

**ANNVILLE TOWNSHIP AUTHORITY**  
**AGENDA**  
**April 23, 2019**

**Location: Annville Wastewater Treatment Plant Garage, 675 West Main Street, Annville, PA 17003**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
3. Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
  - Surcharges
  - Revised Surcharge Calculation
  - Dewatering Equipment and Building Project
7. Solicitor's Report
  - Outstanding Balance for Hoke's Septic Service
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
  - Delinquent Report
11. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
April 23, 2019**

The April Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on April 23, 2019 in the Wastewater Treatment Plant (WWTP) Garage, 675 West Main Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Barry Ludwig, Secretary; Anthony Deaven, Treasurer; and, via telephone, Hugh Rooney, Vice Chairperson. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant; Joseph Viozzi, Public Works Department; Corey Lamoureux, Esq., Township Solicitor; and Liam Brennan, student at Lebanon Valley College.

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 from those in attendance.

**MINUTES: MOTION** by Mr. Deaven, second by Mr. Ludwig to approve the minutes of the Regular Meeting held March 26, 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 March 31, 2019. Mr. Yingst also reviewed the final audited 2018 financial statements for these funds with the Authority.

**ACCOUNTS PAYABLE:** The Accounts Payable list for April 2019 was reviewed. **MOTION** by Mr. Ludwig, 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 before continuing to 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 Hoss's Steak and Sea House, Lebanon Valley College, and the Union Hose Social Club. 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 May 1, 2019 sewer bills. He also noted that, for the third consecutive testing period, Union Hose Social Club had surcharges below \$25 and, as such, was not assessed the \$250 sampling and testing fee for this bill.

**Revised Surcharge Calculation:** Mr. Yingst presented a Cost of Removal Summary, which is information revising the high strength wastewater surcharge calculation based upon the WWTP's administrative and operating expenses in 2018, noting that Gannett Fleming had recommended the calculation be updated annually based upon this cost information. **MOTION** by Mr. Deaven, second by Mr. Ludwig that the revised surcharge calculation be approved and applied to sewer

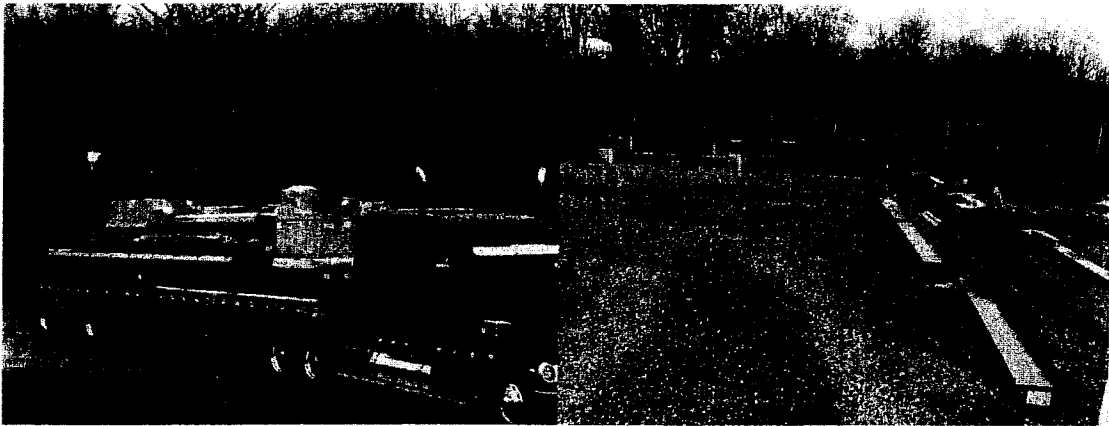
# **ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT**

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## **STATUS OF PENDING PROJECTS**

April 18, 2019

- (1) **SURCHARGES** We sampled Hoss's Steak and Sea House, Lebanon Valley College and Union Hose Social Club; results attached.
- (2) **HAULING** Hauled 58 loads, 197,200 gallons.
- (3) **PLANT OPERATIONS** The plant is operating very well.
- (4) **SEPTAGE** Got in contact with Derry Township regarding Hoke's. They are still using their facility to unload septage. Derry informed me Hoke's regularly has an outstanding balance, but once they send them a letter, the bill gets paid.
- (5) **DEWATERING BLDG** The building materials (steel from Butler) was delivered Thursday, April 18. Horst was on-site for delivery and has begun laying out the steel for erection to begin ASAP.



Respectfully submitted,  
Les Powell, Chief Operator

bills issued June 1, 2019 and thereafter. Motion carried unanimously and a copy of the Cost of Removal Summary is attached hereto and made a part of these minutes.

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

**Project Cost Tracking Spreadsheet:** The Authority reviewed the project cost tracking spreadsheet, representing checks issued for the project through the end of the prior week, and no comments or questions were noted.

**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.

Mr. Rooney left the meeting at 5:54 PM.

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

**Outstanding Balance for Hoke's Septic Service:** It was reported that the Derry Township Municipal Authority (DTMA) was currently accepting septage from Hoke's Septic Service, which proved that Hoke's was still in business. It was also reported that the address being used for correspondence with Hoke's was the same used by DTMA. After much discussion of its options, there was agreement that Mr. Yingst should send Hoke's a letter reminding it of its outstanding balance, indicating such balance must be paid before it could dispose of septage at the Annville WWTP, and any subsequent disposals in the future must be paid upfront based upon the maximum capacity of the tank on the truck. Mr. Perrotto also noted that while he was not opposed to this course of action, his preference was pursuing a judgment against Hoke's. Mr. Lamoureux indicated that Mr. Yingst's letter would not prevent the Authority from taking such legal action in the future, and Mr. Yingst agreed to note this explicitly in the letter to Hoke's

**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:** Mr. Yingst reported that payment in full was received from James Witmer for the balance of MS4 fees pertaining to his property on South Meyer Street following a letter he sent Mr. Witmer notifying him of same.

**CLERK'S REPORT:** Mr. Yingst reported that Karen Gerhart, Assistant Township Administrator, would be acting as Authority Clerk in his stead for the May 28, 2019 meeting. The Authority was then informed of the following item:

**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 March 26, 2019 Authority meeting 16 accounts were posted for shutoff; this was comprised of six customers who were under a payment contract but had not paid, six customers not under a payment contract

Table 5  
Township of Annville  
High Strength Wastewater Surcharge Study

Cost of Removal Summary

Pollutant of Concern	Annual Cost of Removal <sup>(1)</sup>	Annual Pounds Removed <sup>(2)</sup>	Cost per Pound Removed <sup>(3)</sup>
BOD	\$108,845	265,574	\$0.41
TSS	\$264,678	316,565	\$0.84
NH3-N	\$45,311	19,832	\$2.28
TN	\$87,846	38,630	\$2.27
TP	\$39,382	473	\$83.25

Notes:

(1) Annual Cost of Removal from *Table 3*.

(2) Annual Pounds Removed based from *Table 4*.

(3) Cost of Removal = Yearly Cost of Pollutant Removed / Yearly Pounds of Pollutant Removed.



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: April 23, 2019  
SUBJECT: April 2019 Engineering Report

This report summarizes the projects in which Gannett Fleming has provided engineering consulting services to the Authority over the past month. We are pleased to outline the following for your review and consideration:

### **1. WWTP Dewatering Project**

#### **a. Dewatering Equipment**

- Centrifuge Mechanical No. 1 Shop Drawing and Specifications
  - Submitted by Sherwood Logan (SL) on 3/13/19.
  - Formal approval provided to Sherwood Logan on 3/27/19.
- Centrifuge Mechanical No. 2 Shop Drawing and Specifications
  - Submitted by Sherwood Logan on 3/29/19.
  - GF is coordinating with SL regarding the centrifuge diverter gate assembly location on the installation drawing.
- Screw Conveyor Shop Drawing and Specifications
  - Submitted by Sherwood Logan on 4/1/19.
  - GF is coordinating with SL regarding the screw conveyor support beam locations on the installation drawing.
- Polymer System Shop Drawing and Specifications
  - Submitted by Sherwood Logan on 4/2/19.
  - Currently under review by GF.
- Centrifuge Control Panel Shop Drawing and Specifications
  - Submitted by Sherwood Logan on 4/17/19.
  - Currently under review by GF.

#### **b. Water Quality Management (WQM) Part II Permit**

- The WQM Part II Permit application package was submitted to Pennsylvania Department of Environmental Protection (PADEP) on 03/27/19.
- GF submitted additional drawings on 4/11/19 based on a phone conversation with Mr. Pascal Kwedza of PADEP on 4/9/19.
- We are awaiting comment or action (Permit issuance) from PADEP.

#### **c. Project Schedule**

- Attached is the current schedule.
- The project is on-track for completion in October 2019.



d. GF Design, Bid, and Construction Phase Services Billings

- To date, GF has billed \$83,633.34 (approximately 67%) of the total estimated effort (\$124,700) and we appear to be on track and on budget with our services.

**2. Annual Services**

a. Annual Municipal Wasteload Management (Chapter 94) Report.

- The Chapter 94 Report was submitted to PADEP on 03/27/19, ahead of the 3/31/19 due date.
- We are awaiting PADEP approval or comment.

**3. Subdivision / Land Development Reviews**

a. Stone Hill Village Phase 3B

- Preliminary Land Development Plan Drawing Review
  - The developer's consultant, Akens Engineering Associates, Inc., submitted initial drawings on January 23, 2019, with revisions on February 15, 2019, and March 6, 2019, for review and approval.
    - GF has reviewed each set of drawings and provided recommendations and requirement for resubmittal.
  - The developer's consultant submitted revised drawings dated April 3, 2019 for review and approval.
    - GF reviewed the drawings and provided comments and recommendations on April 13, 2019.
    - Drawings need to be revised and the final drawings submitted.
- Sewer Planning Module
  - The developer's consultant submitted sewage facility planning module documents to the Authority/Township on February 20, 2019 for completion and authorization.
  - The Sewage Facility Planning Component 3 Module has been completed and provided to the Township on March 26, 2019 to be submitted back to the developer's consultant.
  - The updated Sewage Facility Planning package will next need to be forwarded to the Township and County Planning Commissions to complete the Components 4A and 4B Review prior to submittal to the Township for final execution.

Township of Annville Wastewater Treatment Plant  
Dewatering Building Project Schedule (as of April 23, 2019)

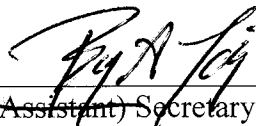
	Responsible Party	2018							2019								
		July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October
Design Phase																	
Develop Building Drawings	JE Horst																
Design Dewatering Platform	GF																
Finalize Equipment Components	GF																
Prepare Building & Site Layouts	GF																
Zoning Permit (Stormwater Mgt Plan) Approval	GF																
Building Permit Approval	JE Horst																
WQM Part II Permit Submittal	GF																
WQM Part II Permit Issuance	PADEP																
Bid Phase																	
Develop Specifications for Co-Stars Procurement	GF																
Procure Equipment from Co-Stars	Township																
Construction Phase																	
Contract for Building	Township																
Building Materials Ordered	JE Horst																
Building Lead Time (2 months)	JE Horst																
Shop Drawing Submittal Reviews	GF																
Building Construction																	
Excavating	Kresky																
Building	BlueScope																
Platform Fabrication	BlueScope																
Utilities and Ancillary Improvements	Various																
Equipment																	
Equipment Lead Time (22 weeks)	Manufacturers																
Shop Drawing Review	GF																
Equipment Delivery On-Site	Manufacturers																
Equipment Installation	Township																
Start-Up / Performance Testing	Manufacturers																



with the Township, and four landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$6,300 had been received from significantly past-due customers.

**MOTION** by Mr. Ludwig, second by Mr. Deaven to approve the reports as presented at this meeting. Motion carried unanimously.

There being no further business to come before the Authority, **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:00 PM.

  
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(Assistant) Secretary