

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
February 26, 2019**

The February Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on February 26, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Barry Ludwig, Secretary; Anthony Deaven, Treasurer; and David Myers, 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; and Corey Lamoureux, Esq., Township Solicitor.

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

MINUTES: MOTION by Mr. Deaven, second by Mr. Ludwig to approve the minutes of the Regular Meeting held January 22, 2019 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, 2019. Mr. Deaven noted that the Training, Conferences and Dues account in the Sewer Fund was already at 54% of its budgeted amount through one month. While he noted he was supportive of further education of staff, he asked if this budgeted amount needed to be increased in future years. Mr. Powell indicated that he did not think so at this point, as he tried to schedule training for his staff during the winter months and that had much to do with the high actual-to-budget percentage thus far. Mr. Yingst also noted that this account had never exceeded its \$2,000 budget in the three years it has been in use. Mr. Powell did note that a budget increase might need to be considered in future years as there were currently four operators employed at the WWTP, instead of three as in past years.

Hugh Rooney, Jr., Vice Chairperson of the Authority, joined the meeting at 5:31 PM.

ACCOUNTS PAYABLE: The Accounts Payable list for February 2019 was reviewed, and Mr. Yingst shared some information on the purchases of a portable sampler and a process water filter that were included on that listing, noting that both had been included in the 2019 budget and the actual costs for each were less than the budgeted amounts. Chairperson Perrotto inquired about Check No. 12181 to Garcia Garman & Shea, PC in the amount of \$2,650 and Mr. Yingst indicated this pertained to the Sewer Fund's portion of the first of two invoices anticipated for the preparation of the 2018 financial statements and audit. With no further comments or questions noted, **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 very well. He reviewed the Monthly Report, briefly noting that the Total Nitrogen level through January 2019

was lower than at this time last year, and while the Total Phosphorus (TP) level through January 2019 was slightly higher it had been through January 2018, he was confident that TP would be within the permit limits by the end of the permit year. Mr. Powell also 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 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 March 1, 2019 sewer bills.

Dewatering Equipment and Building Project: The Authority was informed of the following items:

Project Cost Tracking Spreadsheet: Mr. Yingst presented a spreadsheet to the Authority for its review and discussion showing the total actual costs for the project thus far in comparison to its estimated and approved costs. He also noted the purchase order for the dewatering equipment in the amount of \$440,480 had been issued the prior week to Sherwood Logan & Associates absent the previously approved \$16,620 in adders after discussions between Mr. Powell and representatives of Gannett Fleming and Sherwood Logan determined them to be unnecessary. As such, this previously approved amount had been removed from the cost tracking spreadsheet. Noting that this spreadsheet was still a work in process, he asked the Authority members to freely share any comments, questions, or suggestions they may have on it as the project continues.

Engineering Work by Gannett Fleming: The Authority reviewed an update provided by Nicholas Sahd of Gannett Fleming of his firm's engineering activities over the past month for the dewatering project and elsewhere for the Authority, a copy of which is attached hereto and made a part of these minutes.

Lebanon County Engineer Costs for Stormwater Inspection Fee: Noting it appears that the Lebanon County Planning Department may require payment of \$200 in advance for the eventual inspection of the project's stormwater facilities, **MOTION** by Mr. Rooney, second by Mr. Deaven to recommend to the Board of Commissioners it authorize payment totaling \$200 for the inspection of the project's stormwater facilities. Motion carried unanimously.

Piping for Dewatering Building: Mr. Powell requested authorization to purchase several items pertaining to piping for the dewatering building since it is now going into production. It was noted the cost for the sludge pipes pertained to the \$4,000 estimated for sewer and the cost for the drain/waste/vent pipes pertained to the \$8,000 estimated for water by Gannett Fleming. It was also noted that the costs for the electrical conduit and the link seals, which would be installed by Public Works staff, exceeded the \$20,000 estimated by Gannett Fleming for the electrical work. **MOTION** by Mr. Ludwig, second by Mr. Deaven to recommend to the Board of Commissioners it authorize payment for the following items for the corresponding estimated amounts: (1) sludge pipes for \$3,600, (2) drain/waste/vent pipes for \$1,200, (3) electrical conduit for \$500, and (4) link seals for \$800. Motion carried unanimously.

Core Drilling Contractor Work: Noting that the costs to contract for core drilling exceeded the \$20,000 estimated by Gannett Fleming for the electrical work, **MOTION** by Mr. Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize Drive Core to perform the core drilling work for the dewatering building at an estimated cost of \$2,500. Motion carried unanimously.

Excavator Contractor Work: Noting that \$10,000 had been estimated for excavating by Gannett Fleming for this project, **MOTION** by Mr. Ludwig, second by Mr. Myers to recommend to the Board of Commissioners it authorize Kresge Excavating to perform the excavating work for the dewatering building at an estimated cost of \$10,000. Motion carried unanimously.

Electrical Contractor Work: Noting that Mr. Powell had contacted four electrical contractors for doing the electrical work for the dewatering building, and received quotes from two, **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize Dourte Electric, who provided the low quote of \$20,000, to perform the electrical work for the dewatering building at an estimated cost of \$20,000. 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 reported no payments were made over the past month regarding the outstanding balance of \$931.89, which was comprised of legal and filing fees. He also reported that the letter he sent indicating payment needed to be made on this outstanding balance and that failure to do so may result in the Authority forcing an execution on the lien had been received by the attorney assisting the bank with a foreclosure action it had pursued against this property, but not by the property owner. Mr. Lamoureux suggested this letter be posted to the property directly and the Authority concurred with this suggestion.

Outstanding Balance for Hoke's Septic Service: Mr. Lamoureux reported that no response, and no payment, had been received from Hoke's Septic Service for its outstanding balance following his issuing of a letter demanding payment, as well as a voice mail he left with Hoke's. The Authority discussed this in depth, ultimately instructing Mr. Lamoureux to send another letter to Hoke's stating that if payment on the outstanding balance is not made timely, the Authority at its next meeting will begin the process of seeking a judgment against Hoke's.

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

Chapter 94 Report: Mr. Yingst reported that Mr. Sahd indicated the 2018 Chapter 94 Report should be ready for review by the Authority at its March 26, 2019 meeting.

Professional Services Agreement: Mr. Yingst reported that a request for capacity information was received from Steckbeck Engineering & Surveying, Inc. (SESI) for a possible project north of Heisey Road. Because the nature of the project was unclear—meaning it was unclear if hydraulic loading only needed to be considered, or organic loading as well—and it was unclear if the project was entirely within Annville Township, in accordance with Authority policy Mr. Yingst informed

SESI a professional services agreement would need to be executed before this was researched further and he sent the agreement to SESI.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: Mr. Yingst reported that 56 of the 57 accounts that are receiving the MS4 fee only have made partial or full payments on their balances, and that more than 97% of the fees and late penalties charged to these accounts have been paid thus far. The one account that has not made any payments—pertaining to a garage on South Meyer Street owned by James Witmer—owes \$21, representing two quarters of charges and the corresponding 5% late penalty. The Authority discussed this in detail, ultimately asking Mr. Yingst to draft a letter to the property owner bringing this balance to his attention, the reason for the MS4 fee, and the actions that could be taken against the property if payment is not made timely, and the Authority would then plan to review this draft letter at its next meeting.

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 since the January 22, 2019 Authority meeting 29 accounts were posted for shutoff; this was comprised of five customers who were under a payment contract but had not paid, 16 customers not under a payment contract with the Township, and eight landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$7,500 had been received from significantly past-due customers.

2019 Delinquent Customers Policy: Mr. Yingst noted that, due to anticipated warmer temperatures, the Township Office will soon be able to shut off water service for nonpayment of sewer and trash fees. To that end, he requested the 2018 delinquent policy remain in effect for 2019, noting that this would authorize the Township Office to post delinquent accounts for water shut off if the customer is \$500 or more in arrears, or two or more quarters in arrears, per dwelling or nonresidential unit. **MOTION** by Mr. Deaven, second by Mr. Myers to authorize the Township Office to enforce the delinquent account collection policy as described above. Motion carried unanimously.

MOTION by Mr. Ludwig, 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. Ludwig, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:24 PM.

(Assistant) Secretary