

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY**

August 25, 2015

The August Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on August 25, 2015 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Hugh Rooney, Vice Chairperson; Barry Ludwig, Secretary; David Myers, Treasurer; and Keith Seward, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Timothy D. Sheffey, Township Solicitor; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Dale Shope, Engineer with Gannett Fleming.

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.

PUBLIC COMMENT: Chairperson Perrotto provided an opportunity for public comment; as no members of the public were in attendance, no public comments were noted.

MINUTES: MOTION by Mr. Seward, second by Mr. Ludwig to approve the minutes of the Regular Meeting held July 28, 2015 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending July 31, 2015 and Mr. Yingst noted that the draft 2016 budgets for the Sewer Fund and the Sewer Capital Fund should be ready for review by the Authority at the September Regular Meeting.

ACCOUNTS PAYABLE: The Accounts Payable list for August 2015 was reviewed. **MOTION** by Mr. Ludwig, second by Mr. Seward that the list of vendors to be paid (Cash Disbursements Journal) for the Sewer 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.

WASTEWATER TREATMENT PLANT PROJECT - PAYMENT REQUISITION: An invoice summary was distributed on the WWTP improvements project, which included pay estimates for Gannett Fleming engineering services for the period ending July 24, 2015 in the amount of \$603.58. Mr. Shope noted that the few remaining bills that will be submitted going forward will be related to the closeout process for the Pennvest loan. **MOTION** by Mr. Ludwig, second by Mr. Myers to recommend to the Board of Commissioners for payment the list of invoices for the WWTP improvements project as presented in the total amount of \$603.58. Motion carried unanimously.

SUPERINTENDENT'S REPORT: Mr. Powell reported that the WWTP is operating well. Upon review of the Monthly Report, Mr. Ludwig inquired as to why the "GLRA" line under the "Septic Haulers" portion of the report showed zero gallons received. Mr. Powell noted that this represents a monthly amount and not a cumulative amount; as such, although leachate was received from the GLRA in June 2015, it was not received in July 2015. He 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:

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

August 21, 2015

- (1) **SURCHARGE** We are sampling ACHS and Kindred Place this month. No results for this meeting
- (2) **HAULING** Hauled 111 loads 421,800 gals to Hershey Farm
- (3) **PLANT UPGRADE** I will be meeting with John Dezzi from North East Tech on Wed., Aug 26 about 1st valves. I requested they bring a tech with him so we can get this problem taking care of.
- (4) **AT1 TRUCK** I would like to advertise to sell this truck. It is old and has been used hard. I think we will get a little more for it by advertising it then taking it to auction.
- (5) **GLRA FARM** I met with Lawrence Taylor from GLRA to sign papers and I found out that they would like to have an additional 40 acres permitted. I contacted Material Matters about the additional land.

Respectfully Submitted,
Les Powell Chief Operator

First Stage Blower Valve Control Boards: Mr. Powell provided a brief update on the status of the continuing issues associated with the damaged control boards for the first stage blower valves. He reported that he would be meeting with a representative from North East Technical Sales, Inc. the following day to discuss this ongoing issue. Mr. Powell also indicated he received correspondence from North East asking that the outstanding invoice for parts and installation associated with this ongoing issue be paid. Mr. Powell stated he did not believe the invoice should be paid until the first stage blower valves were operating properly. Mr. Sheffey agreed and offered to assist him with formulating a response to North East's latest correspondence and Mr. Powell indicated he thought that was a good idea.

Advertisement of Pickup Truck for Sale: Mr. Powell asked that he be authorized to advertise for bids for the sale of the 1980 Chevrolet pickup truck. He noted that the truck is rarely used and he has already received some informal interest in purchasing the truck from visitors to the WWTP. Mr. Ludwig asked if the advertising would be done through an online resource such as Municibid. Mr. Yingst indicated it would not be, as he had communicated with another municipal manager who had previously used online bidding resources and she indicated that in her experience it was not beneficial. Chairperson Perrotto asked what the cost to advertise for bids in *The Lebanon Daily News* would be and Mr. Yingst indicated that all depended on the size of the advertisement, although he anticipated it would be less than \$100. **MOTION** by Mr. Rooney, second by Mr. Seward to recommend to the Board of Commissioners that it authorize the advertisement for bids for the sale of the 1980 Chevrolet pickup truck. Motion carried unanimously.

Addendum Regarding Biosolids Application Permitting for Greater Lebanon Refuse Authority (GLRA) Property: Mr. Powell presented an addendum to the previously approved proposal from Materials Matters, Inc. for professional services associated with obtaining a submittal package for the permitting of GLRA property for the application of biosolids. He indicated this addendum was to provide the same services included in the previously approved proposal, but was for an additional forty acres of land adjacent to the GLRA West Farm. Chairperson Perrotto recalled the possibility that a stream permit might be required for the GLRA West Farm and inquired if a similar permit might be required for the land represented by the addendum. Mr. Powell indicated that it would not be. **MOTION** by Mr. Ludwig, second by Mr. Seward to accept the August 25, 2015 addendum to the previously approved July 28, 2015 proposal from Material Matters, Inc. for the necessary permitting for application of biosolids at an additional forty acres of land adjacent to the GLRA West Farm, to authorize its execution by the appropriate officials of the Authority, and to recommend to the Board of Commissioners that it authorize the expenditure of \$2,600 for this service. Motion carried unanimously.

Corvette Grille Grease Trap: Mr. Powell indicated that, as a follow-up to the Authority's action during the Public Comment portion of the July Regular Meeting, he contacted Mike Beare of the Corvette Grille to see if he had purchased a grease trap yet. He reported that Mr. Beare is still researching the proper size of grease trap and, as such, has not yet made a purchase. Mr. Ludwig asked if it would be beneficial to recommend a specific type or size of trap to commercial users of the sanitary sewer system. Mr. Powell recollected that in the past the Authority had been asked by another commercial user to make such a recommendation and had

decided not to, as perceived failures in such a trap to property reduce grease numbers might provide a user with grounds to challenge the assessment of a surcharge.

Resignation of Pierce Caplinger: Mr. Powell reported that Pierce Caplinger, laborer in the Public Works Department, resigned from employment with Annville Township effective August 21, 2015 to begin employment elsewhere. Mr. Rooney asked if Mr. Caplinger was being paid more at his new job than he had been with the Public Works Department and Mr. Powell indicated he was. Mr. Ludwig asked if Mr. Caplinger was certified and Mr. Powell indicated he was not, although he had started the certification process. Mr. Rooney then discussed issues of turnover that the Township dealt with in the past and noted that this is something the Wage & Salary Committee would need to keep in mind going forward. Mr. Myers inquired if the Public Works Department would be looking to fill Mr. Caplinger's position. Mr. Powell indicated there have been preliminary conversations about doing so and he encouraged the members of the Authority to share the names of any potential candidates with him that they thought might be a good fit for the position.

SOLICITOR'S REPORT: Mr. Sheffey informed the Authority of the following items:

Deed of Easement and Dedication for Liberty Station Sanitary Sewer Facilities: Mr. Sheffey presented a deed of easement and dedication of the Liberty Station sanitary sewer facilities to the Authority. He indicated that the developer of Liberty Station was asking for the deed to be approved, which would dedicate, transfer, and convey Liberty Station's sanitary sewer facilities to the Authority, and Mr. Sheffey indicated he reviewed the document and found it to be satisfactory. Mr. Ludwig asked Mr. Powell if he was comfortable assuming the responsibility for these lines based on the information provided to him by the developer and Mr. Powell indicated he was. **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to approve the deed of easement and dedication of the Liberty Station sanitary sewer facilities to the Annville Township Authority as presented and to authorize its execution by the appropriate officials of the Authority. Motion carried unanimously.

Legal Actions Against Significantly Delinquent Customers: Mr. Sheffey provided brief updates on several liens for unpaid sewer and trash fees. Regarding the lien against the property at 146 West Main Street, Mr. Sheffey reported that the small remaining portion of this lien has been paid in full and the lien has been satisfied. Regarding the lien against the property at 113 South King Street, Mr. Sheffey reported that as full payment has now been received, the lien has been satisfied. Finally, regarding the lien against the BSW Holdings' properties on North King Street and West Church Street, Mr. Sheffey reported that consistent monthly payments have reduced the principal on the lien to less than \$6,800, which represents significant progress in paying off that balance.

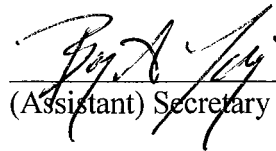
ENGINEER'S REPORT: Mr. Shope reminded the Authority that at the February 2014 Regular Meeting it authorized Gannett Fleming to proceed with the design and preparation of a change order for the construction of an overhead air supply pipeline between the second stage blowers and the second stage aeration tanks based on a preliminary cost estimate of \$35,000, which included \$5,000 for additional engineering design fees. Although the additional work was authorized, Mr. Shope noted that an adjustment to the overall engineering budget was never

made to account for the additional work. He further noted that this budget discrepancy was discovered while preparing to close out the Pennvest loan. Mr. Shope indicated that the cost of the additional work had already been invoiced to the Authority, so this did not require any additional invoicing. However, to make sure the additional design work is considered for Pennvest reimbursement, Mr. Shope asked for authorization to make this budget adjustment to properly account for the additional \$5,000 in engineering design fees. **MOTION** by Chairperson Perrotto, second by Mr. Ludwig to authorize the Pennvest loan budget adjustment of an additional \$5,000 in engineering design fees pertaining to the design and preparation of a change order for the construction on an overhead air supply pipeline between the second stage blowers and the second stage aeration tanks, as reflected in the minutes of the February 2014 Regular Meeting. Motion carried unanimously.

CLERK'S 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 July 28, 2015 meeting 18 accounts were posted for shutoff; this was comprised of five customers who were under a payment contract but had not paid, eleven customers not under a payment contract with the Township, and two landlord/tenant customers. He concluded by reporting that over the past four weeks more than \$8,400 had been received from significantly past-due customers, including \$1,500 from BSW Holdings. At the request of Chairperson Perrotto, Mr. Yingst then informed the Authority of his meeting earlier in the month with representatives of the developer for Liberty Station where he notified them of the overcharging of the collection component of tapping fees beginning in 2012.

MOTION by Mr. Ludwig, second by Mr. Seward 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. Myers, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:50 PM.


(Assistant) Secretary