

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
August 27, 2019**

The August Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on August 27, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Hugh Rooney, Vice 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. Ludwig, second by Mr. Rooney to approve the minutes of the Regular Meeting held July 23, 2019 as presented. Motion carried by a vote of four to zero with Mr. Rooney, Mr. Ludwig, Mr. Deaven, and Mr. Myers voting in favor of the motion and Chairperson Perrotto abstaining.

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, 2019.

ACCOUNTS PAYABLE: The Accounts Payable list for August 2019 was reviewed. Mr. Rooney inquired about Check No. 12425 to Evoqua Water Technologies LLC in the amount of \$5,720.72. Mr. Yingst and Mr. Powell indicated this pertained to the second order of ferrous sulfate in 2019 for regulating Total Phosphorus, the cost of which would bring that account to around 77% of its annual budgeted amount. Chairperson Perrotto inquired about Check No. 12427 to Huber Technology, Inc. in the amount of \$3,569.64 and Check No. 12428 to P & H Senesac, Inc. in the amount of \$3,000.00. Mr. Yingst and Mr. Powell noted the former pertained to septage cutting blades that had been budgeted for in 2019, with Mr. Powell describing the purpose of the blades, and both noted the latter pertained to the demobilization of the rental centrifuge, with Mr. Yingst noting the total costs for the equipment rental and disposal of dewatered cake came in below budget. **MOTION** by Mr. Rooney, second by Mr. Deaven 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, noting Total Nitrogen and Total Phosphorus were projected to be well within the levels allowed by the plant's permit by the end of the permit year in September, and he also described how his staff attempts to balance this with the amount of product used to regulate these levels. 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:

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, 2019 sewer bills.

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

Project Cost Tracking Spreadsheet: The Authority briefly reviewed the project cost tracking spreadsheet.

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. It was noted the Chapter 94 report had been approved by the State. There was also discussion with Mr. Powell about the delivery and installation of the centrifuge platform by BlueScope Construction and the compressed timeframe for installation of the centrifuge and related equipment by WWTP staff due to the later than anticipated delivery of some of these items.

Dewatering Project Loan Requisition No. 2: Noting that the polymer system and the leveling conveyor system have been delivered, and after a comparison of their costs to the original estimates, **MOTION** by Mr. Rooney, second by Chairperson Perrotto to recommend to the Board of Commissioners it (1) authorize Requisition No. 2 from the dewatering project loan to the dewatering account in the amount of \$95,280 and (2) authorize payment from the dewatering account to Sherwood Logan & Associates, Inc. in the amount of \$95,280 for the polymer system and the leveling conveyor system. Motion carried unanimously.

Dewatering Building and Platform - Application and Certificate for Payment No. 6: The Authority reviewed Application and Certificate for Payment No. 6 received from BlueScope Construction for the construction of the dewatering building and platform. Mr. Powell noted the percentages of work reported as completed on the document were accurate. **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize payment for Application and Certificate for Payment No. 6 to BlueScope Construction in the amount of \$51,333.40. Motion carried unanimously.

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

Municipal Claims Against Properties at 100 North Weaber Street and 144 Woodside Court: Mr. Lamoureux reported that, as payments were not made on the claims for the properties at 100 North Weaber Street and 144 Woodside Court within 30 days of being sent notice of same, letters were issued to the property owners in August notifying them attorney's fees would be added to the balance of the claims.

Sheriff's Sale for Property at 1318 East Main Street: Mr. Lamoureux reported that he became aware the property at 1318 East Main Street was scheduled for Sheriff's Sale and as a result was

able to notify the Sheriff's Office of the sewer, trash, and MS4 fees owed for that property. He further reported that payment for said fees was anticipated by the end of September.

ENGINEER'S REPORT: Nothing to report this month in addition to the items in the previously referenced report from Gannett Fleming that is attached.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: Nothing to report this month.

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 July 23, 2019 Authority meeting 32 accounts were posted for shutoff; this was comprised of four customers who were under a payment contract but had not paid, 16 customers not under a payment contract with the Township, and 12 landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$9,900 had been received from significantly past-due customers.

Scheduling of Meeting at WWTP: Reflecting that the Authority had held its April 23, 2019 meeting onsite at the WWTP, Mr. Yingst inquired if the Authority members were interested in doing so again in 2020 and, if so, if they had any thoughts on the frequency or timing for doing so as he prepares the 2020 meeting schedule for advertisement. The Authority indicated they supported doing so again and recommended such meeting take place sometime in the Spring, in part because that would provide an opportunity to review the completed dewatering process.

MOTION by Mr. Deaven, second by Mr. Ludwig 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 5:49 PM.

(Assistant) Secretary