

**DRAFT MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
September 22, 2020**

The September Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on September 22, 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; Dustin Sider, Treasurer; and Karen Mailen, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; and Nicholaus Sahd, Engineer with Gannett Fleming.

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 August 25, 2020 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 August 31, 2020.

**ACCOUNTS PAYABLE:** The Accounts Payable list for September 2020 was reviewed. Per a question from Chairperson Rooney, Mr. Powell and Mr. Yingst noted that Check No. 12970 to Uline in the amount of \$2,556.41 pertained to the purchase of a dumping hopper that had been budgeted at \$3,500. It was also noted that Check No. 12972 to U.S. Postmaster in the amount of \$960 pertained to postage for sewer bills and reminder letters. With no further questions or comments 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 very well. He noted that, with the permit year drawing to a close, he anticipated having a very good idea regarding the amount of nutrient credits the Authority would have available for sale at the following month's meeting. There was also clarification provided regarding the sludge revenues as detailed on the Monthly Report in relation to overall hauler revenues. 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 Station Damage:** Mr. Powell shared a quote received from Light's Welding for \$6,800 intended to address the damage to the septage grit station that had been discussed at previous monthly meetings. He shared the strategy for the repairs—namely, rebuilding the tube trough with flanges so the tube can be turned, thus extending the life of the equipment. He also noted this quote did not include the cost of any electrical work, nor did it include the estimated cost of \$1,000 to \$2,000 for renting the necessary equipment for removal and reinstallation by the Public Works

Department. The Authority then discussed this proposal in detail and the financial impacts of moving ahead on this rather than including it as a 2021 budget item, where \$35,000 had been tentatively budgeted for septage station repairs in the 2021 Sewer Capital Fund draft budget. Mr. Powell recommended this work be done as soon as possible. With no further comments or questions noted, **MOTION** by Chairperson Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize (1) Light's Welding to repair the damage to the septage grit station in accordance with its proposal of \$6,800 and (2) the costs for electrical work and renting the necessary equipment for removal and reinstallation by the Public Works Department as needed. Motion carried unanimously.

**Plant Water Pumps:** Mr. Powell requested a Variable Frequency Drive (VFD) be installed on the plant water pumps to automatically regulate the systemwide water pressure that is affected by various types of equipment such as the septage station, centrifuge, and transfer pumps. He described the challenges to the current practice of regulating this pressure manually and shared a quote from Dourte Electric for the purchase and installation of a VFD that would regulate this pressure automatically. Mr. Deaven asked about the typical lifespan of a VFD and Mr. Powell indicated it should last for a while, noting there were VFDs installed elsewhere at the WWTP. The Authority also discussed the financial impacts of moving ahead on this in 2020 rather than adding this project to the 2021 budget and Mr. Powell advised such work be done in 2020. Ms. Mailen asked why the water pumps did not come with a VFD as part of the WWTP upgrade project. Mr. Sahd noted this probably had something to do with cutting costs and Mr. Ludwig suggested the addition of the centrifuge in the last year had significantly added to the water pressure throughout the plant and the subsequent challenges of regulating this manually. With no further comments or questions noted, **MOTION** by Chairperson Rooney, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize the purchase and installation of a VFD for the WWTP water pumps by Dourte Electric at an estimated cost of \$7,000. Motion carried unanimously.

**Sampling and Surcharges:** The Authority reviewed the results of the latest sampling for the Lebanon Valley Home. Mr. Yingst reported a copy was mailed to the Home and based upon these results a surcharge would be assessed to its October 1, 2020 sewer bill. Noting that schools were now reopened, the Authority also considered if it was appropriate to resume sampling Annville-Cleona High School and Lebanon Valley College and there was concurrence to do so. When Mr. Deaven asked if there were other locations it would be prudent to sample, Mr. Powell and Mr. Viozzi noted there were based upon their periodic checks of the sewer lines. The Authority members then discussed if it would be appropriate to resume sampling across the board, the manner in which it would do so, and why it had held off on sampling during the height of the COVID-19 pandemic emergency. Mr. Lamoureux advised that any sampling should be done on a uniform basis, meaning that all similar types of businesses and institutions should be treated the same. Mr. Powell indicated this could be done. Ultimately, there was concurrence from the Authority members that the regular sampling schedule for all businesses and institutions should be resumed and the results presented to the Authority for its review and consideration.

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

**Sheriff's Sale for Property at 34 West Queen Street:** Mr. Lamoureux reported the Sheriff's Sale for the property at 34 West Queen Street has been continued to the October 13, 2020 Sheriff's Sale

and he sent a letter to the Sheriff's Office earlier in the day informing it of the \$910.10 outstanding balance of sewer, trash, and MS4 fees for this property.

**Municipal Claim Against Property at 144 Woodside Court:** Mr. Lamoureux reported the Sheriff's Sale for the property at 144 Woodside Court has been continued to the October 13, 2020 Sheriff's Sale and he sent a letter to the Sheriff's Office earlier in the day informing it of the \$891.40 outstanding balance of sewer, trash, and MS4 fees for this property.

**Possible Municipal Claim Against Property at 100 North Weaber Street:** Mr. Lamoureux reported he sent a letter to the owner of the property at 100 North Weaber Street informing her of the \$15,960 in costs incurred by the Township for demolition of the property. He further reported the property owner had 30 days to dispute the amount and, if she did not do so, a municipal claim could be placed on the property.

**ENGINEER'S REPORT:** The Authority reviewed an update provided by Mr. 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.

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

**High Balance Reminder Letters:** Mr. Yingst shared samples of the high balance reminder letters the Township Office sent out the prior week, as well as the number of customers to whom the different types of letters were sent.

**2021 Draft Budgets - Sewer Fund, Sewer Capital Fund, and MS4 Fund:** Mr. Yingst presented the 2021 draft budgets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund for the Authority's review and comment. He noted these draft budgets were prepared with input from Mr. Powell and were based upon historical analysis and attempted to account for the financial impacts of the COVID-19 pandemic emergency. Mr. Yingst reported these draft budgets would be reviewed by the Board of Commissioners at its October 14, 2020 Special Meeting. He stressed that, as these draft budgets were being provided to the Authority with more than a quarter of the year remaining, the numbers presented would inevitably change as the budget process continued and more information became available, specifically noting that the draft budget currently relied on estimates for the cost of health insurance that would not be known until October. With that in mind, he shared the 2020 year-end projections for the Sewer Fund and noted its 2021 draft budget was balanced with a \$72 surplus of revenues over expenses. He indicated this was done with no increase projected to the quarterly Sewer Rentals fee, which would represent the sixth consecutive year of no fee increase. Per a question from Mr. Deaven, Mr. Yingst indicated he budgeted for a 5% decrease in the Sewer Rentals fee from the 2020 budget for this account due to continued concerns about the lingering impact of COVID-19 in 2021. He also noted the draft budgets for these three funds had healthy cash balances despite the impacts of the pandemic. Chairperson Rooney complimented Mr. Yingst on the 2021 draft budgets and per a canvassing of his colleagues no suggested changes were proposed. Mr. Yingst indicated he would provide the Authority with updated versions of these draft budgets for its October meeting, which would incorporate changes to 2020 year-end projections as well as any changes suggested by the Board of Commissioners.

**MOTION** by Mr. Ludwig, second by Mr. Sider 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 Ms. Mailen to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:03 PM.

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(Assistant) Secretary