

**ANNVILLE TOWNSHIP AUTHORITY
FEBRUARY 22, 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 January 25, 2022 Regular Meeting
5. Financial Reports
6. Accounts Payable and Approval of Bills
7. Superintendent's Report
 - Sampling and Surcharges
 - Tire Machine
 - Biosolids Permit
 - Fats, Oils, and Grease Regulations
8. Solicitor's Report
9. Engineer's Report
10. Clerk's Report
 - Delinquent Report
 - 2022 Delinquent Customers Policy
 - Significant Outstanding MS4 Fee Balances
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
February 22, 2022**

The February Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on February 22, 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; Karen Mailen, Secretary; Hugh Rooney, Treasurer; and Barry Ludwig, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Corey Lamoureux, Esq., Township Solicitor; Nicholaus Sahd, Gannett Fleming; and Kelly Shoff-Kulp, Administrative Assistant.

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. Sider, second by Ms Mailen 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. Mr. Yingst introduced the recently hired Administrative Assistant, Kelly Shoff- Kulp.

APPROVAL OF MINUTES: MOTION by Ms. Mailen, second by Mr. Ludwig to approve the minutes of the Regular Meeting held January 25, 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 January 31, 2022.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for February 2022 was reviewed, with no additional questions. MOTION by Mr. Ludwig, second by Ms. Mailen 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:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the American Legion and Kindred Place. 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 March 1, 2022 sewer bills. He also noted that, for the second consecutive testing period, both the American Legion and Kindred Place had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill.

Biosolids Permit: Nothing to report.

Fats, Oils, and Grease Regulations: Nothing to report.

Tire Machine: The tire machine has increased in price over and above the original budgeted amount. The differential between budget to actual cost is estimated to be \$114.50 on the Sewer Fund side of the purchase. A suggestion was made to round that amount up to \$120.00. **MOTION** by Mr. Sider, second by Mr. Ludwig to recommend the Board of Commissioners approve the purchase of the tire machine including an increase of \$120.00 over the budgeted amount for the Sewer Fund portion of the purchase. Motion carried unanimously.

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

Unpaid Sewer, Trash, and MS4 Fees: Attorney Lamoureux reported that the 34 W. Queen St. property went to Sherriff's sale in December 2021. Freedom Mortgage paid the outstanding balance and the property will be assumed by the VA.

Grant Agreement Template: A Grant Agreement was developed for the use and protection of Annville Township and may be leveraged again in future transactions of similar type.

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. He noted the D.E.P. Permit renewal is ongoing and no issues are anticipated at this time. He also noted the Chapter 94 report is due at the end of March 2022.

CLERK'S REPORT: The Authority was 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 14 accounts were posted for water shut-off and that over the past four weeks more than \$2,800.00 had been received from significantly past-due customers. It was reported that Harold Dice, owner of 141 and 143 W. Main St., has a significant outstanding balance regarding sewer, trash, and MS4 fees and the intent is to move forward with the standard protocol of applying a lien to the property to obtain payment of the outstanding balance.

2022 Delinquent Customers Policy: Mr. Yingst noted that, due to anticipated warmer temperatures, the Township Office would soon be able to authorize the water companies to shut-off water service for nonpayment of customer accounts. To that end, he requested the 2021 delinquent policy remain in effect for 2022. Namely, this would authorize the Township Office to (1) file a lien or (2) post delinquent accounts for water shut-off if the customer is \$500 or more in arrears, or two or more quarters in arrears, per dwelling or nonresidential unit. To avoid water shut-off, payment due (absent a payment agreement being in place) is 25% of the outstanding balance, provided such amount is equal to or less than the outstanding account balance pertaining to sewer fees 30 days prior. After discussing by the Authority members, **MOTION** by Ms. Mailen, second by Mr. Rooney to authorize the Township Office to enforce the delinquent account collection policy as described above. Motion carried unanimously.

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

February 18, 2022

- (1) **SURCHARGE** Results attached for sampling this month
- (2) **PLANT** The plant is operating well
- (3) **LAB ACCREDITATION** The Lab must renew it accreditation for a cost of \$1,550.00
- (4) **DEWATERING** Pressed 774,119 gals 58.69 dry tons
- (5) **TIRE MACHINE** We put in the budget to get a tire machine and we budget \$1,000 from both departments the price went up by \$229 dollars so I would like to request if I could have an additional \$114.50 so we can purchase the tire machine, so we don't have to keep changing them by hand or paying someone else to do it.

Respectfully Submitted,
Les Powell
Plant Superintendent



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: February 22, 2022
SUBJECT: February 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. NPDES Permit Renewal (*No change in status since last month*)
 - The current National Pollutant Discharge Elimination System (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 was submitted to PADEP on February 26, 2021.
 - We await draft Permit issuance by PADEP in the coming months. In the meantime, the current Permit is considered to be "administratively extended" beyond its expiration date until a new Permit is issued by PADEP.

2. Annual Services

- a. Municipal Wasteload Management (Chapter 94) Report
 - Preparation of the annual Municipal Wasteload Management (Chapter 94) Report has begun.
 - The draft Chapter 94 Report will be provided to Township staff by mid-March for review and comment.
 - The Chapter 94 Report should be finalized for presentation at the March 2022 Authority Meeting.
 - The Report is due to Pennsylvania Department of Environmental Protection (PADEP) by March 31, 2022.

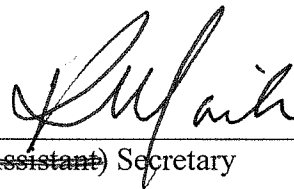
3. Subdivision / Land Development Reviews

- a. Nothing to report

Significant Outstanding MS4 Fee Balances: Mr. Yingst reminded the Authority that each year at around this time he performs a review of the accounts being charged the MS4 fee only to see if they had any significant outstanding balances. He reported that at present only a few such accounts were two or more quarters delinquent, and he would be monitoring these outstanding balances over the next few months to see if a reminder letter should be issued to the property owners.

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



(Assistant) Secretary