

**ANNVILLE TOWNSHIP AUTHORITY
JULY 27, 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 from June 22, 2021 Regular Meeting
4. Financial Reports
5. Accounts Payable/Approval of Bills
6. Superintendent's Report
 - Sampling and Surcharges
 - Sale of Nutrient Credits
 - Biosolids Permit
 - Fats, Oils, and Grease Regulations
7. Solicitor's Report
 - Sheriff's Sale for Property at 34 West Queen Street
 - Municipal Claims for Properties at 18/18A East Main Street and 1021 East Main Street
8. Engineer's Report
9. Clerk's Report
 - Delinquent Report
 - Online Payment Options
 - Professional Services Agreement
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
July 27, 2021**

The July Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on July 27, 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; 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. Rooney, second by Mr. Deaven to approve the minutes of the Regular Meeting held June 22, 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 June 30, 2021.

ACCOUNTS PAYABLE: The Accounts Payable list for July 2021 was reviewed. **MOTION** by Mr. Deaven, second by Mr. Rooney 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 were then discussed:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for Domino's Pizza, Hoss's Steak & Sea House, and Lebanon Valley College. 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 August 1, 2021 sewer bills. He also noted that, for the second consecutive testing period, Domino's Pizza had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill.

Sale of Nutrient Credits: It was reported that Mr. Powell negotiated an Agreement of Sale with the Lancaster Area Sewer Authority for \$3.00 per nitrogen credit and Mr. Yingst executed this agreement on behalf of the Authority earlier in the month.

Paving and Expanding the Driveway to the Dewatering Facility: In accordance with state bidding requirements, Mr. Powell reported that he sought bids from at least three firms for paving certain areas at the WWTP and expanding the driveway to the dewatering facility. Of the four firms he contacted, only Hoffer Paving responded with a quote of \$11,000 and PA Asphalt, Nolt's,

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

July 23, 2021

- (1) **SURCHARGE** Results attached
- (2) **HAULING** No biosolids hauled this month pressed
66.54 D/T 813,984 gals
- (3) **PLANT** Plant is running very well.
- (4) **NIT CREDITS** We locked in a price with LASA on
6,000 lbs of N Credits for a price of \$3.00 a pound

Respectfully Submitted,
Les Powell
Plant Superintendent

and Martin's did not provide quotes. At the recommendation of Mr. Powell and noting that \$15,000 had been budgeted for this in the 2021 Sewer Capital Fund budget, **MOTION** by Mr. Rooney, second by Mr. Deaven to recommend to the Board of Commissioners it award the contract to Hoffer Paving for paving certain areas at the WWTP and expanding the driveway to the dewatering facility at a cost of \$11,000. Motion carried unanimously.

Painting the Thickener Building Roof: At the recommendation of Mr. Powell and noting \$6,500 had been budgeted for WWTP painting projects in the 2021 Sewer Capital Fund budget, **MOTION** by Mr. Rooney, second by Mr. Deaven to recommend to the Board of Commissioners it authorize JP Smith Contractors, Inc. to paint the thickener building roof at a cost of \$7,700. Motion carried unanimously.

Biosolids Permit: Nothing to report this month.

Fats, Oils, and Grease Regulations: 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 reported the property at 34 West Queen Street was scheduled to be sold at the August 10, 2021 Sheriff's Sale and he would be providing the Sheriff's Office with an updated amount of outstanding sewer/trash/MS4 fees owed for this property.

Municipal Claims for Properties at 18/18A East Main Street and 1021 East Maple Street: Mr. Lamoureux reported the owner of the properties at 18/18A East Main Street and 1021 East Maple Street did not pay the full delinquent amounts pertaining to the municipal claims on same by the deadline he was provided and, as such, attorneys' fees may be assessed to these claims.

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 16 accounts were posted for water shut-off and that over the past five weeks more than \$7,300 had been received from significantly past-due customers.

Municipal Claim for Property at 30 South White Oak Street: In response to Mr. Yingst's report that \$1,822.32 was owed in unpaid sewer/trash/MS4 fees for the property at 30 South White Oak Street, **MOTION** by Mr. Deaven, second by Mr. Rooney to authorize the filing of a municipal claim for unpaid sewer/trash/MS4 fees for the property at 30 South White Oak Street. Motion carried unanimously.



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: July 27, 2021
SUBJECT: July 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. In the meantime, the current Permit will be considered to be “administratively extended” beyond its upcoming expiration date until a new Permit is issued by PADEP.

2. Annual Services

- a. Annual Municipal Wasteload Management (Chapter 94) Report
 - The Chapter 94 Report was due to PADEP by March 31, 2021 and it was electronically submitted to DEP's new OnBase website on March 25, 2021.
 - PADEP reviewed the Report and emailed an acceptance letter to the Township on July 13, 2021. The letter required submittal of the PADEP Chapter 94 spreadsheet table and figures, which were subsequently submitted to the Department on July 19, 2021.

3. Subdivision / Land Development Reviews

- a. LVC Nursing Building
 - 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, along with the Preliminary/Final Land Development Plan drawings.



- 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.
- The LVC consult provided revised Preliminary/Final Land Development Plan to the Township on July 1, 2021. GF has no further comments on the revised plans.

b. Annville Free Library

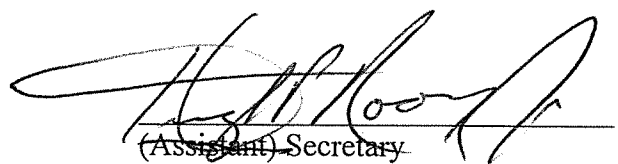
- The Annville Free Library proposes to add a building addition to connect their existing building with the adjacent house, located at the intersection of East Main Street (PA 422) and Killinger Street.
- The Library's consultant, Chrisland Engineering, submitted Preliminary/Final Subdivision and Land Development Plans to the Township, dated June 30, 2021.
- GF reviewed the Plans and provided a comment letter to the Township on July 19, 2021. The plans are generally acceptable; however, the consultant did not provide the anticipated wastewater flow that are expected to be generated as a result of this expansion. We cannot provide a confirmation of sewer capacity or approval of connection until the estimated wastewater discharge is provided.

Online Payment Options: Mr. Yingst provided an update on his office's research into vendors who provide for online payment of sewer/trash/MS4 bills. Based on this research he recommended using Certified Payments because of the vendor's connection with Jonestown Bank & Trust, the Township's primary bank, and because the fee it would charge to ratepayers is lower than what is charged by other vendors that were researched. He noted that Certified Payments allowed payment through most major credit cards, as well as payment by debit cards and eChecks, and adding a card machine could be considered later if the Township wished to incur the charge for purchasing same. **MOTION** by Mr. Deaven, second by Mr. Rooney to recommend to the Board of Commissioners it authorize entering into an agreement for online payment options with Certified Payments. Motion carried unanimously.

Professional Services Agreement: Noting that the Annville Free Library (AFL) submitted a subdivision and land development plan for its properties at 216-228 East Main Street, Mr. Yingst shared the professional services agreement completed by the library indicating it will reimburse the Authority for any costs involving the use of the Authority's Engineer and Solicitor for review of this project. There was then discussion regarding what that review would likely consist of. **MOTION** by Mr. Deaven, second by Mr. Rooney to approve the agreement for professional services with the AFL pertaining to its subdivision and land development plan as presented and to authorize its execution by the appropriate Authority officials. Motion carried unanimously.

MOTION by Mr. Rooney, second by Mr. Deaven 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. Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:55 PM.



(Assistant) Secretary