

ANNVILLE TOWNSHIP AUTHORITY
NOVEMBER 24, 2020 REGULAR MONTHLY MEETING AGENDA

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
 - Sampling and Surcharges
 - Sale of Nutrient Credits
7. Solicitor's Report
8. Engineer's Report
9. Clerk's Report
 - Delinquent Report
 - December Meeting Reminder
 - Banking and Credit Card Options
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
November 24, 2020**

The November Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on November 24, 2020 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Anthony Deaven, Secretary; and Dustin Sider, Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Corey Lamoureux, Esq., Township Solicitor.

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. Sider, second by Chairperson Rooney to approve the minutes of the Regular Meeting held October 27, 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 October 31, 2020.

ACCOUNTS PAYABLE: The Accounts Payable list for November 2020 was reviewed, with Mr. Yingst and Mr. Powell providing detailed information on several high-cost expenditures. **MOTION** by Mr. Ludwig, second by Mr. Deaven 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 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:

Sampling and Surcharges: Mr. Yingst noted that earlier in the year the Authority had begun discussion on possibly sampling certain businesses and institutions within the Township that were not presently being sampled. He further noted that conversation was put on hold when sampling was suspended for several months due to the COVID-19 pandemic emergency and its impact on ratepayers, and as sampling and surcharges had since resumed, he asked the Authority if it wished to resume this discussion or delay it further due to continued COVID-19 restrictions. There was concurrence from the Authority members to delay this conversation until the impacts of the COVID-19 pandemic had begun to subside.

Sale of Nutrient Credits: Mr. Powell reported the Fredericksburg Sewer & Water Authority contacted him desiring to purchase 1,897 nitrogen credits generated by the plant at a cost of \$3.50 per credit. Noting the sale of nutrient credits at this rate had previously been approved, although for a different entity that subsequently indicated it was not interested in such a purchase, **MOTION**

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

November 20,2020

- | | | |
|-----|----------------------------------|---|
| (1) | <u>SURCHARGES</u> | Results will be ready for review at the December meeting. |
| (2) | <u>BIOSOLIDS DISPOSAL</u> | We pressed 532,724 gallons/204.95 wet tons. |
| (3) | <u>PLANT</u> | The plant is operating well. |
| (4) | <u>SEPTAGE CONVEYOR</u> | The conveyor is installed and working well. |

Respectfully submitted,
Les Powell,
Plant Superintendent

by Chairperson Rooney, second by Mr. Ludwig to ratify (1) approval of an Agreement of Sale with the Fredericksburg Sewer & Water Authority for the sale of 1,897 nitrogen credits for \$3.50 per credit (half the costs of which will be paid to Pennvest) and (2) authorization of the execution of any necessary documents by Mr. Yingst. Motion carried unanimously.

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

Municipal Claim Against Property at 100 North Weaber Street: Mr. Lamoureux reported a notice of intent to impose attorney's fees had been issued to the owner of the property at 100 North Weaber Street for the municipal claim on the property in the amount of \$15,960. Further reporting the deadline had passed for the property owner to avoid the assessment of attorney's fees by paying the balance of the claim, and such payment had not been made, he indicated attorney's fees may be added to it.

Sheriff's Sale for Property at 34 West Queen Street: Mr. Lamoureux reported that the Sheriff's Sale for the property at 34 West Queen Street was continued to the February 9, 2021 Sheriff's Sale.

Municipal Claim Against Property at 144 Woodside Court: Mr. Lamoureux reported that the Sheriff's Sale for the property at 144 Woodside Court was continued to the February 9, 2021 Sheriff's Sale.

Municipal Claims Against Property at 126 South Cherry Street: Mr. Lamoureux reported that the property at 126 South Cherry Street on which the Township has two municipal claims pertaining to weed and grass cutting is scheduled to transfer in the next month. He further reported that he and Mr. Yingst would be determining the amount of pertinent fees and interest in addition to the principal of the claims and would then communicate same to the settlement company.

ENGINEER'S REPORT: The Authority reviewed an update provided by Nicholaus Sahd of Gannett Fleming of his firm's engineering activities over the past month, a copy of which is attached hereto and made a part of these minutes.

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 28 accounts were posted for shutoff and that over the past four weeks more than \$7,600 had been received from significantly past-due customers.

December Meeting Reminder: Mr. Yingst reminded the Authority that, due to the Christmas holiday, the Township Authority would be holding its final 2020 meeting on the third Tuesday in December, December 15, and was scheduled to hold its election of officers for 2021 at that meeting.

Banking and Credit Card Options: Mr. Yingst reported the Township began the process of setting up several bank accounts, including the Sewer Fund and MS4 Fund, at Jonestown Bank &



Gannett Fleming

TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: November 24, 2020
SUBJECT: November 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. Annual Services

- a. No new activities to report this month.

2. Miscellaneous Services

- a. 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).
 - GF developed a supplemental sampling plan to collect the additional required analyses necessary for the renewal application and submitted it to Mr. Powell on August 1, 2020.
 - We received the supplemental sampling results on October 22, 2020 and we now have all information and data necessary to complete the application.
 - GF continues to compile the renewal application submittal package for submission to PADEP in early 2021.

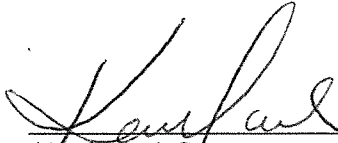
3. Subdivision / Land Development Reviews

- a. No new activities to report this month.

Trust. He further reported that at the beginning of 2021 or shortly thereafter his office would begin sending out bills that no longer indicated payments could be made in person at Fulton Bank.

MOTION by Mr. Ludwig, second by Mr. Sider 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. Deaven second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:47 PM.


(Assistant) Secretary