

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
June 25, 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
 - Rental of Dewatering Equipment
7. Solicitor's Report
 - Municipal Claim Against Property at 100 North Weaver Street
 - Municipal Claim Against Property at 144 Woodside Court
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
June 25, 2019**

The June Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on June 25, 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; and Anthony Deaven, 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; Nicholas Sahd, Engineer with Gannett Fleming; Robert Lingle, Woodside Court; Arthur C. Gibson, Mr. Lingle's plumber; and two other unidentified persons.

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 provided an opportunity for public comment and the following comments were noted:

Consumption due to Water Leak: Noting that Mr. Lingle was listed on the agenda, Chairperson Perrotto asked him to share his comments with the Authority. Mr. Lingle indicated he is the owner of the rental property at 23 North Chestnut Street. He stated there was a significant leak in the water pipe after it enters the basement of the property from the lateral and this led to high water reads on his May 1 sewer bill. Mr. Lingle also stated the leaking water did not enter the sanitary sewer system and asked that he only be charged the minimum amount, which was consistent with the water usage at the property before and after the period of high water reads. Mr. Lingle introduced his plumber, Mr. Gibson, who verified Mr. Lingle's account and provided a resume of his plumbing experience. Mr. Yingst noted that the meter for the property showed 366,900 gallons of consumption for the period covered by the May 1 bill, although a credit of 94,000 gallons was issued by the water company and thus incorporated as a reduction on the sewer bill, resulting in a charge for 272,900 gallons, or \$3,798.77, plus \$66 for the trash fee and \$5 for the MS4 fee. He further noted that two additional credits of 50,900 gallons and 34,900 gallons had been issued by the water company since that point and that had reduced the balance by another \$1,218.63 (including a reversing of the late penalty on the 34,900-gallon credit received after the late penalty was applied). Accounting for late penalties of \$145.56 (a portion of which had been credited) and the \$250.00 payment made by the owner the previous month, Mr. Yingst reported the outstanding balance currently stood at \$2,546.70. The Authority then discussed this in detail. Chairperson Perrotto asked if waiving the charges could set a precedent where the Authority would be required to waive fees for similar situations when a customer could argue the consumption per the water meter reading did not enter the sanitary sewer system, such as for the filling of swimming pools. Mr. Lamoureux indicated the Authority could consider these issues on a case-by-case basis without establishing a policy by its action. Mr. Yingst also addressed the example of a swimming pool, noting consumption credits for such instances were only applied when there was a separate meter from which "deduct" reads could be obtained, and this was consistent with the ordinance, which based the sewer bill upon meter reads, and was why water company consumption credits were applied to sewer bills. Chairperson Perrotto recollected a similar situation had come before the Authority in 2014, but noted a significant difference between that situation and Mr. Lingle's situation was the former involved the leak entering the sanitary sewer system while the latter did

not. **MOTION** by Mr. Rooney, second by Mr. Deaven to waive any penalties associated with the May 1, 2019 sewer bill for the property at 23 North Chestnut Street and table a decision on the remaining balance until the July 2019 meeting of the Authority. Motion carried unanimously.

Mr. Lingle, Mr. Gibson, and the two unidentified persons left the meeting at 5:39 PM.

The members of the Authority briefly returned to Mr. Lingle's situation, and noting there was sufficient evidence the leak did not enter the sanitary sewer system, **MOTION** by Mr. Rooney, second by Mr. Ludwig to (1) remove from the table the motion to defer action until the July 2019 meeting on the remaining balance of the May 1, 2019 sewer bill for the property at 23 North Chestnut Street and (2) waive the outstanding balance as of June 25, 2019 associated with that bill and advise Mr. Lingle to put the water bill for that property in his name. Motion carried unanimously.

Pre-Penalty Payment Period for Sewer Bills: Chairperson Perrotto shared a comment from a customer inquiring why there was a 15-day payment period for sewer, trash, and MS4 bills before the 5% late penalty was applied. The customer noted this timeframe could be difficult for a person who was short on funds or was out of town. Mr. Yingst acknowledged the 15-day period was short, but shared the administrative reasons he believed extending it would be extremely challenging, which were based primarily on limited personnel and the rotating nature of the sewer billing cycle. He also noted customers could sign up for direct payment from their bank accounts, which would address concerns about being out of town when the bill arrives. Mr. Yingst also shared the difficulties he foresaw if the Authority wished to issue all bills in the same month of each quarter. He encouraged Chairperson Perrotto to have the customer reach out to him directly if he or she wished to discuss further or had any other questions.

MINUTES: **MOTION** by Mr. Deaven, second by Mr. Rooney to approve the minutes of the Regular Meeting held May 28, 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 May 31, 2019. Per a question from Chairperson Perrotto, Mr. Yingst addressed the "Sewer Rentals – External" and "Management Fees – External" accounts on the Sewer Fund income statement and addressed why these accounts were running below budget.

ACCOUNTS PAYABLE: The Accounts Payable list for June 2019 was reviewed. Mr. Rooney inquired about Check No. 12325 to Hajoca Corporation for \$6,373.21 and Mr. Powell and Mr. Yingst noted this pertained to materials for in-floor heating at the dewatering building that had been estimated to total \$10,000.00. With no further comments or questions noted, **MOTION** by Mr. Rooney, second by Mr. Ludwig 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 well. He began by reviewing the Monthly Report and briefly discussing the three-year cycle of septic tank

pumping throughout the county and its impact on plant revenues. 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 Annville Grille, Batdorf Restaurant, J&S Pizza, Just Wing It, Kabob Corner, Napoli's Pizza, Rotunda Brewing Company, the Lebanon Valley (UCC) Home, and Veterans of Foreign Wars (VFW) Post 8023. 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 July 1, 2019 sewer bills, except for Kabob Corner and Rotunda Brewing Company, which did not exceed any of the Township limitations. He also noted that since the Corvette Grille was under new ownership, its next sampling would be provided to the owners, but any applicable surcharges would not be charged so they could gauge the impact of their kitchen activities before the surcharge would actually begin to be assessed. Mr. Powell indicated he had a conversation with someone from the Corvette Grille explaining how quarterly sampling and testing worked and that WWTP staff would begin to do so for the restaurant soon.

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: Mr. Sahd reviewed an update he provided the Authority of Gannett Fleming'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. Mr. Sahd reported he received a voicemail that afternoon from Ed Zalewski of Sherwood Logan indicating that some ancillary equipment for the dewatering project, such as the conveyor, may be arriving a week or so later than originally planned. As he did not have further information on this, he indicated he would reach out to Mr. Zalewski the following day. Mr. Sahd shared his belief the main equipment, such as the centrifuge itself, would be arriving on time, and the question would be if the preference was to have all the equipment arrive at once or piecemeal. He also shared his belief this should not change the anticipated timeframe for startup of the dewatering system. Mr. Sahd concluded by noting the Authority had been billed for approximately 75% of the estimated cost for engineering services associated with this project, while further noting he believed Gannett Fleming had completed more than 75% of its anticipated workload for it, meaning this portion of the project was anticipated to come in below budget.

Rental of Dewatering Equipment: Mr. Powell reported that all but one of the storage tanks for biosolids are at capacity and he has started to use the final tank. He indicated this was due to the extremely wet weather limiting his ability to dispose of biosolids on farmers' fields. While he hoped the weather would cooperate in the next few weeks to allow him to dispose of the biosolids in this manner, he presented a proposal from P&H Senesac to rent dewatering equipment for one month if disposal on fields was not possible. Noting that \$50,000 had been budgeted for such a rental plus disposal costs in 2019 while the dewatering project was in process, Mr. Powell noted that using P&H Senesac—which had also been used for a dewatering equipment rental in 2018 for the same reason—would cost approximately \$37,000. **MOTION** by Mr. Rooney, second by Mr.

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

June 20, 2019

- (1) **SURCHARGES** We sampled Annville Grille, Batdorf Restaurant, J&S Pizza, Just Wing It, Kabob Corner, Napoli's Pizza, Rotunda Brewing Company, the Lebanon Valley (UCC) Home, and the VFW.
- (2) **HAULING** No hauling for May.
- (3) **DEWATERING BUILDING** The building is going very well; concrete will be poured for the floor on June 26 and the floor heat and all electric and plumbing have been installed.
- (4) **PLANT OPERATIONS** The operations of the plant are running well.
- (5) **DEWATERING RENTAL** At this time the way the weather is going we're not sure if we will be able to get on any fields. I would like to get approval to rent the dewatering equipment that we had last year; it should run around \$37,000 (see attached document) and we will haul it ourselves to one of Amerigreen's farms for a price of \$26 a ton. If the weather does cooperate with us and we can get on fields that will be our primary way to get rid of some of the biosolids, meaning we would not have to rent equipment.

Respectfully submitted,
Les Powell, Chief Operator



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: June 25, 2019
SUBJECT: June 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 continues to coordinate with SL regarding the centrifuge diverter gate assembly.
 - JDV Screw Conveyor Shop Drawing and Specifications
 - Submitted by Sherwood Logan on 4/1/19.
 - Formal approval provided to Sherwood Logan on 06/06/19.
 - 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.
 - Formal approval provided to Sherwood Logan on 06/06/19.
- 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.
- GF submitted additional drawings on 04/11/19 based on a phone conversation with Mr. Pascal Kwedza of PADEP on 4/9/19.
- Application of the Part II Permit was published by PADEP in the Pennsylvania Bulletin on Saturday April 20, 2019.



- GF received a follow-up email from Mr. Kwedza on 06/25/19 requesting additional equipment drawings and we are currently working on a response.
 - Once we provide the requested information, we assume that Permit issuance should be forthcoming from PADEP.
- c. Project Schedule
- Attached is an updated project schedule.
 - The project is on-track for completion and start-up in October 2019.
- d. GF Design, Bid, and Construction Phase Services Billings
- To date, GF has billed \$94,141.38 (approximately 75%) 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 (*No changes to report*)
 - 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.

Township of Annville Wastewater Treatment Plant
Dewatering Building Project Schedule (as of June 25, 2019)

	Responsible Party	2018							2019								
		July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October
Design Phase																	
Develop Building Drawings	JE Horst																
Design Dewatering Platform	GF																
Finalize Equipment Components	GF																
Prepare Building & Site Layouts	GF																
Zoning Permit (Stormwater Mgt Plan) Approval	GF																
Building Permit Approval	JE Horst																
WQM Part II Permit Submittal	GF																
WQM Part II Permit Issuance	PADEP																
Bid Phase																	
Develop Specifications for Co-Stars Procurement	GF																
Procure Equipment from Co-Stars	Township																
Construction Phase																	
Contract for Building	Township																
Building Materials Ordered	JE Horst																
Building Lead Time (2 months)	JE Horst																
Shop Drawing Submittal Reviews	GF																
Building Construction																	
Excavating	Kresky																
Building	BlueScope																
Platform Fabrication	BlueScope																
Utilities and Ancillary Improvements	Various																
Equipment																	
Equipment Lead Time (22 weeks)	Manufacturers																
Shop Drawing Review	GF																
Equipment Delivery On-Site	Manufacturers																
Equipment Installation	Township																
Start-Up / Performance Testing	Manufacturers																

Ludwig to recommend to the Board of Commissioners it authorize renting dewatering equipment from P&H Senesac at an estimated cost of \$37,000, contingent upon Mr. Powell believing such action is necessary. Motion carried unanimously.

Agreement for Disposal of Biosolids on Fields: Mr. Powell presented a draft agreement with Amerigreen for the disposal of dewatered cake on its fields for \$26 per ton through 2020, with Public Works staff transporting the cake to the fields. While noting this agreement would also cover the period after the completion of the dewatering project, Mr. Powell and Mr. Viozzi estimated it would address disposing 250 tons of cake specific to the rented dewatering equipment at an approximate cost of \$6,500. They also estimated that roughly 650 tons per year would likely be generated from the dewatering system once it was in operation. Mr. Lamoureux indicated he had reviewed the agreement and found it satisfactory. **MOTION** by Chairperson Perrotto, second by Mr. Deaven to recommend to the Board of Commissioners it approve the agreement with Amerigreen for the disposal of dewatered cake onto its fields for \$26 per ton through 2020 with Public Works staff transporting the cake to the fields. Motion carried unanimously.

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

Municipal Claim Against Property at 100 North Weaber Street: Mr. Lamoureux reported a letter was sent on May 29, 2019 to the owner of the property at 100 North Weaber Street informing her of the \$799.16 owed to the Authority and that this debt will be considered valid if not disputed or paid within 30 days.

Municipal Claim Against Property at 144 Woodside Court: Mr. Lamoureux reported a letter was sent on May 29, 2019 to the owner of the property at 144 Woodside Court informing him of the \$829.90 owed to the Authority and that this debt will be considered valid if not disputed or paid within 30 days. He further reported he spoke to the property owner, who offered that he could make periodic payments on the lien balance as he was able.

Sheriff's Sale for Property at 132 South Manheim Street: Mr. Lamoureux reported the property at 132 South Manheim Street had been sold at a recent Sheriff's Sale and the Authority would be receiving the \$252.60 that was owed to it for sewer, trash, and MS4 fees.

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.

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 May 28, 2019 Authority meeting 21 accounts were posted for shutoff; this was comprised of three customers who were under a payment contract but had not paid, 14 customers not under a payment contract with the Township, and four landlord/tenant customers. Mr. Yingst concluded by

reporting that over the past four weeks more than \$4,900 had been received from significantly past-due customers.

Sewage Backup Costs: Mr. Powell and Mr. Yingst described a recent sewer main backup that resulted in a property owner incurring costs for a plumber. **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners that it authorize payment pertaining to the sewer main clog that resulted in plumber costs for the property at 808 East Walnut Street. Motion carried unanimously.

MOTION by Mr. Ludwig, second by Mr. Rooney 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. Deaven, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:33 PM.



(Assistant) Secretary