

**ANNVILLE TOWNSHIP AUTHORITY
MAY 25, 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
 - Biosolids Permit
 - High Strength Wastewater Surcharge Calculation
7. Solicitor's Report
 - Sheriff's Sale for Property at 34 West Queen Street
 - Debt Verification Notice for Properties at 18 East Main Street, 18A East Main Street, and 1021 East Main Street
8. Engineer's Report
9. Clerk's Report
 - Delinquent Report
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
May 25, 2021**

The May Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 25, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Deaven, Vice Chairperson; Dustin Sider, Secretary; and Hugh Rooney, Assistant Secretary/Assistant Treasurer. Also in attendance were Karen A. Gerhart, Assistant Township Administrator and Authority Clerk; Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

Vice Chairperson Deaven 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: Vice Chairperson Deaven provided an opportunity for public comment and no comments were noted.

APPROVAL OF MINUTES: **MOTION** by Mr. Rooney, second by Mr. Sider to approve the minutes of the Regular Meeting held April 27, 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 April 30, 2021. Mr. Sider questioned if there was any concern that the account for Treatment Fees was showing approximately 50% to budget at the end of May. Ms. Gerhart explained that the account in question was an income account associated with income from septic haulers. The higher percentage would indicate that we may possibly collect more than budgeted for the year.

ACCOUNTS PAYABLE: The Accounts Payable list for May 2021 was reviewed.

MOTION by Mr. Rooney, 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. Viozzi reported that the WWTP is operating well. He began by reviewing the Monthly Report before continuing on to 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:

2005 Mack Truck Tanker Repairs: Mr. Viozzi discussed with the Authority the recent issues and ticking sound in the motor of the Mack Tanker. Mr. Rooney inquired if there was any remaining warranty coverage on the vehicle. Mr. Viozzi reported that they haven't reached the mileage component, but they definitely have surpassed the length of time for any applicable coverage as the vehicle was purchased new back in 2005. Mr. Viozzi will update the Authority when an estimate is received from Leshar Mack and seek approval for the repairs.

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the American Legion and Annville-Cleona High School. Mr. Viozzi 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 June 1, 2021 sewer bills.

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

May 21, 2021

- (1) **SURCHARGE** Sampled LVC, Domino's and Hoss's
- (2) **HAULING** Pressed 579,630 gals or 50.72 dry tons
taken to Weaver farm
- (3) **PLANT OPERATION** The plant is running very well.
- (4) **05 TANKER** On May 17 we started the tanker up and noticed that it had a ticking sound in the motor so we contacted Leshar Mack to take a look at it they will get back to us with an estimate it could be a number of things bad valve, pushrod injector we just did not want to run it and damage it any more. As soon as we get a price we will get it to the auth for approval of work

Respectfully Submitted,
Les Powell
Plant Superintendent

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

Biosolids Permit: Nothing to report this month.

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 Sheriff's Sale for the property at 34 West Queen Street was continued to the August 10, 2021 Sheriff's Sale.

Debt Verification Notice for Properties at 18 East Main Street, 18A East Main Street, and 1021 East Main Street: Mr. Lamoureux reported a notice had been sent to Christopher Behney, Jr., earlier in the month informing him of the delinquent balances on his properties at 18 East Main Street, 18A East Main Street, and 1021 East Maple Street, and that the debts would be considered valid if he did not dispute same within 30 days of receiving the notice. Mr. Lamoureux also noted a municipal claim could be filed for these delinquent balances following that point.

ENGINEER'S REPORT: The Authority reviewed an update provided by Nicholas 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.

High Strength Wastewater Surcharge Calculation: A Cost of Removal Summary, representing revised high strength wastewater surcharge calculations based upon the WWTP's costs and operational figures from 2020, was presented. It was noted that Gannett Fleming had recommended the calculations be updated annually based upon this information. It was also noted that Gannett Fleming had revised the calculation methodology to account for the dewatering process that commenced in 2020.

MOTION by Mr. Rooney, second by Mr. Sider that the revised high strength wastewater surcharge calculations be approved and applied to sewer bills issued July 1, 2021 and thereafter. Motion carried unanimously and a copy of the Cost of Removal Summary is attached hereto and made a part of these minutes.

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

Delinquent Report: Ms. Gerhart informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. She noted that 17 accounts were posted for water shut-off and that over the past four weeks \$7,339.56 had been received from significantly past-due customers. The Township Office mailed notification letters to six landlords, which resulted in receiving payments from three of the accounts. Ms. Gerhart also informed the Authority that one account has been shut off.

MOTION by Mr. Rooney, 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,



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: May 25, 2020
SUBJECT: May 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. Miscellaneous Services

- a. NPDES Permit Renewal (*No change in status since last month*)
 - The current National Pollutant Discharge Elimination System (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.
- b. High Strength Wastewater Surcharge Program
 - Wastewater discharged from some non-residential (industrial, institutional, or commercial) dischargers can be much higher in strength than domestic wastewater and, as a result, requires additional treatment that can cost more to treat than residential wastewater.
 - The High Strength Wastewater Surcharge Program provides a means to recover the additional treatment costs created by these discharges by charging a surcharge fee (in addition to the quarterly user rate) to dischargers of higher-than-normal strength wastewater. Surcharge rates provide an equitable means of distributing treatment costs among rate payers based on discharge characteristics.
 - The surcharge calculations establish a cost per pound for several pollutants of concern (BOD, TSS, TP, and TN) and these calculations are updated annually to account for actual treatment costs and treatment efficiency.
 - The High Strength Surcharge calculations were initially developed in 2013; These calculations needed to be updated to reflect the addition of the new dewatering process and hauled sludge acceptance.
 - GF updated the surcharge calculations and provided the updated spreadsheet to the Township on May 19, 2021. These revisions should serve the Township for the future needs until other major modifications are incorporated at the WWTP.



2. Subdivision / Land Development Reviews

a. Synergy Health Development

- Synergy Health Development LLC proposes to combine the properties at 742 East Main Street and 744 East Main Street and construct a new doctor's office on the site.
- The developer's consultant, Christland Engineering, submitted the Preliminary / Final Land Development Plans for the property to the Township, as dated February 10, 2021, and GF reviewed the Plans and provided a comment letter to the Township on April 12, 2021.
- Christland Engineering submitted revised Preliminary / Final Land Development Plans to the Township, as dated April 26, 2021, and GF reviewed the revised Plans and accepted the plans in a May 3, 2021 letter to the Township. All comments in GF's April 12, 2021 letter were satisfactorily addressed by the developer with the exception of the EDU calculations.
- Christland Engineering resubmitted their revised EDU estimates to the Township on May 10, 2021, and GF accepted the revised calculations in a May 17, 2021 letter to the Township.

b. LVC Nursing Building (*No change in status since last month*)

- The Lebanon Valley College proposes a new Nursing Building, to be located next to the Arnold Health Professions Pavilion, that will accommodate up to 350 people at full capacity producing approximately 5,250 gallons per day (gpd) of wastewater. This equates to approximately 26 Equivalent Dwelling Units (EDUs) at 202 gpd/EDU.
- The LVC's consultant, Mr. Aaron Bricker, RLA of RGS Associates, sent a "Request for Sewer Capacity" letter to the Township, dated March 19, 2021.
- GF evaluated the available capacity in the Township's wastewater collection & conveyance system and wastewater treatment plant to handle the LVC's proposed Nursing Building and provided a letter dated April 12, 2021 confirming available sewer capacity.

Table 5
Township of Annville
High Strength Wastewater Surcharge Study

Cost of Removal Summary

Pollutant of Concern	Annual Cost of Removal ⁽¹⁾	Annual Pounds Removed ⁽²⁾	Cost per Pound Removed ⁽³⁾
BOD	\$110,820	313,170	\$0.35
TSS	\$232,198	445,300	\$0.52
NH3-N	\$34,408	20,076	\$1.71
TN	\$47,878	39,519	\$1.21
TP	\$39,295	5,006	\$7.85

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


(Assistant) Secretary