

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
October 27, 2020**

The October Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on October 27, 2020 in the Annville Public Works facility garage, 675 West Main Street, Annville, PA with the following members present: Hugh Rooney, Chairperson; Dustin Sider, Treasurer; and Karen Mailen, 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); and Joseph Viozzi, Public Works Department.

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. Sider, second by Ms. Mailen to approve the minutes of the Regular Meeting held September 22, 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 September 30, 2020.

ACCOUNTS PAYABLE: The Accounts Payable list for October 2020 was reviewed, with Mr. Yingst and Mr. Powell providing detailed information on several high-cost expenditures. **MOTION** by Mr. Sider, second by Ms. Mailen 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 the WWTP is operating very well. He and Mr. Viozzi began by reviewing the Monthly Report, noting that the volume and revenue from waste haulers from septage and sludge had been broken out separately on the report, and the sum of these two columns equaled the total volume and revenue from waste haulers. They also reviewed the final percentages of Total Nitrogen (66%) and Total Phosphorus (80%) per the plant's permit in comparison to the prior year's final percentages, noting a similarity between the two years and that the plant had stayed within its nutrient loading requirements for the permit year. 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:

Rate Adjustments for Hauled Biosolids: Mr. Powell recommended the flat rate currently being charged for hauled biosolids be changed to a tiered system, as other plants do, and he provided his rationale for why he believed this was appropriate and the rates and tiers he was suggesting was appropriate. Mr. Sider asked if the current rate being charged was \$45 per 1,000 gallons across the board. Mr. Powell confirmed this, and indicated this rate was initially set to be slightly lower than competitors, and that he believed the recommended tiered rates would also be competitive. Chairperson Rooney asked if he anticipated these changes would lead to higher revenues from hauled biosolids. Mr. Powell indicated any changes would likely be slight, as it was more likely

this would motivate haulers to bring biosolids with a lower percentage of solids and a higher percentage of volatiles, thus reducing the plant's cost to process same. At the recommendation of Mr. Powell, **MOTION** by Chairperson Rooney, second by Mr. Sider to authorize the rates for hauled biosolids be as follows, effective January 1, 2021:

- \$45 per 1,000 gallons for solids less than or equal to 3.5% or volatiles greater than 65%;
- \$55 per 1,000 gallons for solids greater than 3.5% but less than 5.0% or volatiles equal to or greater than 60% but no more than 65%;
- \$65 per 1,000 gallons for solids greater than or equal to 5.0% and volatiles less than 60%;
- For any hauled biosolids where the percentage of solids and the percentage of volatiles are in separate tiers, the tier with the higher rate shall be charged.

Motion carried unanimously.

Sale of Nutrient Credits: Mr. Powell reported that the number of nutrient credits the plant generated for the permit year were about half the number it generated for the prior year due to the dry weather. This dry weather also meant the demand for credits is less than it was in the prior year. He noted that the number of credits had been submitted to the Pennsylvania Department of Environmental Protection (DEP) and, once this number of credits was confirmed by DEP, it would be listed on DEP's website. Per a question from Chairperson Rooney, Mr. Powell indicated the Authority could change the rate it charges per credit, but that he believed the current rate was likely competitive. He concluded by noting that rates for confirmed credits were not listed on the DEP website and he would let the Authority know if any other plants reached out, although he believed there was a good chance that the decreased demand for credits would preclude any interest.

Septage Station Repairs: Mr. Powell reported the repaired conveyor was back from Light's Welding and he anticipated returning it to operation in the next few days. The Authority thanked him and his staff for suggesting these cost-saving repairs to extend the useful life of this equipment.

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

Sheriff's Sale for Property at 34 West Queen Street: Mr. Yingst reported that the October 13, 2020 Sheriff's Sale for the property at 34 West Queen Street was continued to the February 9, 2021 Sheriff's Sale.

Municipal Claim Against Property at 144 Woodside Court: Mr. Yingst reported that the October 13, 2020 Sheriff's Sale for the property at 144 Woodside Court was continued to the February 9, 2021 Sheriff's Sale.

Municipal Claim Against Property at 100 North Weaber Street: Mr. Yingst reported that a municipal claim in the amount of \$15,960 had been filed against the property at 100 North Weaber Street for costs incurred by the Township for an emergency demolition of same. He reminded the Authority it also has a municipal claim against this property for unpaid sewer, trash, and MS4 fees.

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.

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 of the 84 letters sent to delinquent ratepayers notifying them that postings for water shutoff would resume in October, 61 of those ratepayers made payments on their outstanding balances. He also noted that 34 accounts were posted for shutoff and that over the past few weeks more than \$27,800 had been received from significantly past-due customers.

2021 Tentative Budgets - Sewer Fund, Sewer Capital Fund, and MS4 Fund: Mr. Yingst provided an update on the 2021 Sewer Fund, Sewer Capital Fund, and MS4 Fund budgets. He noted these budgets were reviewed by the Board of Commissioners on October 14, 2020 and he shared the changes made to the Sewer Fund and Sewer Capital Fund budgets since they were first presented to the Township Authority at its September meeting due to information received after that meeting. Mr. Yingst further noted the 2021 Sewer Fund budget remains balanced with a \$5,251 projected surplus of revenues over expenditures. He concluded by reporting the Board tentatively adopted the 2021 budgets and would be holding a Public Hearing to discuss all 2021 budgets at 6:30 PM on November 4, 2020 and he anticipated official adoption of the 2021 budgets on December 1, 2020. **MOTION** by Chairperson Rooney, second by Ms. Mailen to recommend to the Board of Commissioners that the 2021 tentative budgets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund be officially adopted as presented. Motion carried unanimously.

Location of Meetings: It was noted that after meeting at the Public Works facility garage for several months due to the COVID-19 pandemic emergency, the Board of Commissioners had decided to move its public meetings back to Town Hall beginning in November 2020 and were leaving it up to the other Township authorities, boards, and commissions if they wished to do the same for their public meetings or to remain at the garage. It was further noted the floor of the garage was heated if the Authority wished to remain there for the winter, and Mr. Yingst provided a sketch of the setup of the Town Hall meeting room to provide for adequate social distancing if the Authority wished to relocate there. Mr. Sider indicated he did not feel strongly about either location. Ms. Mailen asked Mr. Powell what his preference was. He responded by noting that while he would be sure to make it work if the Authority wished to meet in the garage during the winter months, his preference would be for the meetings to return to Town Hall due to the likelihood of staging, and coming and going, of winter maintenance equipment to plow and salt streets in the months ahead. Chairperson Rooney shared that he thought this made sense and after canvassing his colleagues there was consensus that the monthly meetings be moved back to Town Hall, effective with the upcoming meeting on November 24, 2020.

Banking and Credit Card Options: Mr. Yingst reported the Township Office is currently researching options for receiving credit card payments for sewer, trash, and MS4 fees, as well as the possibility of moving certain funds to a different bank due to better interest rates and lower bank fees. The Authority members indicated their support for this.

MOTION by Mr. Sider, 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 Ms. Mailen, second by Chairperson Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:59 PM.

(Assistant) Secretary