

ANNVILLE TOWNSHIP AUTHORITY
APRIL 27, 2021 REGULAR MONTHLY MEETING AGENDA

HELD AT THE ANNVILLE TOWNSHIP PUBLIC WORKS FACILITY 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. Approval of Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
 - Sampling and Surcharges
 - Fats, Oils, and Grease Regulations
 - Biosolids Permit
7. Solicitor's Report
8. Engineer's Report
 - Lebanon Valley College School of Nursing Building Sewage Planning Exemption
9. Clerk's Report
 - Delinquent Report
 - Banking and Credit Card Options
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
April 27, 2021**

The April Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on April 27, 2021 in the Annville Township Public Works Facility Garage, 675 West Main Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; Anthony Deaven, Vice Chairperson; Dustin Sider, Secretary; Karen Mailen, Treasurer; and Hugh Rooney, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Karen A. Gerhart, Assistant Township Administrator; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

Chairperson Ludwig 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 Ludwig provided an opportunity for public comment and no comments were noted.

APPROVAL OF MINUTES: **MOTION** by Ms. Mailen, second by Mr. Sider to approve the minutes of the Regular Meeting held March 23, 2021 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, 2021.

ACCOUNTS PAYABLE: The Accounts Payable list for April 2021 was reviewed. **MOTION** by Ms. Mailen, 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 on to the Status of Pending Projects Report, a copy of which is attached hereto and made a part of these minutes. The following items were then discussed in detail:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for Domino's Pizza, Hoss's Steak & Sea House, Lebanon Valley College (LVC), 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, 2021 sewer bills, with the exception of Domino's Pizza, as this represented its first sampling and the surcharge was being waived as a courtesy so the owners could gauge how the results would impact their overall bill, and the Union Hose Social Club, which did not exceed any of the Township limitations.

Fats, Oils, and Grease Regulations: Mr. Yingst reported that he and Mr. Powell had scheduled a meeting in the next two months with Nicholas Sahd of Gannett Fleming to discuss the next steps for revising the fats, oils, and grease regulations.

Biosolids Permit: A memo from Materials Matters, Inc. providing an update on the anticipated challenges pertaining to renewal of biosolids permits was shared and reviewed by the Authority. Mr. Powell described what he believed the next steps in the process would be, and the potential impacts to plant operations and revenue streams depending on the various changes the Pennsylvania Department of Environmental Protection (DEP) may mandate going forward. While noting it was difficult to make any predictions about what those changes may ultimately be, it was agreed that having Materials Matters represent the Authority's interests with DEP was a prudent strategy at present.

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 was continued to the August 10, 2021 Sheriff's Sale.

Municipal Claim Against Property at 144 Woodside Court: Mr. Lamoureux reported that payment was received in full for the principal, interest, and legal fees pertaining to the municipal claim against this property and, as such, the lien was satisfied earlier in the month.

ENGINEER'S REPORT: The Authority reviewed an update provided by Nicholas 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. The Authority then reviewed the following item in detail:

LVC School of Nursing Building Sewage Planning Exemption: It was reported the consultant for the LVC School of Nursing Building project wished to submit a sewage planning exemption and Mr. Sahd had indicated his support for doing so based upon the projected sewage use for the project and the existing and future capacity of the sanitary sewer system. **MOTION** by Mr. Rooney, second by Mr. Deaven to recommend to the Board of Commissioners it authorize the issuance and execution of a sewage planning exemption for the LVC School of Nursing Building based upon adequate sewage capacity with no overload existing or projected within five years. Motion carried unanimously.

CLERK'S REPORT: Mr. Yingst reported that Ms. Gerhart, would be acting as Authority Clerk in his stead for the May 25, 2021 meeting. The Authority was then informed of the following:

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 17 accounts were posted for water shut-off and that over the past five weeks more than \$10,900 had been received from significantly past-due customers. He also reviewed several delinquent customer scenarios with the Authority members, and they affirmed their support for filing municipal claims against the properties if payment was not made timely and in accordance with the current policy.

Banking and Credit Card Options: Mr. Yingst reported the Sewer Fund account with Fulton Bank had been closed, which completed the transition of these funds to the Jonestown Bank & Trust account.

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

April 23, 2021

- | | |
|------------------------------------|--|
| (1) <u>SURCHARGES</u> | Results attached. |
| (2) <u>HAULING</u> | Pressed 509,828 gals., 207.28 wet tons, 47.23 dry tons. |
| (3) <u>PLANT OPERATIONS</u> | The plant is operating very well. |
| (4) <u>DEP INSPECTION</u> | Had a DEP administrative review on Feb. 28; they said everything looks good and they were very impressed with the biosolids appearance (see attachment). |
| (5) <u>COVID-19</u> | All 6 employees have been vaccinated for Covid-19. |

Respectfully submitted,
Les Powell
Plant Superintendent



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: April 27, 2020
SUBJECT: April 2021 Consulting Engineer's 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. Miscellaneous Services

- a. National Pollutant Discharge Elimination System (NPDES) Permit Renewal
 - The current NPDES Permit was effective on September 1, 2016 and will expire on August 31, 2021. The NPDES Permit Renewal Application package must be submitted to the PADEP within 180 days of the expiration date (by March 4, 2021).
 - The renewal application package, along with an application fee check for \$500, was submitted to PADEP on February 26, 2021.
 - We await draft Permit issuance by PADEP in the coming months.
- b. High Strength Wastewater Surcharge Calculations
 - Wastewater discharged from some non-residential (industrial, institutional, or commercial) dischargers can be much higher in strength than domestic wastewater and, as a result, requires additional treatment that can cost more to treat than residential wastewater.
 - The High Strength Wastewater Surcharge Program provides a means to recover the additional treatment costs created by these discharges by charging a surcharge fee (in addition to the quarterly user rate) to dischargers of higher-than-normal strength wastewater. Surcharge rates provide an equitable means of distributing treatment costs among rate payers based on discharge characteristics.
 - The surcharge calculations establish a cost per pound for several pollutants of concern (BOD₅, TSS, TP, and TN) and these calculations are updated annually to account for actual treatment costs and treatment efficiency.
 - With the addition of new dewatering process and contracted biosolids land application, the High Strength Surcharge calculations should be updated.
 - GF is currently working to update these calculations and should have them completed in the coming weeks.

2. Subdivision / Land Development Reviews

- a. Synergy Health Development
 - Synergy Health Development LLC proposes to combine the properties at 742 East Main Street and 744 East Main Street and construct a new doctor's office on the site.
 - The developer's consultant, Chrisland Engineering, submitted the Preliminary / Final Land Development Plans for the property to the Township, as dated February 10, 2021.
 - GF reviewed the Plans and provided a comment letter to the Township on April 12, 2021.



2. Subdivision / Land Development Reviews (Continued)

b. LVC Nursing Building

- The Lebanon Valley College proposes a new Nursing Building, to be located next to the Arnold Health Professions Pavilion, that will accommodate up to 350 people at full capacity producing approximately 5,250 gallons per day (gpd) of wastewater. This equates to approximately 26 Equivalent Dwelling Units (EDUs) at 202 gpd/EDU.
- The LVC's consultant, Mr. Aaron Bricker, RLA of RGS Associates, sent a "Request for Sewer Capacity" letter to the Township, dated March 19, 2021.
- GF evaluated the available capacity in the Township's wastewater collection & conveyance system and wastewater treatment plant to handle the LVC's proposed Nursing Building and provided a letter dated April 12, 2021 confirming available sewer capacity.

MOTION by Mr. Rooney, 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 Mr. Rooney, second by Mr. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:07 PM.



(Assistant) Secretary