

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
March 27, 2018**

The March Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on March 27, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: David Myers, Chairperson; Anthony Perrotto, Vice Chairperson; Hugh Rooney, Secretary; Barry Ludwig, Treasurer; and Anthony Deaven, 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); Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; Michael Mehaffey, Engineer with Gannett Fleming; Kent Morey, Engineer with SSM Group, Inc.; Nevin R. Hoover, Township Commissioner; and Conrad "Mike" Liles, North Railroad Street.

Chairperson Myers called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Myers provided an opportunity for public comment and the following comments were noted from those in attendance:

Appreciation for Snow Removal: Mr. Liles was recognized for comment and expressed his appreciation for the great job the Public Works Department did clearing the streets of snow during the previous week's storm. The members of the Authority heartily concurred with this sentiment.

MINUTES:

February 27, 2018 Regular Meeting: Mr. Perrotto suggested a word was missing from the twelfth sentence of the "MS4/Stormwater Fee Development" section of the minutes of the February 27, 2018 Regular Meeting and recommended an appropriate verb be inserted there. **MOTION** by Mr. Perrotto, second by Mr. Rooney to approve the minutes of the Regular Meeting held February 27, 2018 as amended. Motion carried unanimously.

March 20, 2018 Public Meeting: **MOTION** by Mr. Deaven, second by Mr. Perrotto to (1) approve the minutes of the Public Meeting to Present and Discuss the Annville Township Municipal Separate Storm Sewer System (MS4) Program and Fee held March 20, 2018 as presented and (2) recommend the Board of Commissioners do the same. 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, 2018.

ACCOUNTS PAYABLE: The Accounts Payable list for March 2018 was reviewed. Mr. Perrotto inquired about Check Nos. 11701 to Hach Company and 11714 to Xylem Water Solutions, Inc. in the amounts of \$2,222.00 and \$6,856.60, respectively. Mr. Powell indicated the former pertained to the semiannual calibration of the methanol filter system sensors and the latter pertained to repairs to the methanol filter system processor that was approved in 2017. With no further discussion noted, **MOTION** by Mr. Ludwig, second by Mr. Perrotto that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer 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, briefly discussing the nutrient loading levels for nitrogen and phosphorus, as well as noting that the revenue from septage haulers through two months is ahead of where it was at the same point in 2017. Mr. Powell 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 items were discussed in detail:

Septage Hauler Cards: Mr. Powell expressed his frustration that haulers frequently lost or damaged the cards provided to them to access the septage disposal facility. As a result, he noted the WWTP's supply of cards on hand was dwindling and purchasing new cards from the supplier would cost \$4.50 per card. He also noted that issuing cards required some amount of programming by his staff. **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners it charge \$10 to septage haulers for the issuance of a replacement hauler card if a previously issued card is lost or damaged. Motion carried unanimously.

Proposal for Temporary Dewatering and Disposal of Biosolids by Synagro: Mr. Powell noted that a revised proposal was received from Synagro for dewatering and land application of roughly 600,000 gallons of biosolids and the estimate was approximately \$54,000, which was significantly higher than the \$29,180 estimate provided by Synagro in October 2017. Mr. Powell and several members of the Authority expressed their frustration and bewilderment at the significantly different estimated costs. Mr. Powell did report that earlier in the month the weather and owners of farm fields cooperated in such a way that his staff was able to land apply the biosolids that were in storage, thus relieving the need to use Synagro for disposal at the present time. Mr. Deaven noted this saved thousands of dollars, and further noted Mr. Powell's recommendation to use WWTP staff instead of Synagro for cleaning the reed beds would save another \$51,625, and he expressed his appreciation to Mr. Powell and his staff for their cost-saving efforts.

Surcharges: The Authority reviewed the results of the latest samplings for the Annville Grille, Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Napoli's, and the Lebanon Valley Home. Mr. Yingst noted 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, 2018 sewer bills. He also noted an initial sampling was taken for the Veterans of Foreign Wars (VFW) post and mailed to it, with no Township limitations having been exceeded.

Revised Surcharge Calculation: Mr. Yingst presented a Cost of Removal Summary, which is information revising the high strength wastewater surcharge calculation based upon the WWTP's administrative and operating expenses in 2017, noting that Gannett Fleming had recommended the calculation be updated annually based upon this cost information. **MOTION** by Mr. Perrotto, second by Mr. Ludwig that the revised surcharge calculation be approved and applied to sewer bills issued June 1, 2018 and thereafter. Motion carried unanimously and a copy of the Cost of Removal Summary is attached hereto and made a part of these minutes.

Filter Feed Pump Motors: Mr. Powell described recent problems with the filter feed pump motors failing periodically due to the windings burning up. It was believed the problem pertained to the cable length from the motors to the filters, which was of a significant enough distance to cause the electrical current along it to spike. The manufacturer suggested that electrical reactors be installed and the motors rewound at an estimated cost of \$5,000. Mr. Mehaffey shared that while he was surprised the length of the cable should be causing such spiking, he did review the proposal and believed it would be adequate to address this problem. Mr. Perrotto asked why this problem only began to occur recently. Mr. Powell attributed that to the age of the motors and the consequent weakening of the windings, and noted his belief that the motors was operating appropriately for their age. Mr. Perrotto asked for clarification that the proposed solution would not require replacement of the motors and Mr. Powell concurred, noting that replacing the motors would cost significantly more. With no further discussion noted, **MOTION** by Mr. Ludwig, second by Mr. Rooney to recommend to the Board of Commissioners that it authorize the purchase of a reactor and rewinding the motors for the filter feed pumps at an estimated cost of \$5,000. Motion carried unanimously.

Ratification of Rotary Press Demonstration: Noting that, although the proposal was received after the February 27, 2018 meeting of the Authority, the Board of Commissioners had authorized the demonstration of a Fournier rotary press due to the high percentage of cake material from the biosolids sampling tested on it, **MOTION** by Mr. Perrotto, second by Mr. Deaven to ratify the demonstration proposal from Fournier for its rotary press and payment in the amount of \$2,500. Motion carried unanimously.

SOLICITOR'S REPORT: Mr. Lamoureux discussed the status of the outstanding legal costs pertaining to the lien against the Forbes property at 144 Water Street. He noted that between \$900 and \$1,000 was still owed and no payment had been made over the past month. He also noted the last correspondence to the property owner about the amount owed was issued in December 2017.

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

Chapter 94 Report: Mr. Mehaffey presented copies of the Township's Municipal Wasteload Management (Chapter 94) Report for 2017 to the members of the Authority, Mr. Powell, Mr. Yingst, and Mr. Lamoureux. He 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 the Pennsylvania Department of Environmental Protection (DEP) before the end of the week.

Part Two Permit Update: Per a question from Mr. Powell, Mr. Mehaffey shared that his office had not heard back from DEP regarding the status of the application for updating the Part Two permit to allow for the replacement of the grind hog with a bar screen. He reported his office would be contacting DEP daily until it received a response.

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

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 since the February 27,

2018 Authority meeting 28 accounts were posted for shutoff; this was comprised of four customers who were under a payment contract but had not paid, 22 customers not under a payment contract with the Township, and two landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$8,000 was received from significantly past-due customers.

Mr. Mehaffey left the meeting at 5:51 PM.

MS4 REPORT: The Authority was informed of the following item:

MS4/Stormwater Fee Development: Mr. Morey provided an update on the status of the base Equivalent Residential Unit (ERU) calculation and how it has been refined over the past month. He noted that 1 ERU presently represented 5,227 square feet (0.12 acres) of impervious surface and that properties in the Low Density Residential (R-1) zoning district would be assessed 1.26 ERUs representing 6,559 square feet of impervious surface. He also shared and reviewed an MS4 stormwater calculation procedure with the Authority and no concerns were noted regarding the recommended procedures. Mr. Morey then described how nonresidential properties with more than 0.12 acres of impervious surface would be calculated based upon their actual impervious surface and Mr. Lamoureux indicated he believed the methodology being used was legally defensible. Mr. Yingst then discussed several questions pertaining to the fee with the Authority for which its members decided on the following:

- Only properties listed on the tax rolls for Annville Township will be charged an MS4 fee.
- Vacant parcels (meaning those that are free of impervious surface and not simply identified as being vacant on the tax rolls) will not be charged an MS4 fee until impervious surface is added to it.
- There will be no impervious surface square footage threshold under which a fee will be waived for a parcel, meaning all parcels with impervious surface will be charged a fee.
- Parcels classified as “Residential w/ some commercial” on the tax rolls will be considered nonresidential for the MS4 fee.
- Parcels that are owned by a non-residential entity but used for a residential purpose (e.g., church parsonage) will be considered residential for the MS4 fee.
- Parcels classified as “Commercial” or some form thereof (e.g., “Commercial - combination”, “Commercial - 4+ apartments”, “Commercial - exempt”, etc.), “Industrial” or some form thereof, or “Public Utility” or some form thereof on the tax rolls will be considered nonresidential for the MS4 fee.
- Parcels without classification on the tax rolls will be considered nonresidential for the MS4 fee.
- Parcels issued four or more rental licenses will be considered nonresidential for the MS4 fee in order to be consistent with the “Commercial - 4+ apartments” classification on the tax rolls.
- Parcels classified as “Residential” or some form thereof (e.g., “Residential-converted to mult.”) on the tax rolls will be considered residential for the MS4 fee, with the aforementioned exception of those parcels issued four or more residential rental licenses.
- Rooming houses with four or more bedrooms will be considered residential for the MS4 fee.

- Each separate parcel with impervious surface considered nonresidential for the MS4 fee will be charged at least 1 ERU; however, adjacent nonresidential parcels under common ownership may be calculated as a single parcel instead of as separate parcels.
- Each separate parcel with impervious surface considered residential for the MS4 fee will be charged 1 ERU in the Medium Density Residential (R-2), High Density Residential (R-3), and Town Center (TC) districts and the ERU times the multiplier set by the ordinance authorizing this fee in the R-1 district (currently estimated to be 1.26 ERUs). This means that residential parcels with garages, sheds, swimming pools, driveways, or other types of impervious surface, but no house, will still receive the minimum ERU charge for that district, even if the parcel is adjacent to the parcel on which the house is located and under common ownership.
- Parcels containing a stormwater management facility only with no impervious surface will not be charged an MS4 fee until impervious surfaces are added to it.

Mr. Hoover left the meeting at 6:47 PM.

MOTION by Mr. Deaven, second by Mr. Rooney to recommend to the Board of Commissioners that it authorize the drafting of an ordinance establishing an MS4 fee. Motion carried unanimously.

Mr. Morey shared information on the credit program to be provided for certain Best Management Practices (BMPs). He described the types of BMPs that would qualify for credits, how the credits would be calculated, and how this would be based upon DEP standards. After discussion amongst the Authority members they reaffirmed their support for a total annual credit of \$5,000 program-wide and it being offered on a first come, first served basis.

Mr. Liles asked if Lebanon Valley College's parking lots would be included in the calculation for its MS4 fee and Mr. Yingst indicated that would be the case for all nonresidential properties.

MOTION by Mr. Perrotto, second by Mr. Rooney 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. Perrotto, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 7:07 PM.

(Assistant) Secretary