

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
July 23, 2019

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Election of Chairperson Pro Tempore
3. Recognition of Visitors and Opportunity for Public Comment
4. Minutes
5. Financial Reports
6. Accounts Payable
7. Superintendent's Report
 - Surcharges
 - Dewatering Equipment and Building Project
8. Solicitor's Report
 - Municipal Claim Against Property at 100 North Weaver Street
 - Municipal Claim Against Property at 144 Woodside Court
9. Engineer's Report
10. Municipal Separate Storm Sewer System (MS4) Report
11. Clerk's Report
 - Delinquent Report
12. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
July 23, 2019**

The July Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on July 23, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Secretary; Anthony Deaven, Treasurer; and David Myers, 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; and Andrew Race, Esq., Office of the Township Solicitor.

Mr. Yingst called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

ELECTION OF CHAIRPERSON PRO TEM: Mr. Yingst explained that, due to the absence of both the Chairperson and the Vice Chairperson, the Annville Township Authority by-laws required the election of a Chairperson Pro Tem to chair this meeting only. He then asked for nominations for a Chairperson Pro Tem. **MOTION** by Mr. Deaven, second by Mr. Myers to nominate Barry Ludwig for the office of Chairperson Pro Tem for the July 23, 2019 meeting only. Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Myers, second by Mr. Deaven to close the nominations and instruct Mr. Yingst to cast a unanimous ballot for Barry Ludwig for Chairperson Pro Tem of the Annville Township Authority for the July 23, 2019 meeting. Motion carried unanimously and Mr. Yingst cast a unanimous ballot as instructed for Barry Ludwig for Chairperson Pro Tem and then yielded the chair of the meeting to him.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Pro Tem Ludwig provided an opportunity for public comment and no comments were noted.

MINUTES: **MOTION** by Mr. Deaven, second by Mr. Myers to approve the minutes of the Regular Meeting held June 25, 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 June 30, 2019. Mr. Yingst noted the Sewer Fund budget included a full reimbursement from the Sewer Capital Fund for any expenses incurred for the dewatering project. He noted the Sewer Fund has not yet drawn on this reimbursement because it has not encountered cash flow issues and the Sewer Capital Fund earns a higher rate of interest, but if it would have the Sewer Fund's operating deficit would actually show net income for the year.

ACCOUNTS PAYABLE: The Accounts Payable list for July 2019 was reviewed. **MOTION** by Chairperson Pro Tem Ludwig, 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 Donut Break, Hoss's Steak & Sea House, Lebanon Valley College, 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 August 1, 2019 sewer bills. He also noted that, for the fourth consecutive testing period, Donut Break had surcharges below \$25 and, as such, was not assessed the \$250 sampling and testing fee for this bill.

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

Project Cost Tracking Spreadsheet: The Authority briefly 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. In particular, it was noted that while the ancillary equipment for the dewatering project was anticipated to arrive on time, the centrifuge itself, as well as the control panel and diverter gate, were likely to take the manufacturer the full six months to complete and deliver, which would push back the targeted completion date for the project to late-Autumn. It was noted Mr. Sahd would continue to be in touch with the manufacturer to ensure the project moves along, but that he believed the revised delivery date was within the allowable timeframe per the agreement. Considering this, the wisdom of Mr. Powell's recommendation to rent dewatering equipment to reduce the amount of biosolids in the storage tanks at the WWTP was noted. Mr. Powell indicated Public Works staff was already able to reduce around half of the amount of stored biosolids in the short time the rental centrifuge has been onsite, in conjunction with hauling it to fields for spreading. He also noted that, because of this, he did not believe the delay as described by Mr. Sahd's report would result in storage capacity problems before the new equipment was in operation.

Dewatering Building and Platform - Application and Certificate for Payment No. 4: The Authority reviewed Application and Certificate for Payment No. 4 received from BlueScope Construction for the construction of the dewatering building and platform. Mr. Powell noted the percentages of work reported as completed on the document were accurate. **MOTION** by Mr. Deaven, second by Mr. Myers to concur with the Board of Commissioners' authorization of payment for Application and Certificate for Payment No. 4 to BlueScope Construction in the amount of \$30,584.70. Motion carried unanimously.

Dewatering Building and Platform - Application and Certificate for Payment No. 5: The Authority reviewed Application and Certificate for Payment No. 5 received from BlueScope Construction for the construction of the dewatering building and platform. Mr. Powell noted the percentages of work reported as completed on the document were accurate. **MOTION** by Mr. Myers, second by Mr. Deaven to recommend to the Board of Commissioners it authorize payment for Application

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

July 18, 2019

- (1) **SURCHARGES** Sampled Donut Break, Hoss's Steak & Sea House, LVC, and the Union Hose Social Club.
- (2) **HAULING** We just started hauling on July 17 to the Hershey Farm.
- (3) **PLANT** Plant is running very well.
- (4) **SEPTAGE** I have attached the pumping schedule for Lebanon County for the next couple of years.
- (5) **BIOSOLIDS** We have the dewatering rental on-site. As of end of day Wednesday, July 17, we have dewatered 156,088 gallons at 28% dry cake for \$1,374.10 of disposal cost.

Respectfully submitted,
Les Powell, Chief Operator

Sewage Management Enforcement Schedule
for
Lebanon County Planning Department

Year – Municipalities Enforcing

2019 – North Annville Township, South Annville Township & South Lebanon Twp.

2020 – North Cornwall Township

2021 – East Hanover Township, Heidelberg Township & West Cornwall Township

Please be reminded the following townships enforce their own management program. Please contact them with any questions and forward all reporting to them directly.

1 – Bethel Township	865-4005
2 – Jackson Township	866-4771
3 – North Lebanon Township	273-7132
4 – North Londonderry Township	838-1373
5 – South Londonderry Township	838-5556
6 – Swatara Township	865-4803
7 – Union Township	865-4039



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: July 23, 2019
SUBJECT: July 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

- While the polymer system, conveyor, and grinder are scheduled to be delivered during the first week of August (as planned), Sherwood Logan has notified us of delivery delay of the remaining components.
- Delay of the centrifuge is due to an Alfa Laval fabrication backlog, while submittal approval coordination efforts have partially contributed to delays of the control panel and diverter gate.
- Currently anticipated equipment delivery schedule:

Component	Anticipated Delivery Date
Velodyne Polymer System	Week of 8/5/19
JDV Conveyor	Week of 8/5/19
Borger Grinder	Week of 8/5/19
Centrifuge Control Panel	Week of 9/23/19
Centrifuge Decanter	Week of 9/23/19
Diverter Gate	Week of 9/23/19

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.
- PADEP typically processes Part II Permit applications within three (3) months of submittal.
- PADEP Permitting staff indicated last week that they had finished their review of the application package and forwarded it to the Program Manager for review and issuance. It does not appear that they had any issues or concerns with the submittal.
- We believe that Permit issuance should be forthcoming from PADEP within the next month.

c. Project Schedule

- Attached is an updated project schedule.
- Start-up and performance testing of the centrifuge is anticipated in late November/early December 2019.



d. GF Design, Bid, and Construction Phase Services Billings

- GF has billed \$94,224.58 (approximately 75%) of the total estimated effort (\$124,700) through 5/24/19 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, April 13, 2019, and May 1, 2019 for review and approval.
 - GF approved the drawings on May 10, 2019.
- Sewer Planning Module
 - 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 was 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 were 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.
 - The County Planning Commission approved the module on July 1, 2019.

Township of Amnville Wastewater Treatment Plant
Dewatering Building Project Schedule (as of July 23, 2019)

	Responsible Party	2018						2019											
		July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
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 (24 weeks)	Manufacturers																		
Shop Drawing Review	GF																		
Equipment Delivery On-Site																			
Polymer, Conveyor, and Grinder	Alfa Laval																		
Centrifuge, Divertor Gate, and Control Panel	Alfa Laval																		
Equipment Installation	Township																		
Start-Up / Performance Testing	Manufacturers																		

and Certificate for Payment No. 5 to BlueScope Construction in the amount of \$23,910.30. Motion carried unanimously.

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

Municipal Claim Against Property at 100 North Weaber Street: Mr. Race reported the debt for the property at 100 North Weaber Street per the May 29, 2019 letter the owner was sent was not disputed. As such, he noted his office filed a claim for municipal services with the Lebanon County Prothonotary's Office on July 12, 2019 and issued a letter to the property owner on July 15, 2019 notifying her of same and that attorneys' fees can be avoided if the outstanding balance of \$842.66, which now includes filing fees, is paid within 30 days of that letter.

Municipal Claim Against Property at 144 Woodside Court: Mr. Race reported the debt for the property at 144 Woodside Court per the May 29, 2019 letter the owner was sent was not disputed. As such, he noted his office filed a claim for municipal services with the Lebanon County Prothonotary's Office on July 12, 2019 and issued a letter to the property owner on July 15, 2019 notifying him of same and that attorneys' fees can be avoided if the outstanding balance of \$873.40, which now includes filing fees, is paid within 30 days of that letter. Mr. Race also noted that his office had been contacted by the property owner, who indicated he would be making \$25 monthly payments directly to the Township Office to pay down the outstanding balance.

Sheriff's Sale for Property at 132 South Manheim Street: Mr. Race confirmed the \$252.60 owed for sewer, trash, and MS4 fees on the property at 132 South Manheim Street that was recently sold at Sheriff's Sale would shortly be forthcoming to the Authority.

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.

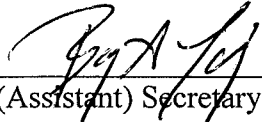
CLERK'S REPORT: The Authority was informed of the following item:

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 June 25, 2019 Authority meeting 25 accounts were posted for shutoff; this was comprised of five customers who were under a payment contract but had not paid, 15 customers not under a payment contract with the Township, and five landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$6,800 had been received from significantly past-due customers.

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

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There being no further business to come before the Authority, **MOTION** by Mr. Deaven, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:45 PM.



(Assistant) Secretary