

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
September 24, 2019

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
 - Dewatering Equipment and Building Project
7. Solicitor's Report
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
 - Delinquent Report
 - 2020 Draft Budgets – Sewer Fund, Sewer Capital Fund, and MS4 Fund
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
September 24, 2019**

The September Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on September 24, 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 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 Nicholas Sahd, Engineer with Gannett Fleming.

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 no comments were noted.

MINUTES: MOTION by Mr. Ludwig, second by Mr. Deaven to approve the minutes of the Regular Meeting held August 27, 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 August 31, 2019. Mr. Yingst also responded to a question from Mr. Deaven pertaining to retained earnings for the Sewer Fund.

ACCOUNTS PAYABLE: The Accounts Payable list for September 2019 was reviewed. **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 the WWTP is operating very well. He began by reviewing the Monthly Report, noting the projections for Total Nitrogen and Total Phosphorus continued to be well within the levels allowed by the plant's permit as the end of the permit year in September approached. 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:

Septage Grinder Cutting Blades: At the recommendation of Mr. Powell, who reported finding a previously unrecognized set of cutting blades in the septage grinder when installing new blades and his belief the grinder would run best if both sets of blades were new, and noting it would be best to purchase this in 2019 due to the projected year-end surplus instead of budgeting for this in 2020, **MOTION** by Mr. Ludwig, second by Mr. Deaven to recommend to the Board of Commissioners it authorize the purchase of a new set of septage cutting blades for the septage grinder at a cost of \$3,059.65 plus shipping. Motion carried unanimously.

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

September 19, 2019

- (1) **SURCHARGES** Attached are the results for the Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Napoli's Pizza, the Lebanon Valley (UCC) Home, and the VFW.
- (2) **HAULING** Did not haul this month.
- (3) **PLANT OPERATIONS** The plant is running very well.
- (4) **SEPTAGE GRINDER** We had in the 2019 budget to get new cutting blade for septage grinder which we purchased, but when we went to install them there was another set of blades on the bottom of the unit that we did not know was there. I would like to get a new blade for this at a cost of \$3,059.65, that way both blades are brand new.
- (5) **SEPTAGE PUMPS** I would like to order 2 septage pump impellers at a cost of \$3,138 + freight; we can no longer get the clearances for the pump to run at its designed pumping capacity.
- (6) **DEWATERING BUILDING** The building is around 75% complete/ blacktopping is 75% complete, electric is about 25% complete. The platform will be delivered Sept. 26/27, things are going on schedule.

Respectfully submitted,
Les Powell, Chief Operator

Septage Pump Impellers: At the recommendation of Mr. Powell, who reported the septage pump can no longer run at its designated pumping capacity due to the condition of its impellers, **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize the purchase of two septage pump impellers at a cost of \$3,138.00 plus shipping. Motion carried unanimously.

Surcharges: The Authority reviewed the results of the latest samplings for the Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Napoli's Pizza, 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 October 1, 2019 sewer bills, with the exception of the Corvette Grille, as this represented its first sampling under new ownership and the surcharge was being waived as a courtesy so the owners could gauge how the results would impact their overall bill. Mr. Powell then reported he and Mr. Viozzi met earlier in the week with representatives of the Union Hose Social Club to discuss the high surcharge it was assessed on its last bill. He noted the \$416.48 surcharge was primarily due to the Fats, Oils, and Grease (FOG) testing result of 156 mg/L, which was unusual as all previous FOG testing results for the Club were 10 mg/L or 11 mg/L, which is essentially the FOG baseline. He further noted he did not observe anything about the Club's housekeeping processes that would indicate it should have high FOG results. With these factors in mind, Mr. Powell suggested the Club's sampling may have been contaminated, perhaps due to the equipment not being sufficiently cleaned from a sampling at a previous location, and he asked if the Authority wished to waive a portion of the Club's surcharge. Chairperson Perrotto asked if a small amount from a previous sampling could skew a subsequent sampling so significantly and Mr. Powell indicated he believed this could be possible for FOG. Per a follow-up question, Mr. Powell indicated FOG samples were sent to an outside laboratory for testing and could have been contaminated as part of that process. He and Mr. Viozzi also described how the sampling equipment operated, how such a contamination could occur, and how the Club's sampling occurred after the sampling of other establishments that typically have high FOG results. Mr. Ludwig indicated he believed Mr. Powell's conclusion to be reasonable. Chairperson Perrotto and Mr. Rooney inquired how the Authority might handle a situation in the future where an establishment questions a high testing result, and Mr. Deaven asked if quality control measures had been instituted to prevent this going forward. Mr. Powell described the process for cleaning the equipment and noted the more rigorous steps that would be taken going forward. Mr. Yingst also reviewed the results from other establishments that received surcharges as part of their recent sewer bills and it was noted none of these had a FOG result that was significantly different than usual, and some results were lower than was typical. Mr. Yingst reported the Club had paid in full the sewer bill on which the surcharge was assessed, and the Authority then reviewed the Club's testing results for the past two years. Mr. Powell also reported the Club had been tested again and the FOG results were again very low. To the previous concern expressed by Chairperson Perrotto and Mr. Rooney, Mr. Lamoureux indicated the Authority was demonstrating its willingness to review high testing results but doing so within the context of an establishment's housekeeping practices, previous testing results, and subsequent testing results. Noting the unusually high FOG testing result for the Club seemed inconsistent with past and subsequent results and Mr. Powell's conclusion of probable contamination of the sample, **MOTION** by Chairperson Perrotto, second by Mr. Rooney to credit the Union Hose Club's sewer bill balance by \$406.00, representing the \$156.00 portion of its most recent surcharge pertaining to FOG and the \$250.00 portion pertaining

to testing and sampling as the remaining amount of the surcharge was below the \$25.00 threshold for which the testing and sampling fee is waived. Motion carried by a vote of four to zero with Chairperson Perrotto, Mr. Rooney, Mr. Ludwig, and Mr. Myers voting in favor of the motion and Mr. Deaven abstaining.

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

Engineering Work by Gannett Fleming: The Authority reviewed an update provided by Mr. Sahd of his firm's engineering activities over the past month for the dewatering project, a copy of which is attached hereto and made a part of these minutes. Mr. Powell reported that the platform was scheduled to be delivered in approximately a week. Mr. Sahd then discussed in detail the delays in the delivery of the dewatering equipment and the reasons for same as communicated to him by the supplier. He indicated that a January 2020 start-up of the equipment was likely. Mr. Powell indicated he was not concerned about this delay from the standpoint of storing biosolids as his staff had been taking advantage of the recent dry weather to spread biosolids on fields, thus reducing the amount stored in the tanks. He noted he believed the plant had adequate storage through Winter. Mr. Deaven asked how far the launch date had been pushed back from the original estimate and Mr. Sahd believed it to be roughly two months later than expected.

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

Dewatering Project Loan Requisition No. 3: Noting that the grinder/macerator had been delivered, **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners it (1) authorize Requisition No. 3 from the dewatering project loan to the dewatering account in the amount of \$23,200 and (2) authorize payment from the dewatering account to Sherwood Logan & Associates, Inc. in the amount of \$23,200 for the grinder/macerator. Motion carried unanimously.

Dewatering Building and Platform - Application and Certificate for Payment No. 7: The Authority reviewed Application and Certificate for Payment No. 7 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. Ludwig, second by Mr. Myers to recommend to the Board of Commissioners it authorize payment for Application and Certificate for Payment No. 7 to BlueScope Construction in the amount of \$86,428.80. Motion carried unanimously.

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

Municipal Claims Against Properties at 100 North Weaber Street and 144 Woodside Court: Mr. Lamoureux reported that correspondence to the owners of the properties at 100 North Weaber Street and 144 Woodside Court pertaining to the assessment of attorney's fees had not been disputed and, as such, attorney's fees would be assessed to these liens.



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: September 24, 2019
SUBJECT: September 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*

- Currently anticipated equipment delivery schedule:

Component	Delivery Date
Velodyne Polymer System	Delivered 08/07/19
JDV Conveyor	Delivered 08/08/19
Borger Grinder	Delivered 09/03/19
Alfa Laval Centrifuge Control Panel	Week of 11/18/19
Alfa Laval Centrifuge Decanter	Week of 10/07/19
Alfa Laval Diverter Gate	Week of 10/14/19

b. *Manufacturer Start-Up Services*

- Alfa Laval typically needs four (4) weeks advance notice to schedule start-up.
 - A “pre-commissioning checklist” also needs to be completed and returned to Sherwood Logan within one (1) week of the scheduled start-up.
- Alfa Laval recommends that all other equipment (grinder, conveyor, and polymer system) be tested prior to initiating Alfa Laval start-up services.
- We are coordinating with Sherwood Logan to ensure that start-up services are scheduled appropriately based on expected equipment delivery dates and anticipated installation effort.

c. *Remaining Project Activities*

- Equipment deliveries and installation through September to November 2019.
- Start-up and performance testing of ancillary equipment (grinder, polymer system, and conveyor) in November/December 2019 with the centrifuge start-up and performance testing in January 2020.

d. *GF Design, Bid, and Construction Phase Services Invoices*

- GF has invoiced \$103,281.39 (approximately 83%) of the total estimated effort (\$124,700) through 8/30/19 and we appear to be on track and on budget with our services.

Sheriff's Sale for Property at 1318 East Main Street: Mr. Lamoureux indicated payment for the outstanding sewer, trash, and MS4 fees owed for the property at 1318 East Main Street that was sold at Sheriff's Sale was anticipated by the end of the month.

Sheriff's Sale for Property at 301 West Main Street: Mr. Lamoureux reported he became aware the property at 301 West Main Street was scheduled for Sheriff's Sale on October 8, 2019 and he would be notifying the Sheriff's Office of the sewer, trash, and MS4 fees owed for that property after the October 1, 2019 bill for this property was issued.

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:

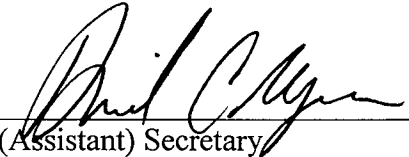
Delinquent Report: Mr. Yingst informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that since the August 27, 2019 Authority meeting 27 accounts were posted for shutoff; this was comprised of four customers who were under a payment contract but had not paid, 20 customers not under a payment contract with the Township, and three landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$7,900 had been received from significantly past-due customers.

2020 Draft Budgets - Sewer Fund, Sewer Capital Fund, and MS4 Fund: Mr. Yingst presented the 2020 draft budgets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund for the Authority's review and comment. He noted these draft budgets were prepared with input from Mr. Powell and were based upon historical analysis. Mr. Yingst reported these draft budgets would be reviewed by the Board of Commissioners at its October 15, 2019 Special Meeting. He stressed that, as these draft budgets were being provided to the Authority with more than a quarter of the year remaining, the numbers presented would inevitably change as the budget process continued and more information became available. With that in mind, Mr. Yingst noted the 2020 draft budget for the Sewer Fund was balanced with the \$39,705 surplus of revenues over expenses being budgeted as a year-end contribution to the Sewer Capital Fund. He indicated this was done with no increase projected to the quarterly Sewer Rentals fee, which would represent the fifth consecutive year of no fee increase. Mr. Yingst also noted that, as the budget is using estimates for the cost of health insurance, the surplus figure may change once the actual 2020 figures become known in early-October. He concluded by noting a significant 2019 year-end surplus was forecast for the Sewer Fund and, as a result, the budgets provided incorporated a 2019 year-end transfer of \$300,000 from the Sewer Fund to the Sewer Capital Fund instead of the budgeted amount of \$66,289. Mr. Deaven asked if some of the projected 2019 year-end surplus should be used to pay down the balance of the debt for the dewatering project. After much discussion on this, it was decided to revisit this question in 2020 after the dewatering project was completed and determine then if funds from the Sewer Capital Fund should be used to pay down the balance of this debt. Mr. Yingst also responded to Chairperson Perrotto's questions regarding the rationale for the increase to the MS4

Fees revenue account and Consortium Payment expense account for the 2020 MS4 Fund budget and the 2019 year-end projection for the Treatment Fees (Septage Haulers) revenue account for the Sewer Fund.

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. Myers, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:30 PM.


(Assistant) Secretary