

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
December 18, 2018**

The December Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on December 18, 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, via telephone, 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; and Michael Mehaffey and Nicholas Sahn, Engineers with Gannett Fleming.

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.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Chairperson Myers provided an opportunity for public comment and no comments were noted.

MINUTES: MOTION by Mr. Perrotto, second by Mr. Ludwig to approve the minutes of the Regular Meeting held November 27, 2018 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 November 30, 2018.

ACCOUNTS PAYABLE: The Accounts Payable list for December 2018 was reviewed. Mr. Perrotto inquired about Check No. 12081 to Premium Power Services LLC in the amount of \$2,689.84. Mr. Powell indicated this pertained to a service call and repairs for the hot water heater. **MOTION** by Mr. Ludwig, 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 fairly well. He began by reviewing the Monthly Report, noting there had been minor computer issues with the filters due to high water that were in the process of being corrected. Mr. Perrotto asked if these issues resulted in the high amounts of Total Nitrogen (TN) and Total Phosphorous (TP) noted in the report, and Mr. Powell indicated this to be the case, and that these figures should stabilize upon the issue being corrected. Mr. Rooney asked on the status of the removal of biosolids onto nearby fields. Mr. Powell noted that while the report, which pertained to November 2018, did not indicate the removal of biosolids, in December 2018 WWTP staff were able to remove all biosolids from the storage tanks due to the availability of fields and suitable weather. The Authority 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:

Surcharges: The Authority reviewed the results of the latest samplings for the Annville Grille, Batdorf Restaurant, Corvette Grille, J&S Pizza, Just Wing It, Kabob Corner, Napoli's Pizza, Rotunda Brewing Company, Sam's Diner, the Lebanon Valley (UCC) Home, and Veterans of Foreign Wars (VFW) Post 8023. 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 January 1, 2019 sewer bills, with the exception of the VFW, which did not exceed any of the Township limitations. He also noted that, for the second consecutive testing period, Kabob Corner and the VFW had surcharges below \$25 and, as such, were not assessed the \$250 sampling and testing fee for this bill.

Dewatering Facility Geotechnical Study: Noting that the contract with BlueScope made any geotechnical studies the responsibility of the Township, **MOTION** by Mr. Ludwig, second by Mr. Rooney to recommend to the Board of Commissioners it authorize payment in the amount of \$7,975 to J.E. Horst Builder, LLC for a geotechnical study for the proposed dewatering facility. Motion carried unanimously.

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

Legal Actions Against Significantly Delinquent Customers: Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux noted no payments were made over the past month regarding the outstanding balance of \$931.89, which was comprised of legal and filing fees.

Resolution No. 20181218-1 – Amendment to Cleona Pump Station Maintenance Agreement: Mr. Lamoureux reported that the Cleona Borough Authority adopted a resolution earlier in the month approving a \$2,000 annual increase to the rate it is charged by the Annville Township Authority for the pump station maintenance agreement. As a result, he informed the Authority it would be appropriate for it to adopt a corresponding resolution and proposed Resolution No. 20181218-1, amending the pump station maintenance agreement with the Cleona Borough Authority by increasing the charge for these services by \$2,000 annually, effective January 1, 2019, was presented for the Authority's review and approval. **MOTION** by Mr. Perrotto, second by Mr. Ludwig to adopt Resolution No. 20181218-1 as presented. Motion carried unanimously.

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

Dewatering Equipment and Building Project: Mr. Sahd distributed an update report on the project to the members of the Authority, a copy of which is attached hereto and made a part of these minutes. The report covered the procurement of a centrifuge through COSTARS, stormwater control planning, the submission of the Water Quality Management (WQM) Part II permit, and the status of the project schedule. In particular, Mr. Sahd noted the cost of the dewatering equipment package was anticipated to be roughly \$2,000 less than the original estimate, as opposed to the \$20,000 less reported at the previous month's meeting. He indicated this was due to additional equipment—primarily polymer system components—that were included in the specifications due to being deemed necessary but not included in the original quote from Sherwood Logan. Mr. Sahd also discussed the delays in receiving approval from the County Engineer for the stormwater plan, and that he believed approval should be imminent due to Gannett Fleming's suggestion that the stormwater from the additional paved area be run through the WWTP via a storm drain. As such, and noting there was a six-month lead time for the equipment, he suggested it may be prudent to authorize the purchase of the dewatering system contingent upon the necessary permits being issued by the County. Mr. Sahd also reflected that the project's completion deadline had been pushed back due to the delays in receiving stormwater approval and he anticipated the

system would be up and running by Autumn 2019. Mr. Rooney asked if the WWTP could accept delivery of the equipment and not incur a holding charge if it were delivered prior to the completion of the building. Mr. Sahd indicated delivery could be accepted under those circumstances and there would not be a holding charge. Mr. Ludwig asked if the Pennsylvania Department of Environmental Protection (DEP) had been notified the WQM Part II permit application would be forthcoming and Mr. Sahd indicated it had. **MOTION** by Mr. Ludwig, second by Mr. Rooney to recommend to the Board of Commissioners it authorize payment in the amount of \$457,100 to Sherwood Logan for a centrifuge, polymer system, macerator, leveling conveyor, and related components per the November 14, 2018 quote received from Sherwood Logan in the amount of \$440,480, and also comprised of the \$16,620 in additional specified equipment not included in the November 14, 2018 quote, contingent upon the issuance of the necessary building and stormwater permits. Motion carried unanimously.

Rex Moore, Township Commissioner, joined the meeting at 5:50 PM and left the meeting at 6:00 PM.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:

MS4 Fee Appeal for Norfolk Southern Property: It was noted the period for the Norfolk Southern MS4 fee appeal was scheduled to expire before the end of the month and the infiltration testing that Norfolk Southern had previously indicated it was amenable to had not been performed. Mr. Yingst reported he emailed Norfolk Southern on November 30, 2018, sharing that the Authority was not inclined to grant another extension and requesting information on what Norfolk Southern had done over the course of the appeal period regarding infiltration testing, what Norfolk Southern was specifically planning for the infiltration testing going forward, and why an extension of the appeal timeframe should be considered. He noted that no response was received from Norfolk Southern to this email, nor to a reminder email he followed up with to Norfolk Southern on December 13, 2018. The Authority discussed this, noting it had provided an opportunity for Norfolk Southern to perform testing to determine whether its ballasted tracks should be considered as pervious surface, and the railroad had not done so within the timeframe the Authority had granted it, and also did not share additional information as requested by the Authority for why an appeal extension should be considered. **MOTION** by Mr. Perrotto, second by Mr. Rooney to deny the MS4 fee appeal for the Norfolk Southern property. Motion carried unanimously.

MS4 Remapping: The Authority was presented with a proposal from SSM Group, Inc. for MS4 remapping services necessitated by DEP's comments on the Pollutant Reduction Plan submitted for the Lebanon County Stormwater Consortium in an estimated amount of \$1,700. **MOTION** by Mr. Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners it approve the proposal for MS4 remapping services by SSM Group, Inc. for an estimated cost of \$1,700. Motion carried unanimously.

CLERK'S REPORT: Mr. Yingst reminded the Authority that the annual holiday breakfast sponsored by the Board of Commissioners would be held at 8 AM on December 21, 2018 at Heisey's Diner. The Authority was then 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 since the November 27, 2018 Authority meeting three landlord/tenant customers were posted for shutoff, with the non-landlord/tenant customers scheduled to be posted in the next few days. Mr. Yingst concluded by reporting that over the past three weeks more than \$5,900 had been received from significantly past-due customers.

Membership Renewal in the Capital Region Council of Governments (CapCOG): Noting the benefits of belonging to CapCOG for collective bidding of several chemicals necessary for the operation of the WWTP, **MOTION** by Mr. Ludwig, second by Chairperson Myers to recommend to the Board of Commissioners it renew membership in CapCOG in 2019 for an annual cost of \$1,500. Motion carried unanimously.

MOTION by Mr. Ludwig, second by Mr. Perrotto to approve the reports as presented at this meeting. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2019: Mr. Yingst noted the bylaws require the election of officers at the December meeting preceding the year for which the election pertains. Chairperson Myers then appointed Mr. Yingst to preside over the meeting for the purpose of electing officers for 2019 and Mr. Yingst asked for nominations. The members of the Authority briefly discussed who should be nominated for each office and decided upon using the rotation that has been in effect for several years. **MOTION** by Mr. Deaven, second by Mr. Ludwig to nominate the following slate of officers for election for 2019:

Chairperson: Anthony Perrotto
Vice Chairperson: Hugh Rooney
Secretary: Barry Ludwig
Treasurer: Anthony Deaven
Assistant Secretary/Assistant Treasurer: David Myers

Mr. Yingst asked if there were any other nominations; hearing none, **MOTION** by Mr. Deaven, second by Mr. Ludwig to instruct the Clerk to close the nominations and cast a unanimous ballot for the slate of candidates and offices for 2019 as nominated above. Motion carried unanimously. Mr. Yingst cast a unanimous ballot as instructed for the slate of offices and candidates for 2019 and then yielded the chair of the meeting back to Chairperson Myers.

There being no further business to come before the Authority, **MOTION** by Mr. Ludwig, second by Chairperson Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:20 PM.

(Assistant) Secretary