

**ANNVILLE TOWNSHIP AUTHORITY
AUGUST 23, 2022 REGULAR MONTHLY MEETING AGENDA**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Approval of Agenda
3. Recognition of Visitors and Opportunity for Public Comment
4. Approval of Minutes from July 26, 2022 Regular Meeting
5. Financial Reports
6. Accounts Payable and Approval of Bills
7. Superintendent's Report
 - Sampling and Surcharges
 - 2023 Cleona Maintenance Agreement
 - 2023 Septage and Biosolid Rates
8. Solicitor's Report
9. Engineer's Report
10. Clerk's Report
 - Delinquent Report
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
August 23, 2022**

The Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on August 23, 2022 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Deaven, Chairperson; Dustin Sider, Vice Chairperson; Hugh Rooney, Treasurer; and Barry Ludwig, Assistant Secretary/Assistant Treasurer. Also in attendance were Karen Gerhart, Township Administrator and Authority Clerk; Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

Chairperson Deaven called the meeting to order and led those present in the Pledge of Allegiance to the flag of the United States of America.

APPROVAL OF AGENDA: **MOTION** by Mr. Rooney, second by Mr. Ludwig to approve the agenda as presented. Motion carried unanimously.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Deaven provided an opportunity for public comment and no comments were noted from those in attendance.

APPROVAL OF MINUTES: **MOTION** by Mr. Sider, second by Mr. Rooney to approve the minutes of the Regular Meeting held July 26, 2022 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 July 31, 2022.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for August 2022 was reviewed. **MOTION** by Mr. Rooney, second by Mr. Ludwig 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. Viozzi reported that the WWTP is operating well. He began by reviewing the Monthly Report. He discussed the potential quantity of nitrogen credits available for sale at the end of September. Material Matters has assisted the past few years to secure a single purchaser for all of our excess nitrogen credits. Mr. Rooney suggested that we explore selling the available credits on our own if we incur a fee with Material Matters. Mr. Viozzi will discuss this with Mr. Powell and report back to the Authority on the preferred method to sell the credits. Mr. Viozzi 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:

Septage Hauler Rates: Mr. Viozzi discussed necessary increases for septage and sludge haulers due to increases in labor and treatment costs over the past few years. Mr. Rooney questioned whether the recommended rate increase was sufficient or whether a higher price should be examined. Mr. Viozzi explained the suggested rates would be appropriate and would allow us to remain competitive with other local treatment plant pricing levels. **MOTION** by Mr. Ludwig, second by Mr. Sider to authorize the increase to septage hauler rates charged to \$36, portable toilets to \$38, sludge up to 3.5% solids or volatiles > 65% to \$46, sludge 3.6-4.9% solids or volatiles between 60-65%, and sludge 5% or greater or volatiles less than 60% to \$66 per 1,000 gallons

treated effective January 1, 2023. Motion carried unanimously.

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the Annville Cleona High School and American Legion. Ms. Gerhart 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 September 1, 2022 sewer bills. It was also noted that, for the second consecutive testing period, American Legion had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill.

Cleona Pump Station Maintenance Agreement: Ms. Gerhart informed the Authority Mr. Powell was recommending a \$500 increase to the quarterly fee charged to the Cleona Borough Authority (CBA) for the pump station maintenance agreement in 2023, which would increase the fee from \$7,500 to \$8,000 per quarter. Ms. Gerhart noted the fee had not been increased since 2019, over which time the wage costs for staff have increased. **MOTION** by Mr. Rooney, second by Mr. Ludwig to authorize the Solicitor to draft a resolution revising the charges for services provided for the routine maintenance of the Cleona pump station to \$8,000 per quarter, to be presented to the Authority for its consideration at a future meeting. Motion carried unanimously.

SOLICITOR'S REPORT: Mr. Lamoureux reported that 30 S. White Oak Street is under contract, but the payoff for the lien satisfaction has not been received to date. He also communicated with Ms. Gerhart regarding properties on the potential tax claim sale scheduled for September. Ms. Gerhart has provided the amounts owed and lien balances on these properties to the tax claim office should they proceed to be sold. Mr. Lamoureux informed the Authority that the Township Board of Commissioners will be acting on the Resolution for the Disposition of Assets that was discussed at a prior meeting.

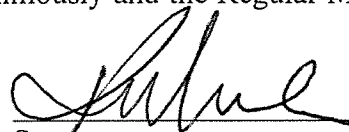
ENGINEER'S REPORT: The Authority reviewed an update provided by Mr. Sahd of Gannett Fleming of his firm's engineering activities over the past month, a copy of which is attached hereto and made a part of these minutes.

CLERK'S REPORT: The Authority was informed of the following 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 20 accounts were posted for water shut-off and that over the past four weeks more than \$6,600 had been received from significantly past-due customers.

MOTION by Mr. Rooney, second by Mr. Ludwig 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. Ludwig, second by Mr. Sider to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:49 PM.


Secretary

STATUS OF PENDING PROJECTS

August 19, 2022

- Respectfully Submitted,
Les Powell
Plant Superintendent

TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: August 23, 2022
SUBJECT: August 2022 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. Aerobic Digester Improvements
 - Nick Sahd and Tia Trate of GF met with Les on August 18, 2022 at the WWTP to review the digester operations, challenges, and concerns.
 - The 3 additional digesters constructed as part of the WWTP BNR Upgrade Project in 2012 were intended to provide additional holding capacity to allow the continued operation of the liquid biosolids program. The Township has been able to leverage this additional digester capacity, along with additional dewatering capacity of the centrifuge, to develop and expand a hauled sludge program. The success of this hauled sludge program has changed the operations of the solids handling process beyond its original design intent.
 - Township staff have encountered three main challenges with the expanded hauled sludge program- hauled sludge unloading, grit and rag removal, and digester mixing.
 - GF is working to develop a level of effort and proposal for conceptual designs for improvements to address these three challenges (along with a construction cost estimate). We hope to have this for presentation at the September Authority meeting.

2. Annual Services

- a. Nothing to report

3. Subdivision / Land Development Reviews

- b. Nothing to report