

**ANNVILLE TOWNSHIP AUTHORITY**  
**AGENDA**  
**May 26, 2020**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Election of Treasurer
3. Recognition of Visitors and Opportunity for Public Comment
4. Approval of Minutes
5. Financial Reports
6. Accounts Payable
7. Superintendent's Report
  - Dewatering Equipment and Building Project
8. Solicitor's Report
9. Engineer's Report
10. Municipal Separate Storm Sewer System (MS4) Report
11. Clerk's Report
  - Cancellation of the May Physical Meeting of the Township Authority and Rescheduling of Same Remotely due to COVID-19 Emergency
  - Suspension of Late Penalties and Water Shutoff Notices
  - Sampling and Surcharges
12. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
May 26, 2020**

The May Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 26, 2020 via the Zoom web-based video conference platform due to the COVID-19 emergency with the following members present remotely: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Anthony Deaven, Secretary; Karen Mailen, Assistant Secretary/Assistant Treasurer; and Dustin Sider. Also in attendance remotely were Nicholas T. Yingst, Township Administrator and Authority Clerk; Karen Gerhart, Assistant Township Administrator; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; and Michael Mehaffey, Engineer with Gannett Fleming.

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

**APPROVAL OF MINUTES:** **MOTION** by Mr. Deaven, second by Ms. Mailen to approve the minutes of the Regular Meeting held February 25, 2020 as presented. Motion carried unanimously.

**ELECTION OF TREASURER:** Noting that Dustin Sider had been appointed to fill the previously vacant seat on the Authority and there was currently a vacancy in the office of Treasurer of the Authority, **MOTION** by Mr. Rooney, second by Mr. Deaven to elect Dustin Sider as Treasurer of the Authority for 2020. Motion carried unanimously and Chairperson Rooney formally welcomed Mr. Sider to the Authority.

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

**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, 2020. Mr. Yingst offered analysis for several revenue streams that might be impacted by the COVID-19 pandemic emergency in addition to sharing 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 for 2020. He noted that both accounts were affected by routine year-end adjusting journal entries from 2019 and that a similar amount will be credited to both these accounts when the 2020 financial statements are finalized, so this represents a temporary accounting matter that should effectively be reversed at year-end. Mr. Rooney inquired if the office was seeing a slow down in income due to the current economic conditions. Due to the nature of the billing cycles, Mr. Yingst explained that it's too early to predict where the numbers will settle. Some larger customers are seeing a significant decrease in their sewer bills because they have been shut down, which will result in lower income for the Authority. He also mentioned that there might be some savings in expenses for the Authority, but again it's too early to see the overall financial effect of this.

**ACCOUNTS PAYABLE:** The Accounts Payable list for May 2020 was reviewed, with Mr. Yingst providing detail to Mr. Rooney that Check 12791 was for audit costs for 2019 and that amount was the amount that had been budgeted for. **MOTION** by Mr. Ludwig, second by Ms. Mailen 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 pointed out the amount of biosolids that were accepted on the monthly spreadsheet which provided a good source of revenue for the Authority. 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:

**Pump Programming:** Mr. Powell discussed with the Authority his request to have Gannett Fleming program and hook up pumps for use in the dewatering building. He explained this was not originally included in the scope of the project as they weren't certain at that point whether they would work for this purpose. Gannett Fleming would do the bulk of this work offsite and be on site one day for completion. Mr. Rooney inquired if a one-day visit was sufficient, to which both Mr. Powell and Mr. Mehaffey were in agreement that it would suffice. Ms. Mailen shared that this request appeared to be important as a safety feature in case a pump would go down, meaning they could utilize another as a backup. **MOTION** by Ms. Mailen, second by Mr. Deaven to recommend to the Board of Commissioners it authorize Gannett Fleming to program and install pumps for use in the dewatering building at a cost not to exceed \$6,000. Motion carried unanimously.

**DEP Phone Inspection:** Mr. Powell reported that a phone inspection with DEP occurred earlier in the month. The inspector was pleased with plant operations and commented on the cooperative training that took place between Annville Township, North Londonderry Township and Myerstown Borough wastewater treatments plants. Mr. Powell described how a cross-training of individuals would allow the staffs of various plants to assist each other if a need would ever arise due to illness or staffing issues.

**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.

**Loan Closeout:** Mr. Yingst reported that the dewatering loan needed to be closed out before December 2020. As the retainage for the centrifuge was anticipated to be paid shortly, and this was the last expense to be charged to the loan, he shared several loan closeout options with the Authority.

Mr. Yingst described one option in which the Authority would apply the remaining undrawn funds to the end of the financing term which would shorten the length of the financing by approximately four years and would provide for an approximate annual interest savings of \$7,000. Another option, if the financial lender approves, would be to spread the full amount drawn over the original 20-year life of the term which would result in the highest annual savings in the short and medium term, at approximately \$15,000 per year.

## **ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT**

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### **STATUS OF PENDING PROJECTS**

**May 17, 2020**

- (1)    **SURCHARGE**                      No sampling this month.
- (2)    **HAULING**                      Hauled 19 loads, 64,600 gallons (taken to Hershey) and pressed 334,981 gallons or 29.57 dry tons (taken to Struphar farm).
- (3)    **PLANT OPERATION**              The plant is running very well.
- (4)    **DEWATERING BUILDING**          The grass is planted and we are just waiting for it to green up so we can get County to inspect it. Also, I am getting a price from Gannett Fleming to have their computer guy come down and program the other pumps so we can use them in the dewatering building. We did not do this all at the same time because we did not know if they would work fine; they are doing fine so we would like to get the other one hooked up and I am hoping to have a price by meeting night.
- (5)    **DEP INSPECTION**                  On May 8 had a phone inspection by DEP; the inspector is pleased with the way the plant is operating and that we are taken biosolids from some of the surrounding plants. She also thought it was a good idea that we teamed up with Myerstown and North Londonderry in case someone would get sick and we could help each other out.

Respectfully submitted,  
Les Powell, Plant Supervisor

Ms. Mailen discussed that debt isn't always a bad thing and if there is a potential need for funds in the future the borrowing would be cheaper now. Mr. Yingst and Mr. Powell detailed the plant upgrades that occurred between 2011-2013 dealt with operations of the plant and the dewatering process wasn't considered at that time. They described future infrastructure and improvements could include slip lining and other types of maintenance, not a significant need for additional improvements with the plant. Upon questioning from Mr. Rooney, Mr. Mehaffey echoed those comments that the wastewater treatment plant was in a good position with all of the regulations and requirements and following the completion of the dewatering project the Authority should be in a good position for quite some time.

After some discussion about the various loan closeout options and the Authority's desire to save money for the ratepayers, they agreed to review the options in detail for a decision at a future meeting.

**SOLICITOR'S REPORT:** Mr. Lamoureux reported that there have been shutdowns at all levels since March, therefore there has nothing been filed on behalf of the Authority during this time. The Authority was informed of the status of several properties pertaining to unpaid sewer and trash fees:

**Municipal Claim Against Property at 100 North Weaber Street:** The Board of Commissioners is still determining how to proceed with this property and an update will be provided at a future meeting.

**Municipal Claim Against Property at 144 Woodside Court:** This property is on the June 9, 2020 list of Sheriff's Sale. Mr. Lamoureux will be in contact with the Sheriff's office to ensure that they have notice of our municipal claim against this property.

**Sheriff's Sale for Property at 34 West Queen Street:** This sale is continued to the August 11, 2020 Sheriff's Sale.

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

**Dewatering Project Punch List Items:** Mr. Mehaffey informed the Authority that the dewatering project is in the final stages of completion. He recommended that the Authority remit the final payment to Sherwood Logan as the final punch list items have been completed. They are currently waiting for the grass seed that was planted to come in which will allow them to close out the permit with Lebanon County.

**Chapter 94 Report:** Mr. Mehaffey reported that the Chapter 94 Municipal Wasteload Management Annual Report has been submitted to the Pennsylvania Department of Environmental Protection. Mr. Rooney inquired if the completed Chapter 94 report was available via email as he is interested in reviewing the report. Mr. Yingst informed the Authority that he will forward a copy to all members of the Authority via email.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:** Mr. Yingst reminded the Authority that at its last meeting he had brought to its attention a significant



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: May 26, 2020  
SUBJECT: May 2020 Consulting Engineer's 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. Current Status**

- Start-up, commissioning, training, and performance testing of all components of the dewatering system have been performed and the project is substantially complete.
- The dewatering system is fully functioning and appears to be operating as intended with only one minor punch list item to be addressed, as noted below.
- We recommend payment to Sherwood Logan for final retainage amount of \$22,024.00.

#### **b. Punch List Items**

- Alfa Laval suggested further evaluation of the centrifuge gear box during start-up as the gear box appeared to be a bit louder than normal. Alfa Laval picked up the gear box on Monday April 20, 2020 and sent it to their Greenwood, IN service center for evaluation. The gear box was found to be in excellent condition with no signs of premature failure. New bearings, seals, and O-rings were installed, and the unit was returned to the WWTP on Monday May 11, 2020.
- The conveyor's Emergency Stop began malfunctioning and was requiring several restarts to clear the false alarm before allowing the centrifuge to operate. Alfa Laval staff conducted a site visit on Tuesday April 14, 2020 to troubleshoot the problem and found a loose wire in the control panel that needed tightening. This problem appears to be resolved now.
- We have received and reviewed an electronic copy the final Operations and Maintenance (O&M) Manuals from Sherwood Logan and they are considered complete.
- The Erosion and Sedimentation (E&S) Plan will need to be "closed out". A formal letter will need to be submitted by GF to Lebanon County Planning Department/Bolt Engineering once grass is properly established outside the new Dewatering Building. Bolt Engineering staff may conduct a post construction inspection visit to the site to confirm conditions.

#### **c. GF Design, Bid, and Construction Phase Services**

- GF has invoiced \$131,436.78 (approximately 99.4% of the total estimated effort (\$132,200) through 04/24/20. Approximately \$750 remains, which should be sufficient to complete the final task of closing out the Erosion and Sedimentation (E&S) Plan with the Lebanon County Planning Department/Bolt Engineering.



## **2. Miscellaneous Services**

- a. Annual Municipal Wasteload Management (Chapter 94) Report
  - The Chapter 94 Report has been completed, and an electronic pdf copy of the report has been provided to Township staff.
  - The Report was due to Pennsylvania Department of Environmental Protection (PADEP) by March 31, 2020. Due to the ongoing COVID-19 shutdown, an electronic pdf copy of the report was submitted to PADEP on March 20, 2020 and PADEP provided an extension for submission of the hardcopy of the report until the Department reopens its office.
- b. High Strength Wastewater Surcharge Calculations
  - GF is reviewing the High Strength Surcharge calculations spreadsheet and will provide comments and recommendations to the Township.
- c. National Pollutant Discharge Elimination System (NPDES) Permit Renewal
  - The current NPDES Permit was effective on September 1, 2016 and will expire on August 31, 2021.
  - The NPDES Permit Renewal Application package must be submitted to the PADEP within 180 days of the expiration date (by March 4, 2021). The renewal process typically requires about six (6) months, therefore, the renewal process should begin by September 2020.
  - We suggest that the Township conduct the required supplemental sampling necessary for the renewal in the summer/fall 2020.
  - GF will provide a proposal for the NPDES Permit Renewal prior to the June 2020 Board meeting.

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

- a. Stone Hill Village Phase 3B (*No change in status since last month*)
- b. Wellspan Urgent Care Facility (*No change in status since last month*)
- c. LVC Arnold Fitness Center
  - GF reviewed the plans for a locker room addition to the building on May 14, 2020 and followed up with the developer's consultant for additional information.
  - The developer's consultant confirmed that they will be adding new showers, sinks, and toilets as part of the project. They will be connecting the new drains to the existing interior plumbing and no new sewer laterals or sewer mains are to be constructed. The developer's consultant has been asked to provide estimated additional sewage flows from the new addition.

outstanding MS4 fee balance for the Pennsy Supply property with \$523.52 owed. He reported his office contacted the customer directly and received full payment for same in March.

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

**Cancellation of the May Physical Meeting of the Township Authority and Rescheduling of Same Remotely due to COVID-19 Emergency:** **MOTION** by Mr. Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it ratify (1) the cancellation of the May 26, 2020 physical meeting of the Township Authority and rescheduling of same remotely via the zoom web-based audio and video conference platform due to the COVID-19 emergency and (2) advertisement for same. Motion carried unanimously.

Mr. Deaven inquired if the Authority wished to declare this meeting format as an acceptable alternative to a physical meeting should its use be needed in the future. After a brief discussion, **MOTION** by Mr. Deaven, second by Mr. Ludwig to adopt the zoom web-based audio and video conference platform as an acceptable meeting format should its use be needed in the future. Motion carried by a vote of four to one with Chairperson Rooney, Mr. Ludwig, Mr. Deaven, and Mr. Sider voting in favor of the motion and Ms. Mailen voting against the motion. There was then discussion about whether a physical meeting at the WWTP would be appropriate in June and it was agreed to wait and see as that meeting date grew closer.

**Suspension of Late Penalties and Water Shutoff Notices:** Mr. Yingst noted that due to the financial impact of the COVID-19 emergency on ratepayers the Authority suspended issuing late penalties for second quarter 2020 bills and also suspended issuing water shutoff notices for significantly delinquent accounts during those three months. Noting the first month of third quarter bills would be generated the following month, Mr. Yingst asked the Authority if it wished to continue these measures for another quarter. **MOTION** by Mr. Rooney, second by Ms. Mailen to (1) ratify waiving late penalties and suspending issuing water shutoff notices for second quarter 2020 bills and (2) extend this for third quarter 2020 bills as well. Motion carried unanimously.

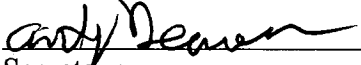
**Revised Surcharge Calculation:** Mr. Yingst noted that Gannett Fleming had recommended revising the high strength wastewater surcharge calculation annually based upon the WWTP's administrative and operating expenses. He further noted the Township is working with Nick Sahd of Gannett Fleming on the calculation update based upon actual expenses and operational numbers from the plant. As they have not completed the process, Mr. Yingst will bring this to the Authority in a future meeting for their approval.

**Sampling and Surcharges:** Mr. Yingst noted that due to the COVID-19 emergency the Authority had suspended high strength wastewater sampling and assessing the surcharges generated from such sampling. Further noting that this next quarter of sampling would likely be scheduled to begin in June, he inquired if the Authority wished to extend this suspension for another three months or if it should resume. Mr. Rooney inquired if Mr. Powell felt that the system was being abused while they aren't sampling. Mr. Powell discussed the difficulty in knowing how much activity was occurring during this time since some businesses and institutions are operational and others have been shut down and the Authority agreed to revisit this at the June meeting.



**MOTION** by Ms. Mailen, second by Mr. Ludwig to approve the reports as presented at this meeting. Motion carried unanimously.

There being no further business to come before the Authority, **MOTION** by Ms. Mailen, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:24 PM.

  
Secretary