

**ANNVILLE TOWNSHIP AUTHORITY
MARCH 23, 2021 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
 - Fats, Oils, and Grease Regulations
 - Septage Card Reader
 - Biosolids Permit
7. Solicitor's Report
8. Engineer's Report
 - Chapter 94 Report
9. Clerk's Report
 - Delinquent Report
 - Banking and Credit Card Options
 - Significant Outstanding MS4 Fee Balances
 - Shut-Off Agreement with Pennsylvania American Water Company (PAWC)
 - 2021 Delinquent Customers Policy
 - Professional Services Agreement
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
March 23, 2021**

The March Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on March 23, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; Anthony Deaven, Vice Chairperson; Dustin Sider, Secretary; Karen Mailen, Treasurer; and Hugh Rooney, 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); and Corey Lamoureux, Esq., Township Solicitor.

Chairperson Ludwig 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 Ludwig 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 February 23, 2021 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, 2021.

ACCOUNTS PAYABLE: The Accounts Payable list for March 2021 was reviewed. Per a question from Mr. Sider, Mr. Yingst indicated that Sewer Fund Check No. 14012 to Susquehanna Municipal Trust in the amount of \$5,181.96 pertained to the Sewer Fund's share of the quarterly Township workers' compensation premium payment. With no further questions or comments noted, **MOTION** by Mr. Sider, 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 before continuing to the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes. The following items from the latter report were then discussed:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for J&S Pizza, Just Wing It, Napoli's Pizza, Ninh Kieu Restaurant, Rotunda Brewing Company, Rotunda Restaurant & Brewery, Swatara Coffee Company, Ted's Bar and Grill, 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 April 1, 2021 sewer bills.

Fats, Oils, and Grease Regulations: Nothing to report this month.

Septage Card Reader: Mr. Powell shared an email and product end-of-life notice he received from Elemech indicating that the card reader at the septage receiving station would no longer be supported. He reviewed the \$9,000 upgrade solution (not including travel and installation costs)

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

March 19, 2021

- | | |
|---------------------------------------|--|
| (1) <u>SURCHARGES</u> | Results attached for sampling this month. |
| (2) <u>HAULING</u> | Processed 513,210 gallons of biosolids (40.92 dry tons). |
| (3) <u>PLANT</u> | Plant is operating very well. |
| (4) <u>FILTERS</u> | Had to order new Input Analog card; this helps to control the filters, cost was \$1,000. |
| (5) <u>SEPTAGE CARD READER</u> | I was contacted by Elemech that the card reader we have installed on the septage receiving station has been discontinued and they no longer have support for it. They said a new one is around \$9,000. The unit is operating very well, and we have had no issues with it since we have it. I think this is something we will have to look at for next year's budget or the following year and see if there are any other options out there (see attachment). |
| (6) <u>RETURN PUMP</u> | We had to get a new shaft made for the return pump as the old one was getting worn bad. It was around \$1,000 and we had put this in the budget for this year. |
| (7) <u>BIOSOLIDS PERMIT</u> | See attachment. |

Respectfully submitted,
Les Powell, Plant Superintendent

proposed by Elemech and, noting the card reader was currently working well and had worked well since its installation nearly a decade ago, he suggested he investigate other options for addressing this for possible consideration toward year-end 2021 or for the 2022 budget. Per several questions from Authority members, he shared the benefits of a card reader to both septage haulers and his staff, while also noting the septage receiving process would not be hindered should the card reader become inoperable. The Authority members concurred with Mr. Powell's suggested strategy.

Biosolids Permit: Mr. Powell shared correspondence received from Material Matters indicating the Pennsylvania Department of Environmental Protection (DEP) was in the process of renewing, and likely changing, permits pertaining to land application of biosolids. As Annville holds such a permit, Material Matters was reaching out to such WWTPs seeking funds to represent permittees' interests with DEP. Mr. Lamoureux noted that Material Matters was requesting an initial fee of \$1,500 and wondered what any additional costs might pertain to. Noting Material Matters would send a draft agreement for review if the Authority was interested, and such agreement may clarify such questions, Mr. Powell suggested additional costs might pertain to costs for renewing the biosolids permit. Per a question from Mr. Deaven on the timing of making a decision, Chairperson Ludwig noted the publication of the revised permit requirements was expected for the final quarter of 2021, so there was a little bit of time, but not much. Mr. Powell concurred, and Mr. Yingst indicated that \$1,000 had been programmed into the 2021 budget for consultations by Material Matters. Chairperson Ludwig shared that he believed having representation by Material Matters might be of benefit due to the uniqueness of each WWTP's process under its general permit. Mr. Powell agreed to forward any draft agreement received from Material Matters to Mr. Yingst and Mr. Lamoureux for their review and for possible consideration at the next month's meeting.

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

Sheriff's Sale for Property at 34 West Queen Street: Mr. Lamoureux reminded the Authority the sale for this property had been continued to the April 13, 2021 Sheriff's Sale.

Municipal Claim Against Property at 144 Woodside Court: Mr. Lamoureux and Mr. Yingst reported the Township Office had been contacted by a local realtor seeking information on the outstanding balance of this property's delinquent sewer, trash, and MS4 fees, as well as the amount of the municipal claim against it.

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. The Authority then reviewed the following item:

Chapter 94 Report: It was noted that draft copies of the Municipal Wasteload Management (Chapter 94) Report for 2020, as prepared by Gannett Fleming, had been forwarded to the members of the Authority, Mr. Powell, Mr. Yingst, and Mr. Lamoureux. It was also 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 DEP shortly.



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: March 23, 2020
SUBJECT: March 2021 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. Annual Municipal Wasteload Management (Chapter 94) Report
 - The draft Chapter 94 Report was provided to Township staff on March 19, 2021 for review and comment.
 - Copies of the WWTP Hydraulic and Organic Loading Figures are provided with this report. Based on Chapter 94 definitions, the WWTP is not considered to be, or projected to be, hydraulically or organically overloaded.
 - The Chapter 94 Report is due to PADEP by March 31, 2021. We plan to electronically submit the Report to DEP's new OnBase website on behalf of the Township and Authority.

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).
 - The renewal application package, along with an application fee check for \$500, was submitted to PADEP on February 26, 2021. We await draft Permit issuance by PADEP in the coming months.

3. Subdivision / Land Development Reviews *(No changes since this month)*

CLERK'S REPORT: Mr. Yingst reminded the members of the Authority that its April 27, 2021 meeting would be held at the WWTP garage. The Authority was then 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 27 accounts were posted for water shut-off and that over the past four weeks more than \$8,100 had been received from significantly past-due customers.

Banking and Credit Card Options: Mr. Yingst reported the MS4 Fund account with Fulton Bank had recently been closed. He further reported that, following a successful automatic transferring earlier in the month of those customers' payments to the Jonestown Bank & Trust account who had signed up for this service, he anticipated closing the Sewer Fund account with Fulton Bank shortly.

Significant Outstanding MS4 Fee Balances: Mr. Yingst provided an update on the two accounts charged the MS4 fee only that he reported had significant outstanding balances at the prior month's meeting. He noted that payment was subsequently received in full for both accounts' outstanding balances from prior billing cycles.

Shut-Off Agreement with Pennsylvania American Water Company (PAWC): Mr. Yingst presented a proposed revised agreement with PAWC whereby the water company would continue to provide water shut-off service when requested by the Authority for nonpayment of delinquent customer accounts. He reported the agreement was reviewed by Mr. Lamoureux and added that for this service to continue the fully executed agreement needed to be submitted to PAWC before the end of the month. **MOTION** by Mr. Rooney, second by Mr. Sider to recommend to the Board of Commissioners it approve the shut-off agreement with PAWC and authorize its execution by the appropriate Township officials. Motion carried unanimously.

2021 Delinquent Customers Policy: Mr. Yingst noted that, due to anticipated warmer temperatures, the Township Office would soon be able to authorize PAWC to shut-off water service for nonpayment of customer accounts. To that end, he requested the 2020 delinquent policy remain in effect for 2021 with slight modifications. Namely, this would authorize the Township Office to (1) file a lien or (2) post delinquent accounts for water shut-off if the customer is \$500 or more in arrears, or two or more quarters in arrears, per dwelling or nonresidential unit. To avoid water shut-off, payment due (absent a payment agreement being in place) is 25% of the outstanding balance, provided such amount is equal to or less than the outstanding account balance pertaining to sewer fees 30 days prior. The Authority members discussed this in depth with Mr. Yingst, along with the latter's recommended strategy for notifying landlords of the changes to the shut-off posting process due to the changes in the agreement with PAWC. Having endorsed this strategy and with no further discussion noted, **MOTION** by Mr. Rooney, second by Mr. Deaven to authorize the Township Office to enforce the delinquent account collection policy as described above. Motion carried unanimously.

Professional Services Agreement: Noting that Synergy Health Development, LLC submitted a land development plan for the property at 742-744 East Main Street, Mr. Yingst shared the

professional services agreement completed by the developer indicating it will reimburse the Authority for any costs involving the use of the Authority's Engineer and Solicitor for review of this project. **MOTION** by Mr. Sider, second by Ms. Mailen to approve the agreement for professional services with Synergy Health Development, LLC pertaining to its land development plan as presented and to authorize its execution by the appropriate Authority officials. Motion carried unanimously.

MOTION by Mr. Rooney, second by Chairperson 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 Mr. Deaven, second by Mr. Sider to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:12 PM.



(Assistant) Secretary