Replacement of Damaged Portable Sampler
7. Solicitor's Report
  - Municipal Claim Against Property at 100 North Weaver Street
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
  - Delinquent Report
11. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
May 28, 2019**

The May Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 28, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Hugh Rooney, Vice Chairperson; Barry Ludwig, Secretary; Anthony Deaven, Treasurer; and David Myers, Assistant Secretary/Assistant Treasurer. Also in attendance were Karen Gerhart, Assistant Township Administrator; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

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.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

Chairperson Perrotto noted that there was a visitor listed on the agenda, but not currently in attendance. If Mr. Lingle would arrive at the meeting, he will be addressed at that time. Chairperson Perrotto provided an opportunity for public comment and no comments were noted.

**MINUTES: MOTION** by Mr. Rooney, second by Mr. Deaven to approve the minutes of the Regular Meeting held April 23, 2019 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 April 30, 2019 and Ms. Gerhart offered additional information on why the Sewer Rentals revenue account in the Sewer Fund and the MS4 Fees revenue account in the MS4 Fund appeared to be running below budget. She noted that both accounts were affected by routine year-end adjusting journal entries from 2018 and that a similar amount will be credited to both these accounts when the 2019 financial statements are finalized, so this represents a temporary accounting matter that should effectively be reversed at year-end.

**ACCOUNTS PAYABLE:** The Accounts Payable list for May 2019 was reviewed. **MOTION** by Mr. Deaven, second by Mr. Myers 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 very well. He began by reviewing the Monthly Report before continuing to 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, Annville-Cleona High School, and Kindred Place. It was discussed that the American Legion and the Annville-Cleona High School surcharges were higher than the previous quarter. Ms. Gerhart 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 June 1, 2019 sewer bills. Mr. Ludwig noted his surprise that we aren't being contacted by these customers to seek advice to

## ***ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT***

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### **STATUS OF PENDING PROJECTS**

**May 23, 2019**

- (1) **SURCHARGES** We sampled the American Legion, Annville-Cleona High School, and Kindred Place.
- (2) **HAULING** Hauled 64 loads/217,600 gallons this month.
- (3) **PLANT OPERATION** The plant is running very well.
- (4) **DEWATERING BUILDING** The building is moving along well. We got all the piping in the ground and are waiting for the floor to be brought up to grade; then we will install floor heating. The rep from BlueScope was here to look at the progress and was pleased with the work.
- (5) **SAMPLER** On April 2 the one vehicle was hit from behind, damaging the one portable sampler. The sampler was 10 years old. The insurance company gave us \$3,000 for replacement; a new one will cost around \$3,900.

Respectfully submitted,  
Les Powell, Plant Supervisor

lower their surcharges. He commented that it wouldn't take a lot of effort to reduce their numbers, which would also reduce their assessed surcharge.

**Dewatering Equipment and Building Project:** The Authority was informed of the following items:

**Project Cost Tracking Spreadsheet:** The Authority reviewed the project cost tracking spreadsheet.

**Engineering Work by Gannett Fleming:** The Authority reviewed an update provided by Nicholas Sahd of Gannett Fleming of his firm's engineering activities over the past month for the dewatering project and elsewhere for the Authority, a copy of which is attached hereto and made a part of these minutes.

**Dewatering Building and Platform - Application and Certificate for Payment No. 3:** The Authority reviewed Application and Certificate for Payment No. 3 received from BlueScope Construction for the construction of the dewatering building and platform. Ms. Gerhart mentioned that Mr. Powell feels that the percentages of work reported as completed on the document were accurate. **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize payment for Application and Certificate for Payment No. 3 to BlueScope Construction in the amount of \$119,117.70. Motion carried unanimously.

**Replacement of Damaged Portable Sampler:** Mr. Powell reported one of the three portable samplers had been damaged several weeks prior in a vehicle accident. He further reported approximately \$3,000 in insurance proceeds had been received from the insurance company of the offending motorist and that a new sampler could be purchased for approximately \$3,900, the difference being due to depreciation on the sampler, which was around ten years old. Mr. Ludwig inquired what the Township's deductible would be for a claim through our insurance carrier. Ms. Gerhart explained that it was determined to be in our best interest to accept the \$3,000 amount toward the purchase of a new sampler in comparison of the Township's deductible and the impact on the insurance rates when a claim is filed. At the recommendation of Mr. Powell, **MOTION** by Mr. Perrotto, second by Mr. Rooney to recommend to the Board of Commissioners it authorize purchasing a new portable sampler for an estimated cost of \$3,900. Motion carried unanimously.

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

**Municipal Claim Against Property at 100 North Weaber Street:** Mr. Lamoureux reviewed the liens that are currently filed on the 100 North Weaber Street property by the IRS and PA Department of Labor. He described how the property could transfer ownership via a tax sale, private sale or sheriff sale of the property and the priority of the various liens that have already been filed. After some discussion concerning the cost of filing fees, attorney fees and the possibility that the Authority could recover some of the outstanding balance owed through a claim for municipal services, **MOTION** by Mr. Rooney, second by Mr. Ludwig to authorize the filing of a municipal claim for unpaid sewer, trash, and MS4 fees for the property at 100 North Weaber Street. Motion carried unanimously.



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: May 23, 2019  
SUBJECT: May 2019 Engineering 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 Dewatering Project**

### **a. Dewatering Equipment**

- Shop Drawing Reviews
  - Alfa Laval Centrifuge Mechanical No. 1 Shop Drawing and Specifications
    - Submitted by Sherwood Logan (SL) on 3/13/19.
    - Formal approval provided to Sherwood Logan on 3/27/19.
  - Alfa Laval Centrifuge Mechanical No. 2 Shop Drawing and Specifications
    - Submitted by Sherwood Logan on 3/29/19.
    - GF is still coordinating with SL regarding the centrifuge diverter gate assembly location.
    - GF has revised the Centrifuge Platform design to accommodate the centrifuge diverter gate assembly. The revised Platform drawings have been provided to the Township for fabrication. These changes should not result in any change orders or cost increases in the platform.
  - JDV Screw Conveyor Shop Drawing and Specifications
    - Submitted by Sherwood Logan on 4/1/19.
    - GF is still coordinating with SL regarding the screw conveyor support beam locations on the installation drawing.
  - Velodyne Polymer System Shop Drawing and Specifications
    - Submitted by Sherwood Logan on 4/2/19.
    - Formal approval provided to Sherwood Logan on 4/25/19.
  - Alfa Laval Centrifuge Control Panel Shop Drawing and Specifications
    - Submitted by Sherwood Logan on 4/17/19.
    - Currently under review by GF.
  - Boerger Grinder Shop Drawing and Specifications
    - Submitted by Sherwood Logan on 4/25/19.
    - Currently under review by GF.
- Equipment Delivery
  - SL has confirmed that we are still on schedule for equipment to be delivered during the week of August 5, 2019.

### **b. Water Quality Management (WQM) Part II Permit**

- The WQM Part II Permit application package was submitted to Pennsylvania Department of Environmental Protection (PADEP) on 03/27/19.



- Application of the Part II Permit was published in the Pennsylvania Bulletin on Saturday April 20, 2019.
  - We assume that Permit issuance should be forthcoming from PADEP and are awaiting action.
- c. Project Schedule
- The project is still on-track for completion and start-up in October 2019.
- d. GF Design, Bid, and Construction Phase Services Billings
- To date, GF has billed \$83,633.34 (approximately 67%) of the total estimated effort (\$124,700) and we appear to be on track and on budget with our services.

## **2. Annual Services (*No changes to report*)**

- a. Annual Municipal Wasteload Management (Chapter 94) Report.
- The Chapter 94 Report was submitted to PADEP on 03/27/19.
  - We are awaiting PADEP approval or comment.

## **3. Subdivision / Land Development Reviews**

a. Stone Hill Village Phase 3B

- Preliminary Land Development Plan Drawing Review
  - The developer's consultant, Akens Engineering Associates, Inc., submitted preliminary drawings on January 23, 2019, with revisions on February 15, 2019, March 6, 2019, and April 13, 2019 for review and approval.
    - GF has reviewed each set of drawings and provided recommendations and requirements for resubmittal.
  - The developer's consultant submitted revised drawings dated May 1, 2019 for final approval.
    - GF approved the drawings on May 10, 2019.
- Sewer Planning Module (*No changes to report*)
  - The developer's consultant submitted sewage facility planning module documents to the Authority/Township on February 20, 2019 for completion and authorization.
  - The Sewage Facility Planning Component 3 Module has been completed and provided to the Township on March 26, 2019 to be submitted back to the developer's consultant.
  - The updated Sewage Facility Planning package will next need to be forwarded to the Township and County Planning Commissions to complete the Components 4A and 4B Review prior to submittal to the Township for final execution.

**ENGINEER'S REPORT:** Nothing to report this month in addition to the items in the previously referenced report from Gannett Fleming that is attached.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:** Nothing to report this month.

**Municipal Claim Against Property at 144 Woodside Court:** Mr. Rooney wanted to bring his concern about another property to the Authority's attention. He was aware that bills for 144 Woodside Court are in arrears with the Woodside Court Home Owners Association and inquired if there was a balance owed to the Authority. Ms. Gerhart confirmed that there was an outstanding balance of \$829.90. Mr. Rooney continued that the property is "upside-down" due to a reverse mortgage that is a larger amount than the property is worth. Mr. Rooney believed that the Authority should take action on this property. **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to authorize the filing of a municipal claim for unpaid sewer, trash, and MS4 fees for the property at 144 Woodside Court. Motion carried unanimously.

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

**Delinquent Report:** Ms. Gerhart informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. She noted that since the April 23, 2019 Authority meeting 22 accounts were posted for shutoff; this was comprised of three customers who were under a payment contract but had not paid, 12 customers not under a payment contract with the Township, and seven landlord/tenant customers. Ms. Gerhart concluded by reporting that over the past five weeks more than \$7,000 had been received from significantly past-due customers.

**MOTION** by Mr. Ludwig, 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. Ludwig, second by Mr. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:54 PM.

  
(Assistant) Secretary