

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
August 22, 2017

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Opportunity for Public Comment
3. Minutes – July 25, 2017
4. Sewer Fund Report
5. Accounts Payable
6. Superintendent's Report
 - Surcharges
7. Solicitor's Report
 - Legal Actions Against Significantly Delinquent Customers
8. Engineer's Report
 - Nutrient Credit Trading
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
 - Delinquent Report
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY**

August 22, 2017

The August Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on August 22, 2017 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; David Myers, Vice Chairperson; Keith Seward, Secretary; Anthony Perrotto, Treasurer; and Hugh Rooney, Assistant Secretary/Assistant Treasurer. Also in attendance were Karen Gerhart, Assistant Secretary of the Township and Acting Clerk to the Authority; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Corey Lamoureux, Esq., Office of the Township Solicitor; and Eric and Janet Helman, Church Street.

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.

PUBLIC COMMENT: Chairperson Ludwig provided an opportunity for public comment and the following comments were noted from those in attendance:

Janet Helman addressed the Authority with her concerns over the condition of the roadway in the 300 block of West Church Street. Mr. Ludwig informed her that this was the meeting of the Sewer Authority and that her concern needed to be brought to the Township Board of Commissioners. The date of the September Commissioners meeting was provided to the Helmans. Mr. Lamoureux had the Helmans document their concern to be passed along to the Board of Commissioners in advance of the next meeting.

Eric and Janet Helman left the meeting at 5:34 PM.

MINUTES: MOTION by Mr. Myers, second by Mr. Perrotto to approve the minutes of the Regular Meeting held July 25, 2017 as amended. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending July 31, 2017.

ACCOUNTS PAYABLE: The Accounts Payable list for August 2017 was reviewed. Mr. Perrotto inquired about Check No. 11436 to Susquehanna Municipal Trust in the amount of \$5,206.40. Mr. Powell and Ms. Gerhart indicated that payment pertains to workers' compensation insurance. With no further discussion noted, **MOTION** by Mr. Seward, second by Mr. Perrotto 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.

SUPERINTENDENT'S REPORT: Mr. Powell reported that the WWTP is operating very well. He began by reviewing the Monthly Report before moving on to review 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:

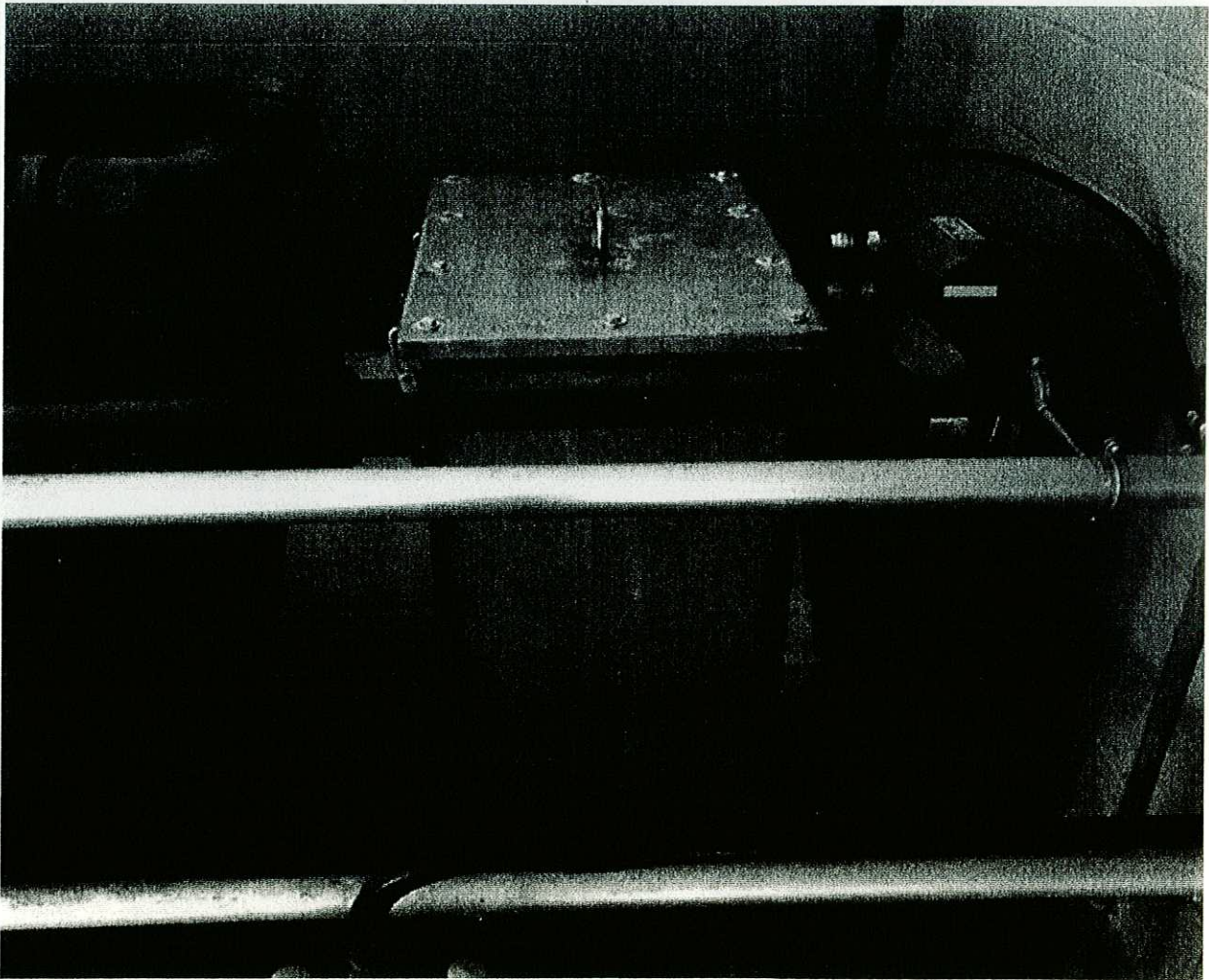
Surcharges: The Authority reviewed the results of the latest samplings for Annville-Cleona High School (ACHS) and Kindred Place. It was noted that, due to the results, Kindred Place would not be assessed a surcharge on its September 1, 2017 sewer bill, while ACHS would be assessed a

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

August 17, 2017

- (1) **SURCHARGE** We sampled ACHS, Kindred Place, and the American Legion; results attached.
- (2) **HAULING** Hauled 49 loads, 166,600 gallons to Hoffman farm.
- (3) **ROCK TRAP** The rock trap we budgeted for was put in last week. It has been working very well and we are not getting a lot of stones in the septage grinder now. We are going to take it apart and clean it in two weeks.



- (4) **VFD** The new second stage VFD is installed with new surge protectors and is working OK. It went through one thunderstorm without any issues and we are going to upgrade the other two with new protectors.

(5) **GRIND HOG**

The grind hog that cuts up debris in the channel of the old headworks building is going to need to be rebuilt since the bearings are starting to go out; I would like to replace it with just a bar screen. I talked with DEP about removing this since we have all the new screening that was put in place when we did the upgrade and DEP said we will need to upgrade the part two permit. I talked with Mike Mehaffey about this and he said it is not a big deal and he agrees that we do not need it. Gannett will be giving me a price to have this done for Tuesday's meeting.



Respectfully submitted,
Les Powell, Chief Operator

surcharge on its next bill. The Authority also reviewed the initial sampling for the American Legion. It was noted that copies of these sampling results had been sent to these entities the prior week. Mr. Seward inquired how many testing points were at the American Legion. Mr. Powell indicated that there was one testing point that is located at the bottom of the parking lot.

Grind Hog: Mr. Powell noted that the grind hog that cuts up debris is failing and either needs to be replaced or replaced. Mr. Powell described the preferred method would be to replace the grind hog with a bar screen which could possibly require the Authority to upgrade the part two permit for the plant. Mr. Perrotto inquired if this part two permit change could be made when our permit needs to be updated. Mr. Powell informed the Authority that our permit was just renewed, and he is waiting on the engineer to provide us with a cost estimate to upgrade the permit. Mr. Ludwig shared his feeling that the Authority would have to either spend money to do the repairs or getting a different permit. Noting that Mr. Powell described the long-term goal is to make this part obsolete, the preferred action would be to replace the part which requires the permit upgrade.

Employee Training: Mr. Powell shared with the Authority that Joseph Viozzi had recently passed his Wastewater I test with a score of 97%. He is now eligible to begin with the Wastewater II course.

SOLICITOR'S REPORT: Mr. Lamoureux provided brief updates on several liens for unpaid sewer and trash fees.

BSW Holdings: Regarding the lien against the properties on North King Street and West Church Street that are owned by BSW Holdings, it was reported that payment in the amount of \$350 was received the prior week, reducing the balance of unpaid legal fees on this lien from \$350 to \$0. As this represented the sole remaining amount owed on this lien, Mr. Lamoureux said he would proceed with satisfying same.

1296 East Main Street: Regarding the lien against the Williams property at 1296 East Main Street, it was reported that payment in the amount of \$1,849.77 was received on July 17, 2017. Mr. Lamoureux said his office would proceed with satisfying this lien.

28 North King Street: It was reported that the property at 28 North King Street owned by Ronald Blackman had an outstanding balance of \$3,261.05 in sewer and trash fees and the water service to the property was currently off. It was noted the Township Administrator recommended a municipal lien be filed against this property for the unpaid fees. **MOTION** by Mr. Rooney, second by Mr. Perrotto to authorize the Solicitor to being the process of filing a municipal lien against the property at 28 North King Street for unpaid sewer and trash fees in the amount of \$3,261.05. Motion carried unanimously.

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

Nutrient Credit Trading: It was noted the market demand for Total Phosphorus (TP) and Total Nitrogen (TN) credits was not particularly strong at present. To that end, it was reported that Mr. Powell would continue to communicate with Material Matters to see if that situation should

change, especially as the permit year expires at the end of September and opportunities for credit sales may arise shortly thereafter if entities should need credits to satisfy their permits.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: The Authority reviewed the proposal received from SSM Group to evaluate and determine the Township's Stormwater Fee at a total cost of \$15,800. The Authority, as a whole, expressed the opinion that the cost estimate seemed high. Mr. Seward inquired if this cost was similar to the cost other municipalities incurred or did they calculate the fee in a different way. Mr. Powell shared some details about the process Cleona Borough used for their fee calculation. Mr. Rooney discussed the possibility of dividing the total amount by the number of units. Mr. Lamoureux reminded the Authority that this decision is somewhat time sensitive, noting that Mr. Yingst does want this Stormwater Fee to be effective for 2018. Based on the desire to further explore alternatives to the provided estimate, **MOTION** by Mr. Rooney, second by Mr. Perrotto to postpone action on MS4 proposal. Motion carried unanimously.

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

Delinquent Report: Ms. Gerhart informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. She noted that since the July 25, 2017 Authority meeting 26 accounts were posted for shutoff; this was comprised of five customers who were under a payment contract but had not paid, 16 customers not under a payment contract with the Township, and five landlord/tenant customers. Ms. Gerhart concluded by reporting that over the past four weeks more than \$4,100 had been received from significantly past-due customers.

MOTION by Mr. Perrotto, 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. Rooney, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:10 PM.


(Assistant) Secretary