

ANNVILLE TOWNSHIP AUTHORITY
FEBRUARY 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
7. Solicitor's Report
 - Sheriff's Sales
 - Decennial Report of Association Continued Existence
8. Engineer's Report
9. Clerk's Report
 - Delinquent Report
 - Professional Services Agreement
 - Significant Outstanding MS4 Fee Balances
 - 2021 Delinquent Customers Policy
10. Adjournment

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

The February Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on February 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); Corey Lamoureux, Esq., Township Solicitor; and Nicholaus Sahd, Gannett Fleming.

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. Rooney, second by Mr. Sider to approve the minutes of the Regular Meeting held January 26, 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 January 31, 2021.

ACCOUNTS PAYABLE: The Accounts Payable list for February 2021 was reviewed, with Mr. Yingst providing information on two routine month-end transfers from the Sewer Fund to the General Fund and the MS4 Fund pertaining to trash collection fees and MS4 fees, respectively. **MOTION** by Mr. Deaven, 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 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 was discussed:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the American Legion, Annville-Cleona High School, Kindred Place, and Just Wing It. Mr. Yingst reported that copies of these sampling results were mailed to the first three of these entities earlier in the month and based upon these results surcharges would be assessed to their March 1, 2021 sewer bills. There was also concurrence to send the sampling results for the February 2021 sampling for Just Wing It to that establishment, with those surcharges to be added to its April 1, 2021 bill. Mr. Yingst noted that, for the second consecutive testing period, Kindred Place had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill. The Authority members expressed their desire the current ordinance pertaining to regulating fats, oils, and grease be strengthened, and Mr. Powell and Mr. Sahd discussed measures taken by other municipalities and authorities to address this. **MOTION** by Mr. Deaven, second by Mr. Sider to authorize research into strengthening these regulations to be presented to the Authority for its review at a future meeting. Motion carried by a vote of four to zero with

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

February 19, 2021

- | | | |
|-----|---------------------------------|--|
| (1) | <u>SURCHARGES</u> | Results attached for sampling this month. |
| (2) | <u>HAULING</u> | Hauled 89 loads, 306,200 gallons to Pennsy farm. |
| (3) | <u>PLANT</u> | The plant is operating well. |
| (4) | <u>LAB ACCREDITATION</u> | The lab must renew its accreditation for a cost of \$1,550.00 (budgeted for at that amount in 2021). |
| (5) | <u>DEWATERING</u> | Pressed 721,596 gallons, 31.25 dry tons. |

Respectfully submitted,
Les Powell
Plant Superintendent

Chairperson Ludwig, Mr. Deaven, Mr. Sider, and Mr. Rooney voting in favor of the motion and Ms. Mailen abstaining from the vote.

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

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

Sheriff's Sale Property at 144 Woodside Court: Mr. Lamoureux and Mr. Yingst reported this property was purchased by the lender at the February 9, 2021 Sheriff's Sale and the outstanding balance of the property's delinquent sewer, trash, and MS4 fees, as well as the fact there was a municipal claim against it, has been communicated to those professional service providers working for the lender.

Decennial Report of Association Continued Existence: Mr. Lamoureux and Mr. Yingst reported the Pennsylvania Department of State (DOS) requires incorporated associations to file a Decennial Report of Association Continued Existence every ten years so that an association's same cannot be taken by another entity. It was further reported that Mr. Yingst submitted this report, as presented, to DOS earlier in the month. **MOTION** by Mr. Sider, second by Mr. Rooney to ratify issuing the Decennial Report of Association Continued Existence to DOS as presented and its execution by Mr. Yingst. Motion carried unanimously.

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, a copy of which is attached hereto and made a part of these minutes. The Authority then reviewed the following items in detail:

Chapter 94 Report: Mr. Sahd indicated the 2020 Chapter 94 Report should be ready for review by the Authority at its March 23, 2021 meeting.

National Pollutant Discharge Elimination System (NPDES) Permit Renewal: Mr. Sahd presented the NPDES permit renewal application submittal package for the Authority's review, noting it needed to be fully executed and submitted to the Pennsylvania Department of Environmental Protection (DEP) by March 4, 2021. **MOTION** by Mr. Deaven, second by Mr. Rooney to authorize the submission of the NPDES permit renewal application submittal package to DEP as presented and its execution by the appropriate Authority officials. Motion carried unanimously.

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 30 accounts were posted for shutoff and that over the past four weeks more than \$4,100 had been received from significantly past-due customers.

Professional Services Agreement: Noting that Lebanon Valley College (LVC) had submitted a sketch plan for a proposed School of Nursing building, Mr. Yingst shared the professional services



Gannett Fleming

TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: February 23, 2020
SUBJECT: February 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
 - GF is currently compiling data and information to complete the annual Chapter 94 Report.
 - The draft Chapter 94 Report will be provided to Township staff by mid-March for review and comment and should be finalized for presentation at the March 2021 Authority Meeting.
 - The Chapter 94 Report is due to PADEP by March 31, 2021.

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 has completed the renewal application submittal package and will present it at the February 2021 Authority meeting.
 - There (3) executed copies of the application package, along with an application fee check for \$500, should be submitted to PADEP by March 4, 2021.

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

agreement completed by the college 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 Mr. Deaven to approve the agreement for professional services with LVC pertaining to its proposed School of Nursing building as presented and to authorize its execution by the appropriate Authority officials. Motion carried unanimously.

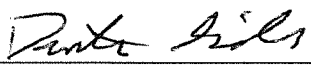
Significant Outstanding MS4 Fee Balances: Mr. Yingst reminded the Authority that last year at this time he did a review of the accounts that were being charged the MS4 fee only and if they had any significant outstanding balances. He reported that at present only two such accounts were two quarters delinquent, and he would be monitoring these outstanding balances over the next few months to see if a reminder letter should be issued to the property owners.

2021 Delinquent Customers Policy: Mr. Yingst reported that Pennsylvania American Water Company (PAWC) was changing the procedures it required of authorities with which it was contracted to shutoff water service for delinquent accounts. As a revised agreement had only been received that day from PAWC, he suggested the Authority revisit this matter at the March 2021 meeting following review of that agreement.

Floodplain Management: Per a question from Ms. Mailen, Mr. Yingst shared information on the process for inquiring about building permits in the floodplain.

MOTION by Ms. Mailen, 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 Ms. Mailen second by Mr. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:36 PM.



(Assistant) Secretary