

**ANNVILLE TOWNSHIP AUTHORITY
AUGUST 24, 2021 REGULAR MONTHLY MEETING AGENDA**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Approval of Agenda
3. Recognition of Visitors and Opportunity for Public Comment
4. Approval of Minutes from July 27, 2021 Regular Meeting
5. Financial Reports
6. Accounts Payable/Approval of Bills
7. Superintendent's Report
 - Sampling and Surcharges
 - Biosolids Permit
 - Fats, Oils, and Grease Regulations
 - Agreement for Disposal of Biosolids on Fields
8. 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
 - Municipal Claim for Property at 30 South White Oak Street
9. Engineer's Report
10. Clerk's Report
 - Delinquent Report
 - Online Payment Options
 - Scheduling of 2022 Meeting at the Wastewater Treatment Plant
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
August 24, 2021**

The August Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on August 24, 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 (via telephone); 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.

APPROVAL OF AGENDA: Mr. Yingst shared information on recent changes to the State Sunshine Act pertaining to posting agendas for public meetings and how he and Mr. Lamoureux were recommending the Authority comply with same. **MOTION** by Mr. Sider, second by Ms. Mailen to approve the agenda as presented. Motion carried unanimously.

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. Sider, second by Ms. Mailen to approve the minutes of the Regular Meeting held July 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 July 31, 2021.

ACCOUNTS PAYABLE: The Accounts Payable list for August 2021 was reviewed. **MOTION** by Ms. Mailen, 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. 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, and the following items were discussed in detail:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the American Legion, Annville-Cleona High School, and Kindred Place. 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 September 1, 2021 sewer bills, with the exception of the American Legion, which did not exceed any of the Township limitations. He also 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.

Biosolids Permit: Nothing to report this month.

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

August 20, 2021

- | | | |
|-----|--------------------------------|-----------------------------------|
| (1) | <u>SURCHARGE</u> | Results attached |
| (2) | <u>BIOSOLIDS</u> | Pressed 49.45 D/T or 639,134 gals |
| (3) | <u>PLANT OPERATIONS</u> | The plant is running very well |

Respectfully Submitted,
Les Powell
Plant Superintendent

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

Agreement for Disposal of Biosolids on Fields: Mr. Powell reported that Amerigreen was willing to again allow the Township to dispose of dewatered cake on its fields for \$26 per wet ton in 2022, the same charge as in 2021, with Public Works staff transporting the cake to two fields in North Annville Township. Per a question from Mr. Rooney, Mr. Powell indicated Amerigreen has leases with the owners of these fields and is responsible for spreading the cake on them using its equipment, and what Amerigreen charges the Township for the dewatered cake is much less than what it would cost to dispose of it at the Greater Lebanon Refuse Authority. **MOTION** by Ms. Mailen, second by Mr. Sider to recommend to the Board of Commissioners it approve the agreement with Amerigreen for the disposal of dewatered cake onto its fields for \$26 per wet ton in 2022 with Public Works staff transporting the cake to the fields. Motion carried unanimously.

Centrifuge Software Updates: Mr. Powell reported that Alfa Laval would be performing software updates to the centrifuge at no charge.

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 that was listed for the August 10, 2021 Sheriff's Sale was pulled from the list prior to the sale and no longer needed to be monitored for Sheriff's Sales unless it is placed on a future list.

Municipal Claims for Properties at 18/18A East Main Street and 1021 East Maple Street: Mr. Lamoureux noted that the owner of the properties at 18/18A East Main Street and 1021 East Maple Street did not challenge the delinquent amounts pertaining to the municipal claims on same and, as such, attorneys' fees may be assessed to these claims.

Municipal Claim for Property at 30 South White Oak Street: In keeping with their action from the prior month's meeting, the Authority members indicated their support for Mr. Lamoureux beginning the process for filing a municipal claim for unpaid sewer, trash, and MS4 fees for the property at 30 South White Oak Street.

Tax-Exempt Financing Conduit Opportunity: Mr. Lamoureux reported he was contacted by counsel representing Lebanon Valley College (LVC) to see if the Authority would be interested in acting as a tax-exempt conduit for approximately \$16,500,000 in financing LVC was pursuing. He described the conduit financing process to the Authority, noting it would not incur risk for acting as such; he further noted the Authority would earn a fee from LVC for its involvement and that his attorney's fees would also be covered by the college. Per a question from Mr. Sider, Mr. Lamoureux indicated there were no negatives for the Authority acting as a tax-exempt conduit, which it has done in past years, although he noted he would be discussing the details further with the college's attorney, specifically any implications per the Internal Revenue Code due to the size of the financing.



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: August 24, 2021
SUBJECT: August 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. Nothing to report

3. Subdivision / Land Development Reviews

- a. 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, 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 (*No change in status since last month*)
- 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.

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:

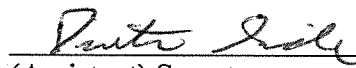
Delinquent Report: Mr. Yingst informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. He noted that 16 accounts were posted for water shut-off and that over the past four weeks more than \$3,300 had been received from significantly past-due customers.

Online Payment Options: Mr. Yingst reported his office was working through the paperwork to setup the option for online payment of sewer, trash, and MS4 bills with Certified Payments.

Scheduling of Annual Meeting at the WWTP for Future Years: Reflecting that the Authority had held meetings onsite at the WWTP in April 2019 and April 2021, Mr. Yingst inquired if the Authority members were interested in scheduling a meeting onsite again in Spring 2022 as he prepares the 2022 meeting schedule for advertisement. The Authority indicated they supported doing so again and recommended the onsite meeting take place annually for the April meeting in 2022 and years thereafter.

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 5:48 PM.



(Assistant) Secretary