

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
March 26, 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
 - Legal Actions Against Significantly Delinquent Customers
 - Outstanding Balance for Hoke's Septic Service
8. Engineer's Report
 - Chapter 94 Report
 - Stone Hill Village Phase 3B Sewage Planning Module
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
March 26, 2019**

The March Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on March 26, 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; David Myers, Assistant Secretary/Assistant Treasurer and, via telephone, 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); Corey Lamoureux, Esq., Township Solicitor; Nicholaus Sahd, Engineer with Gannett Fleming; and Logan Graver, Alex Hamme, and Luke Williams, students at Lebanon Valley College.

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 from those in attendance.

MINUTES: MOTION by Mr. Ludwig, second by Mr. Myers to approve the minutes of the Regular Meeting held February 26, 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 February 28, 2019.

ACCOUNTS PAYABLE: The Accounts Payable list for March 2019 was reviewed. Chairperson Perrotto noted there were two separate checks issued to Gannett Fleming and Mr. Yingst indicated this was a timing issue pertaining to when the invoices were submitted and processed for payment. Mr. Yingst also indicated that both checks pertained, in part, to consulting engineering services for the dewatering project as well as preparation of the annual Chapter 94 report. Mr. Rooney inquired about Check No. 12244 to USABlueBook in the amount of \$456.47 and Mr. Powell indicated this pertained to the link seals for the dewatering project that were recommended for approval at the prior month's meeting. With no further comments or questions noted, **MOTION** by Mr. Myers, 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 very well. He began by reviewing the Monthly Report and Chairperson Perrotto noted that while the revenue from septage haulers is running ahead of where it was at this point in 2018, the February 2019 monthly amount was less than it was for February 2018. Responding to his inquiry if there was any reason for this, Mr. Powell indicated this was a slow time of year for pumping septic tanks and he did not think it was indicative of what the rest of the year's revenue would be. He did, however, remind the Authority that 2018 was a very busy year due to several municipalities requiring septic tanks to be pumped that year. Mr. Rooney noted that Bauman's Septic Service did not dispose of any septage during the month and asked if there were any concerns about this and Mr. Powell indicated he did not have any. 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, Corvette Grille, J&S Pizza, Just Wing It, Napoli's Pizza, Rotunda Brewing Company, and the Lebanon Valley (UCC) Home. 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 April 1, 2019 sewer bills.

Laboratory Proficiency Testing: Mr. Powell reported that Keith Heck passed the annual laboratory proficiency tests and, on behalf of the Authority, Chairperson Perrotto expressed his appreciation to Mr. Heck for doing so.

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, representing checks issued for the project through the end of the prior week, and no comments or questions were noted.

Dewatering Building In-Floor Heating: Noting that he had contacted several distributors for prices and Conestoga Supply provided the lowest estimate, Mr. Powell requested authorization to purchase in-floor heating from Conestoga Supply for an estimated cost of \$8,000. It was noted that, with this cost, the total amount for heating was still less than the \$10,000 estimated for this aspect of the project by Gannett Fleming. **MOTION** by Chairperson Perrotto, second by Mr. Rooney to recommend to the Board of Commissioners it authorize payment for in-floor heating from Conestoga Supply for an estimated cost of \$8,000. Motion carried unanimously.

Dewatering Equipment Hoist: Mr. Powell requested authorization to purchase a five-ton hoist for the removal of the dewatering equipment when maintenance must be performed on it. It was noted that the estimated cost of purchasing such a hoist was less than the \$15,000 estimated for this aspect of the project by Gannett Fleming. **MOTION** by Mr. Ludwig, second by Mr. Myers to recommend to the Board of Commissioners it authorize payment for a five-ton hoist from Zenmar Power Tool & Hoist Systems for an estimated cost of \$4,700. Motion carried unanimously.

Ratification of Change Order for Dewatering Platform: Noting that the Board of Commissioners had authorized this change order at its March 5, 2019 Regular Meeting, and it was subsequently executed by Mr. Powell on March 6, 2019, **MOTION** by Mr. Ludwig, second by Mr. Deaven to ratify the change order in the amount of \$79,989 submitted by BlueScope Construction for the furnishing and installation of the platform on which the dewatering equipment would be mounted. Motion carried unanimously.

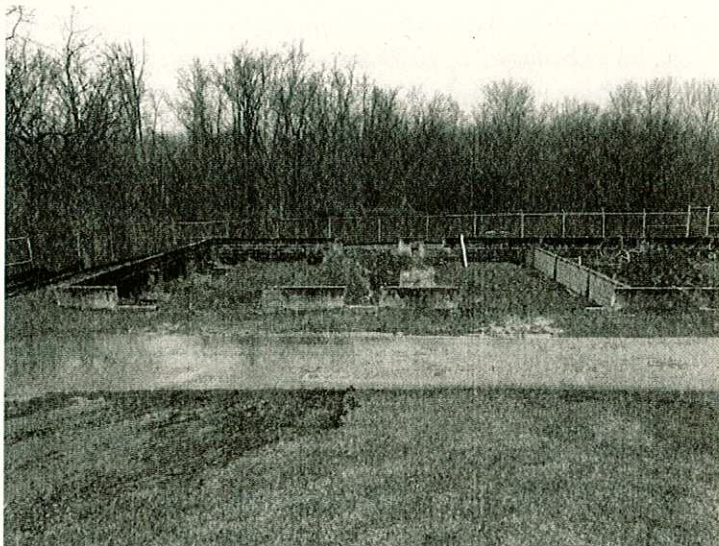
Dewatering Building and Platform - Application and Certificate for Payment No. 2: The Authority reviewed Application and Certificate for Payment No. 2 received from BlueScope Construction for the construction of the dewatering building and platform. Mr. Powell noted the percentages reported as completed for site construction and concrete work on the document were accurate.

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

March 21, 2019

- (1) **SURCHARGES** Sampled Annaville Grille, Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Napoli's Pizza, Rotunda Brewing Company, and Lebanon Valley (UCC) Home; results attached.
- (2) **HAULING** Hauled 30 loads/102,000 gallons to Pennsy farm; we have the tanks empty at this time.
- (3) **PLANT** The plant is operating well and the new dewatering building is moving along very well. They got the footer poured, new block wall up, all the foundation pillars poured, garage door openings and man doors cut into the old block, and they started to strip dirt from the bank that they are going to use to fill in the dewatering building to bring it up to grade. Things are moving along very well.



- (4) **FLOOR HEAT** I would like to order the floor heating system for a price of \$8,000 from Conestoga Supply; they are the lowest price I could find (I contacted Reading Foundry and their price was \$2,000 more).
- (5) **HOIST** I would like to order a 5-ton hoist that will be used to remove the centrifuge in the new dewatering building when maintenance has to be done on it. The price is \$4,700 from Zenmar Power Tools.
- (6) **LAB PROFICIENCY** Keith Heck has passed all his proficiency tests (results attached).

Respectfully submitted,
Les Powell, Chief Operator

MOTION by Mr. Rooney, second by Chairperson Perrotto to recommend to the Board of Commissioners it authorize payment for Application and Certificate for Payment No. 2 to Blue Scope Construction in the amount of \$30,363.40. Motion carried unanimously.

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

Engineering Work by Gannett Fleming: The Authority reviewed an update provided by Mr. Sahd 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.

Chapter 94 Report: Mr. Sahd presented copies of the Township's Municipal Wasteload Management (Chapter 94) Report for 2018 to the members of the Authority, Mr. Powell, Mr. Yingst, and Mr. Lamoureux. He noted the report indicated the WWTP was operating well within its capacity from both a hydraulic and organic loading standpoint and the report would be submitted to the Pennsylvania Department of Environmental Protection (DEP) before the end of the week.

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, it was reported that Mr. Lamoureux's letter demanding payment on the \$931.89 balance, which was comprised of legal and filing fees, had been posted at this property on March 19, 2019. It was further reported no payments were made over the past month on this outstanding balance. Mr. Lamoureux noted he learned a new foreclosure action was begun against the property by the mortgage holder and, as such, he sent a notification letter to the attorney representing the bank, Wells Fargo, in that action. He further noted the Authority was in a good position to collect on this lien should the bank force this property to go to Sheriff's Sale.

Outstanding Balance for Hoke's Septic Service: Mr. Lamoureux reported he sent a letter on February 28, 2019 to Hoke's Septic Service demanding payment for its outstanding balance or the Authority would begin the process of seeking a judgment against Hoke's for it. He further reported he did not hear back from Hoke's and no payment was received for this outstanding balance. Mr. Lamoureux then shared what the legal process going forward would look like if the Authority wished to pursue this further, noting that the costs for filing an action against Hoke's with the District Judge would cost about \$150 to \$200 and, if contested, there would also be costs for Mr. Lamoureux's presence at a hearing. He noted that the District Judge could be asked to include all these costs as part of the judgment, but that the Judge was not obligated to do so, even if he found in favor of the Authority. Following a decision by the District Judge and a 30-day period allowing for an appeal to the Lebanon County Court of Common Pleas, a judgment could be recorded. Mr. Lamoureux then discussed how such a judgment might negatively impact Hoke's. At the suggestion of the Authority, Mr. Powell indicated he would contact the Derry Township Municipal Authority, the WWTP where Hoke's typically disposes of its septage, to see if Hoke's was still in business before deciding at next month's whether to pursue this matter through the legal system.



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: March 26, 2019
SUBJECT: March 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 Procurement

- Sherwood Logan provided a quote of \$440,480 on November 15, 2018 for the dewatering equipment, including an Alfa Laval G3-75 centrifuge, Velodyne emulsion polymer system, Borger MultiCrusher macerator, and JDV leveling conveyor.
- The Township issued a Purchase Order to Sherwood Logan in the amount of \$440,480 for the dewatering equipment on February 21, 2019 through the CoStars Program.
- Sherwood Logan provided centrifuge mechanical shop drawings submittals to GF on March 13, 2019 and GF approved on March 19, 2019. The submittals will be provided in a piecemeal fashion to expedite review and approval of the equipment.
- A tentative schedule for the equipment delivery and installation is provided:
 - Delivery of all equipment to the WWTP on August 5, 2019 (~22-week lead time for fabrication).
 - Six (6) week installation period is assumed.
 - Start-up, performance testing, and training beginning in mid-September to be completed by October 11, 2019.

b. Water Quality Management (WQM) Part II Permit

- GF has completed the WQM Part II Permit application package.
- The Permit application package will be provided to Township staff at the March 2019 Authority Meeting.
- The package will need to be submitted to Pennsylvania Department of Environmental Protection (PADEP).

c. Project Schedule

- Attached is a revised updated schedule. The project is on-track for completion in October 2019.

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

- To date, GF has billed \$79,974.67 (approximately 65%) of the total estimated effort (\$124,700) and we appear to be on track and on budget with our services.



2. Annual Services

- a. Annual Municipal Wasteload Management (Chapter 94) Report.
 - The Chapter 94 Report is completed and will be provided to Township staff and presented at the March 2019 Authority Meeting.
 - Copies of the WWTP Hydraulic and Organic Loading Figures are provided with this report. The region experienced record-setting precipitation amount in 2018, which resulted in significant increases of the hydraulic loading to the WWTP as evidenced on the attached Hydraulic Loading Figure.
 - Based on Chapter 94 definitions, however, the WWTP is not considered to be, or projected to be, hydraulically or organically overloaded.
 - The Report is due to PADEP by March 31, 2019.

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 revised drawings on January 23, 2019 for review and approval.
 - GF reviewed the drawings and provided comments and recommendations on February 8, 2019.
 - The developer's consultant submitted revised drawings on February 15, 2019 for review and approval. Another set of revised drawings were subsequently submitted on March 6, 2019 for review and approval.
 - GF reviewed the drawings and provided comments and recommendations on March 19, 2019.
 - Drawings need to be revised and resubmitted for approval.
 - 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 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 March 23, 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																
Design Dewatering Platform																
Finalize Equipment Components																
Prepare Building & Site Layouts																
Zoning Permit (Stormwater Mgt Plan) Approval																
Building Permit Approval																
WQM Part II Permit Submittal																
WQM Part II Permit Issuance																
Bid Phase																
Develop Specifications for Co-Stars Procurement																
Procure Equipment from Co-Stars																
Develop Bid Contract for General Contractor																
Bid General Contractor Contract																
Award General Contractor Contract																
Issue Notice to Proceed																
Construction Phase																
Contract for Building																
Building Materials Ordered																
Building Lead Time (2 months)																
Shop Drawing Submittal Reviews																
Building Construction																
Excavating																
Building																
Platform Fabrication																
Utilities and Ancillary Improvements																
Equipment																
Equipment Lead Time (22 weeks)																
Shop Drawing Review																
Equipment Delivery On-Site																
Equipment Installation																
Start-Up / Performance Testing																

Figure 1
Total Combined Hydraulic Loading Graph
 TOWNSHIP OF ANNVILLE

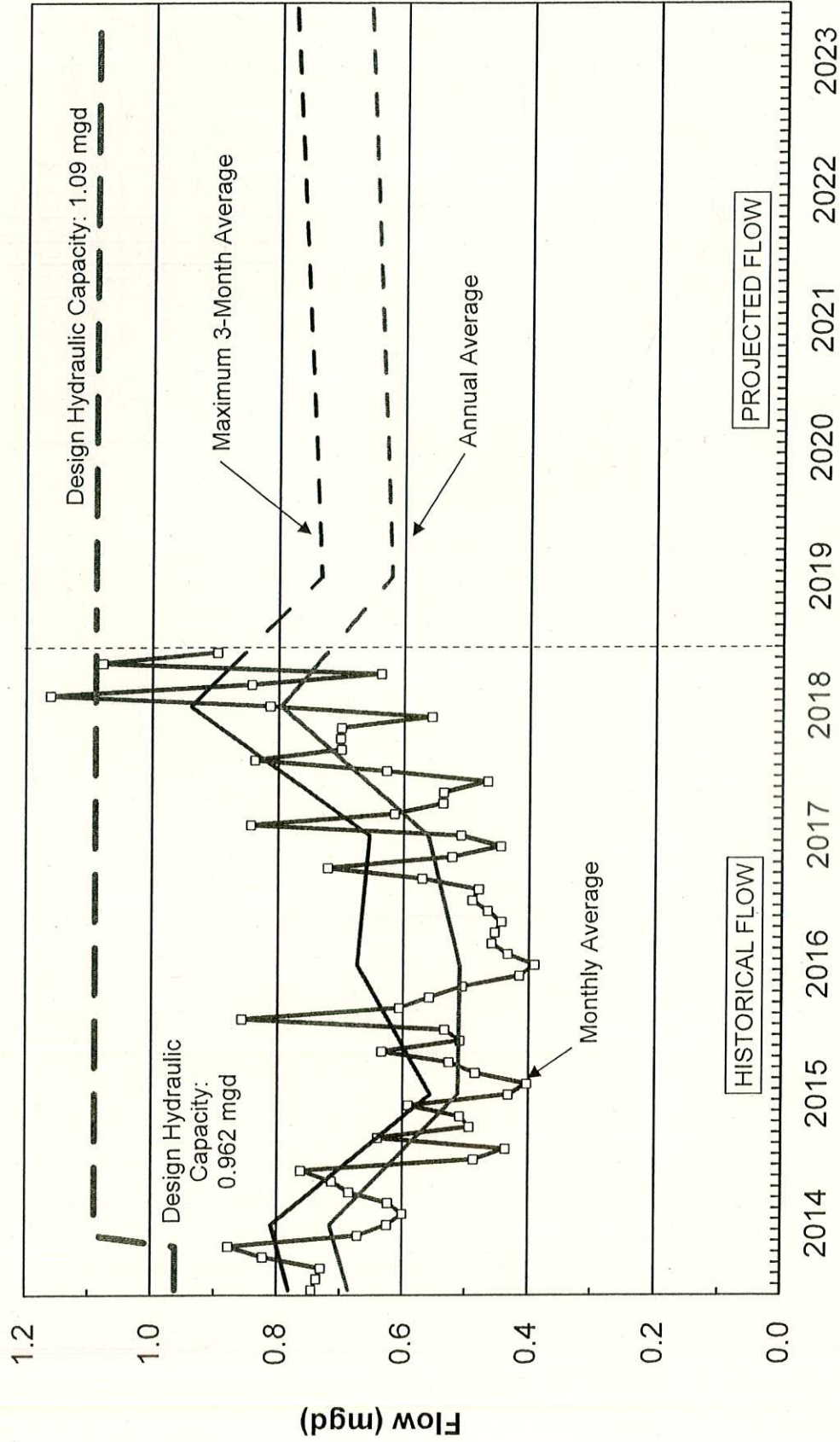
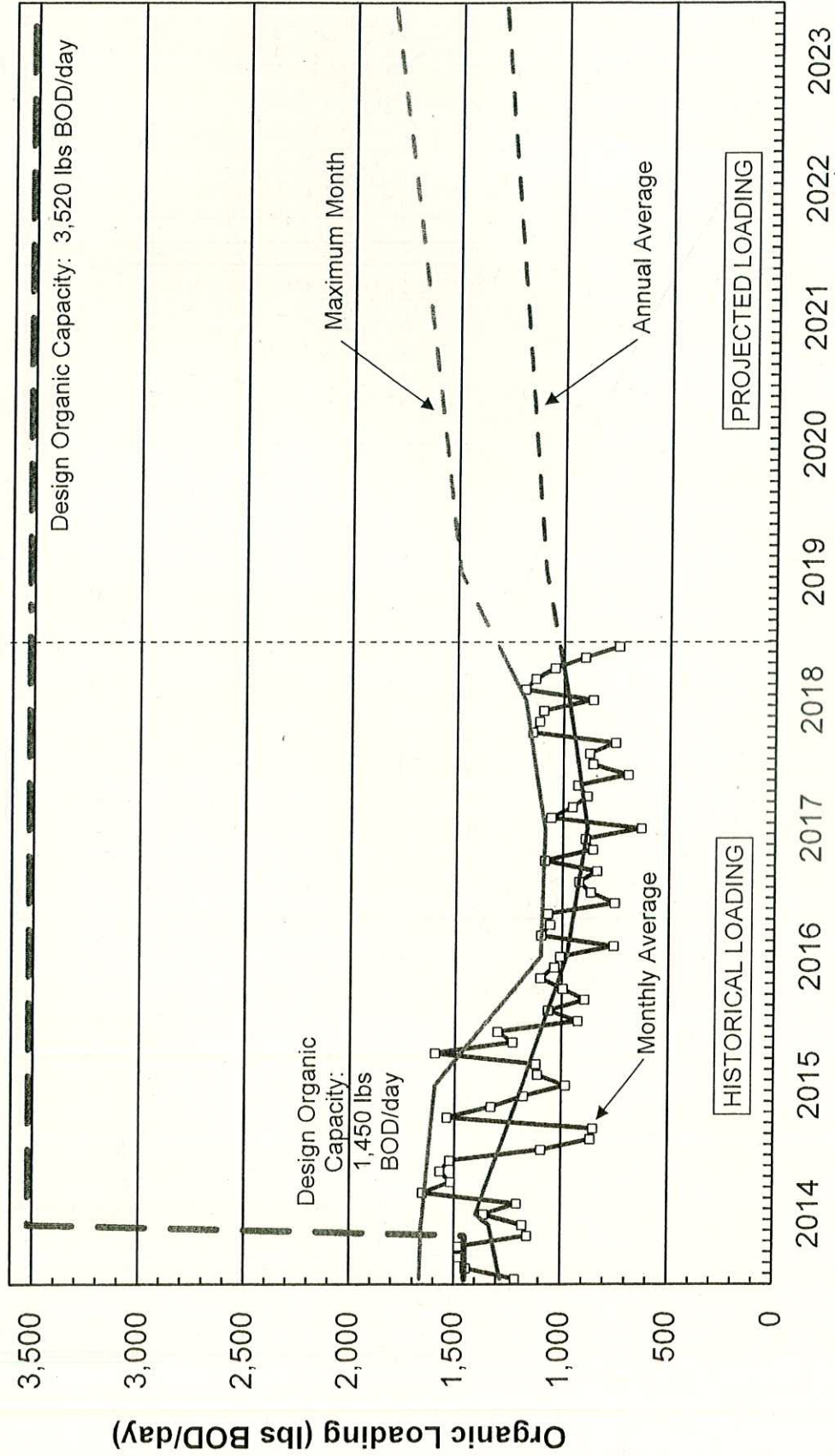


Figure 2
Total Combined Organic Loading Graph
 TOWNSHIP OF ANNVILLE



MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: Mr. Yingst presented the Authority with a draft letter to James Witmer pertaining to unpaid MS4 fees for a property owned by Mr. Witmer on South Meyer Street. The Authority members reviewed the letter and instructed Mr. Yingst to send it to Mr. Witmer.

CLERK'S REPORT: Mr. Yingst reminded the members of the Authority that its April 23, 2019 meeting would be held at the WWTP garage, and it was decided that an onsite review of the dewatering building construction would be scheduled immediately after that meeting. The Authority was then 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 February 26, 2019 Authority meeting 29 accounts were posted for shutoff; this was comprised of six 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 nearly \$6,700 had been received from significantly past-due customers.

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 Chairperson Perrotto, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:20 PM.


(Assistant) Secretary