

**ANNVILLE TOWNSHIP AUTHORITY  
JUNE 23, 2020 REGULAR MONTHLY MEETING AGENDA**

**HELD AT THE ANNVILLE TOWNSHIP PUBLIC WORKS FACILITY GARAGE  
675 WEST MAIN STREET, ANNVILLE, PA 17003 DUE TO COVID-19 PANDEMIC EMERGENCY**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
3. Approval of Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
  - Dewatering Equipment and Building Project
7. Solicitor's Report
8. Engineer's Report
  - Proposal for National Pollutant Discharge Elimination System (NPDES) Permit Renewal
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
  - High Strength Wastewater Surcharge Calculation
  - Sampling and Surcharges
11. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
June 23, 2020**

The June Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on June 23, 2020 in the Annville Public Works Facility garage, 675 West Main Street, Annville, PA due to the COVID-19 pandemic emergency with the following members present: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Anthony Deaven, Secretary; Dustin Sider, Treasurer; and Karen Mailen, 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 Nicholaus Sahd, 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.

**RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:**

Chairperson Rooney provided an opportunity for public comment and no comments were noted.

**APPROVAL OF MINUTES:** **MOTION** by Mr. Deaven, second by Ms. Mailen to approve the minutes of the Regular Meeting held May 26, 2020 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, 2020. Mr. Yingst offered analysis on cash balances and revenue streams that might be impacted by the COVID-19 pandemic emergency, noting it is still too early to predict where the numbers will settle. Noting that some larger customers are seeing a significant decrease in their sewer bills because of COVID-19 closures or reductions in staff that is then reducing consumption, Mr. Deaven asked if Lebanon Valley College was expected to reopen for the fall semester. Mr. Sider indicated he saw a report the college was planning to do so, although it would be ending on campus classes for the semester at Thanksgiving break.

**ACCOUNTS PAYABLE:** The Accounts Payable list for June 2020 was reviewed. Per a question from Chairperson Rooney, Mr. Powell shared that Check No. 12824 in the amount of \$1,336 to Edwin Elliot & Co., Inc. pertained to repairs for the Rotork motor. With no further questions or comments noted, **MOTION** by Mr. Ludwig, second by Mr. Sider 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 plant is staying within the nutrient loading requirements per its permit and is on pace to have credits available at the end of the year for possible sale. Chairperson Rooney noted the increase in hauled wastes and Mr. Powell and Mr. Viozzi indicated this was due to accepting sludge from other plants because the centrifuge was in operation. Noting the significant revenues from this, Mr. Deaven asked if it would be beneficial to market this as a long-term income source. Mr. Powell indicated he was comfortable with the levels of sludge from other plants that was being accepted currently and, while the WWTP could accept a little more than it was at present, he was not yet ready to say it could accept much more.

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:

**Septage Station Damage:** Mr. Powell reported on damage to the septage station, namely a slice in the bottom of the conveyor tube on the grit removal side of the screen and broken welds on the cage on the screen side. In response to questions from Mr. Deaven, Mr. Powell indicated the equipment was eight years old and while it was not at the end of its useful life, the manufacturer had been called out to look at the damage and reported the issue was that the system was incorrectly programmed to run too much, thus putting unnecessary operating hours on it. It was noted the manufacturer did the original programming and would be providing a cost estimate for repairs. Per a question from Chairperson Rooney, Mr. Powell indicated staff only became aware of this problem recently when the slice was observed, which resulted in the call to the manufacturer as well as Gannett Fleming. Mr. Ludwig suggested the issue might be cheap stainless steel rather than hours of operation. Mr. Sahd indicated he was hoping to pressure the manufacturer based on its responsibility for the erroneous programming.

**SOLICITOR'S REPORT:** Nothing to report this month.

**ENGINEER'S REPORT:** The Authority reviewed an update provided by Mr. 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. He noted that the dewatering project is basically complete, and the Township was awaiting the report from the County Engineer regarding his recent inspection of the required stormwater improvements, following the approval of which the escrow amount for this work may be returned to the Township. The Authority then reviewed the following item in detail:

**Proposal for National Pollutant Discharge Elimination System (NPDES) Permit Renewal:** Mr. Sahd shared a proposal for the renewal of the WWTP's NPDES permit for an estimated amount of \$6,700. It was noted the current permit expires on August 31, 2021 and the application for renewal of the permit, which may take some time to prepare, must be submitted to the Pennsylvania Department of Environmental Protection by March 4, 2021. Per a question from Chairperson Rooney, Mr. Sahd indicated the samplings for the permit renewal application would be from the usual locations where influent enters the plant and effluent exits the plant, although the application requires some additional items to be tested from these samplings. Per a question from Ms. Mailen, Mr. Sahd indicated these samplings must be done within one year of the submittal deadline, and further noted the NPDES permit is for five years. With no further questions or comments noted, **MOTION** by Mr. Ludwig, second by Ms. Mailen to recommend the Board of Commissioners authorize the proposal for the renewal of the WWTP's NPDES permit by Gannett Fleming as presented for an estimated amount of \$6,700. Motion carried unanimously.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:** Nothing to report this month.

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

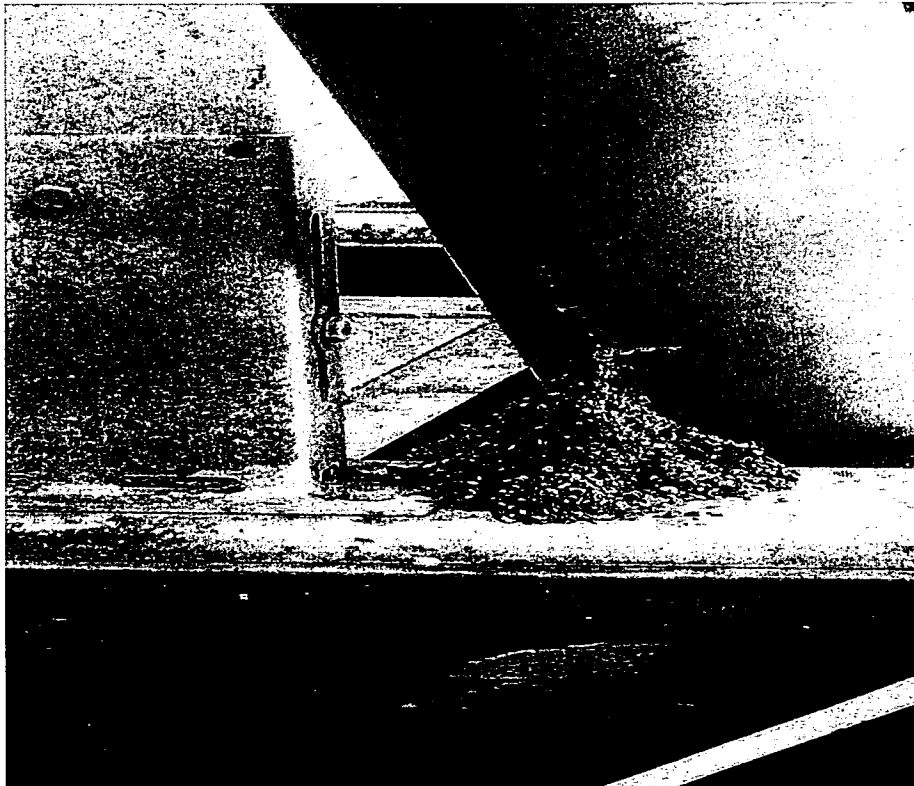
## **ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT**

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### **STATUS OF PENDING PROJECTS**

June 19, 2020

- |     |   |   |
|-----|---|---|
| (1) | <b><u>SURCHARGES</u></b>  | No sampling this month.                       |
| (2) | <b><u>HAULING</u></b><br>or 418,955 gals.   | No hauling for May pressed 35.63 tons         |
| (3) | <b><u>PLANT OPERATIONS</u></b>  | The operations of the plant are running well. |
| (4) | <b><u>SEPTAGE STATION</u></b> The grit removal side of the screen had developed a slice in the bottom of the conveyor tube and the screen side has some welds broken on the cage. We contacted the manufacturer and they sent some one out to look at it; they said it has very high hours (21,000) on it and they are going to give me an estimate of what it will cost to go over the whole unit. |   |



Respectfully submitted,  
Les Powell, Plant Superintendent



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: June 23, 2020  
SUBJECT: June 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. Punch List Items**

- 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 Township has received the necessary hardcopies as well.
- The Erosion and Sedimentation (E&S) Plan will need to be "closed out". Bolt Engineering staff conducted a post construction inspection visit to the site last week to confirm conditions.

## **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.
- We received an email from PADEP last week requesting use of the PADEP spreadsheet.

### **b. High Strength Wastewater Surcharge Calculations**

- GF reviewed the High Strength Surcharge calculations spreadsheet and provided comments and recommendations to the Township last month.
- A conference call with held with Mr. Yingst and WWTP staff last week to discuss.

### **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 has provided a proposal for the NPDES Permit Renewal to the Township.

### **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. Although there will be a net addition of 6 toilets, 6 sinks and 18 showers, the number of users (and subsequent wastewater generation) will not increase.
  - Additionally, they will be connecting the new drains to the existing interior plumbing and no new sewer laterals or sewer mains are to be constructed.

**Dewatering Project Cost Tracking Spreadsheet:** The Authority briefly reviewed the dewatering project cost tracking spreadsheet, with Mr. Yingst providing information on the total costs in comparison to estimates. Noting such costs came in well below the original estimates and the efforts by the Public Works Department to bring about these significant savings, the Authority expressed its appreciation to staff for its great work.

**Dewatering Loan Closeout:** The Authority revisited the options available for closing out the dewatering loan. Noting that approximately \$610,000 was drawn on the \$800,000 loan, Mr. Deaven expressed his support for keeping the monthly principal payments the same, thereby shortening the length of the loan on the backend and thus placing the Authority in a better financial position to consider any replacement strategies for the centrifuge as it approached the end of its useful life. Chairperson Rooney concurred, noting this also provided for the lowest overall costs. Mr. Yingst noted that, due to the reduced annual interest costs as the full loan amount was not drawn, this option would still save approximately \$7,000 annually from what was budgeted for this expense in 2020. **MOTION** by Chairperson Rooney, second by Mr. Deaven to recommend the Board of Commissioners authorize the necessary actions to close out the dewatering loan, with the undrawn loan balance to be applied to the backend of the payment schedule. Motion carried unanimously.

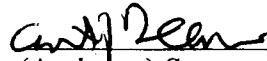
**High Strength Wastewater Surcharge Calculation:** Mr. Yingst and Mr. Sahd reported the 2019 WWTP influent numbers, which in addition to its administrative and operating expenses for 2019 would typically be used to update the high strength wastewater surcharge calculation for 2020, were skewed high due to temporarily changing the sampling point in 2019 to allow for the removal of the grinder in the wet well. This temporary sampling point resulted in an overstatement of influent by double counting hauled waste and backwash. While the sampling point is once again located so that it is more accurately measuring influent, because of the nature of the 2019 numbers it was recommended the current surcharge calculation, which is based on 2018 numbers, remain in use for assessing surcharges for another year. The Authority members concurred with this.

**Sampling and Surcharges:** The Authority revisited if it should resume high strength wastewater sampling and assessing the surcharges generated from such sampling. Mr. Powell reported that restaurants were not operating at usual capacity due to COVID-19 restrictions and he suggested the Authority delay action on this for another month. It was also noted non-restaurant entities such as nursing homes and schools were sampled prior to the onset of COVID-19. Mr. Deaven suggested the Authority wait to resume any sampling until the Governor moves the County into the "Green" phase, at which point restaurants could reopen for inside dining with reduced occupancy. Chairperson Rooney suggested to wait until restaurants may reopen for inside dining with full occupancy, unless the Public Works Department identifies a situation necessitating earlier sampling. Mr. Deaven indicated he had no issue with delaying all sampling until this point, and Mr. Sider concurred. Ms. Mailen suggested this also remain as an agenda item so it stayed before the Authority for consideration in future months and the Authority members were in agreement with this strategy.

**MOTION** by Mr. Ludwig, 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. Ludwig, second by Mr. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:07 PM.

  
~~(Assistant)~~ Secretary