

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
July 28, 2020**

The July Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on July 28, 2020 in the Annville Public Works Facility garage, 675 West Main Street, Annville, PA due to the COVID-19 pandemic emergency with the following members present: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Anthony Deaven, Secretary; and Dustin Sider, 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 Rooney 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 Rooney provided an opportunity for public comment and no comments were noted.

APPROVAL OF MINUTES: MOTION by Mr. Ludwig, second by Mr. Sider to approve the minutes of the Regular Meeting held June 23, 2020 as presented. Motion carried unanimously.

Karen Mailen, Assistant Secretary/Assistant Treasurer of the Authority, arrived at the meeting at 5:31 PM.

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 June 30, 2020. Mr. Yingst offered analysis on cash balances and revenue streams that might be impacted by the COVID-19 pandemic emergency, as well as the more than \$31,000 decrease in billed sewer fees per the August 1, 2020 bills in comparison to the bills from one quarter prior.

ACCOUNTS PAYABLE: The Accounts Payable list for July 2020 was reviewed. In response to a question from Chairperson Rooney, Mr. Yingst noted the Township began purchasing supplies from Amazon Capital Services several months prior as its prices for such items were lower than those of competing suppliers. In response to a question from Mr. Ludwig, Chairperson Rooney noted that Check No. 12875 to Enders was for the monthly general liability insurance premium. With no further comments or questions noted, **MOTION** by Mr. Deaven, second by Mr. Ludwig 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 well. He began by reviewing the Monthly Report before reviewing 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: Mr. Yingst shared a spreadsheet that identified those establishments that have historically received surcharges, said spreadsheet showing each of the last four months of water consumption, the total consumption for the four months prior to that, and the total consumption for the same period of four months from one year prior for each of these

establishments. It was noted that, while the consumption for restaurants and clubs had overall decreased significantly since the beginning of the COVID-19 pandemic emergency, the recent consumption for the Lebanon Valley Home and Kindred Place was on par with previous periods. Noting that the nature of those facilities were very different than those of other entities that are traditionally sampled, Mr. Deaven asked if it would be appropriate to resume sampling these two entities and not the others. Mr. Lamoureux did not see a problem with this, partly because the State COVID-19 restrictions on dining in that affected restaurants did not affect independent living and nursing care facilities, and partly because the consumption figures bore this out. **MOTION** by Mr. Ludwig, second by Mr. Deaven to authorize the resumption of sampling and testing for the Lebanon Valley Home and Kindred Place. Motion carried unanimously.

Sale of Nutrient Credits: Mr. Powell noted that as the Pennsylvania Department of Environmental Protection (DEP) permit water year comes to a close in September, the WWTP should again have unused nutrient credits it could sell to other plants that have exceeded their DEP permit limits. He reported that the City of Lancaster, to which the Authority sold approximately \$12,000 in nitrogen credits the prior year at \$3.50 per credit, was again interested in purchasing credits from the Authority. Mr. Powell also reported that Nicholaus Sahd of Gannett Fleming indicated the current market for nutrient credits was between \$3.25 and \$4.25 per credit. **MOTION** by Mr. Ludwig, second by Mr. Sider to (1) approve an Agreement of Sale with the City of Lancaster for the sale of nitrogen credits, the total number of credits to be verified by DEP, for \$3.50 per credit (half the costs of which will be paid to Pennvest) and (2) authorize the execution of any necessary documents by Mr. Yingst. Motion carried unanimously.

Rex Moore, President of the Board of Commissioners, arrived at the meeting at 5:57 PM.

Replacement of Biochemical Oxygen Demand (BOD) Incubator Cabinet: Mr. Powell reported the 26 year-old BOD incubator cabinet, a thermostatically controlled cabinet that is necessary for maintaining temperature for testing BOD samples, recently broke and due to the time sensitive nature of the BOD process he ordered a new cabinet for approximately \$6,000. He noted such a cabinet is necessary in order to maintain the laboratory's accreditation.

Septage Station Damage: Mr. Powell shared a quote from Huber Technology, Inc., in the amount of \$31,935.45 for repairs to the grit discharge assembly that was originally discussed at the June meeting. Mr. Ludwig noted that a significant portion of the cost pertained to travel, lodging, and per diem expenses for the two technicians involved in the work. The Authority then discussed this at length with Mr. Powell, who noted that a representative from Huber would be onsite at the WWTP later in the week and he would discuss the details of the quote with him at that point. He also indicated he would be reaching out to other firms for quotes for this work in the weeks ahead.

Dewatering Equipment and Building Project: The Authority briefly reviewed the final project cost tracking spreadsheet for the dewatering equipment and building project and it was reported the County Engineer approved the stormwater management installations for the project at his June 19, 2020 inspection and the stormwater escrow was in the process of being released to the Township. With the project completed, the Authority members agreed to remove this item from future meeting agendas.

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

Sheriff’s Sale for Property at 34 West Queen Street: Noting the property at 34 West Queen Street was scheduled for Sheriff’s Sale on August 11, 2020, Mr. Lamoureux reported that correspondence was sent to the Lebanon County Sheriff’s Office the prior week informing it of the outstanding balance of \$660.10 in municipal service fees owed for this property.

Municipal Claim Against Property at 144 Woodside Court: Noting the property at 144 Woodside Court was scheduled for Sheriff’s Sale on August 11, 2020, Mr. Lamoureux reported that correspondence was sent to the Lebanon County Sheriff’s Office the prior week informing it of the outstanding balance of \$881.40 in municipal service fees owed for this property.

Municipal Claim Against Property at 100 North Weaber Street: Noting the Authority had a lien against the property at 100 North Weaber Street for outstanding municipal service fees, he reported that quotes were being sought for the demolition of this condemned property in light of the inspections of the Township Code Enforcement Officer.

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.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: Nothing to report this month and the Authority members agreed to remove this report from future meeting agendas as any such business could be addressed elsewhere, such as under the Clerk’s Report.

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

Scheduling of 2021 Meeting at the WWTP: Reflecting that the Authority had held its April 23, 2019 meeting onsite at the WWTP, in addition to rescheduled meetings over the past few months as a result of COVID-19, Mr. Yingst inquired if the Authority members were interested in scheduling a meeting onsite again in 2021 and, if so, if they had any thoughts on the frequency or timing for doing so as he prepares the 2021 meeting schedule for advertisement. The Authority indicated they supported doing so again and recommended such meeting take place in April 2021.

MOTION by Mr. Ludwig, second by Ms. Mailen 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. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:12 PM.

(Assistant) Secretary