

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
January 24, 2017**

The January Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on January 24, 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; and Anthony Perrotto, Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); and Corey Lamoureux, Esq., Office of the 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.

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

MINUTES: MOTION by Mr. Seward, second by Mr. Myers to approve the minutes of the Regular Meeting held December 20, 2016 as presented. Motion carried unanimously.

SEWER FUND REPORT: The Authority reviewed the Sewer Fund Report for the period ending December 31, 2016.

ACCOUNTS PAYABLE: The Accounts Payable list for January 2017 was reviewed. Mr. Seward inquired about Check No. 11150 issued to the City of Lebanon Authority in the amount of \$85.05 and Mr. Yingst indicated this represented the quarterly payment to that entity for water readings that are used to generate sewer bills. Mr. Perrotto inquired about Check No. 11172 issued to Omnisite in the amount of \$756.00 and Mr. Yingst indicated this represented payment for three years of wireless service monitoring remote pumping stations at the WWTP. With no further questions or comments noted, **MOTION** by Mr. Perrotto, second by Mr. Myers 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 and then reviewed 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 addressed:

Surcharges: The Authority reviewed the results of the latest samplings for Hoss's Steak and Sea House and Lebanon Valley College. Mr. Yingst noted that copies of these sampling results were mailed to both entities and surcharges would be assessed to their February 1, 2017 sewer bills.

Hugh Rooney, Assistant Secretary/Assistant Treasurer of the Authority, arrived at the Regular Meeting at 5:34 PM.

Painting Pipes in Thickener Building: Mr. Powell reported that Miller's Painting has completed the painting of the walls and ceiling of the thickener building at a cost of \$1,800. Mr. Yingst noted that this was well within the \$5,000 budgeted for the painting of the thickener building in 2017.

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

January 19, 2017

1. **SURCHARGE** Results attached for Hoss's and LVC.
2. **HAULING** Hauled 36 loads, 136,800 gals to Pennsy fields.
3. **PLANT** The plant is operating very well.
4. **PAINTING** I put in the budget \$1,800 to have the thickener room walls and ceiling painted; they are now finished. Also, with the weather the way it has been, I have some pipe painting that can be done and the contractor gave me a price of \$1,800 to do that work. I would like to get the approval to have them repaint the pipes in the thickener room.
5. **BIOSOLIDS** We got a price from Material Matters to renew the biosolids permit at a cost of \$6,300.
6. **NITRATE METERS** We have to get a service contract with HACH for the nitrate meters; we cannot do any internal maintenance work to them because they are password protected and the manufacturer will not give us the password. HACH said it has to be performed by a certified tech, so for us to get the meters serviced internally we have to have a contract at a price of \$2,938 a year.
7. **SURCHARGE** See surcharge study cost summary attached.

Respectfully submitted,
Les Powell, Chief Operator

and Mr. Powell suggested that Miller's be authorized to also paint the building's pipes at a cost of \$1,800. **MOTION** by Mr. Rooney, second by Mr. Myers to recommend to the Board of Commissioners that it authorize Miller's Painting to paint the pipes in the thickener building at a cost of \$1,800 to be paid from the Sewer Capital Fund. Motion carried unanimously.

Biosolids Permit Renewal: Mr. Powell presented a proposal received from Material Matters for renewing the WWTP's biosolids permit with the Pennsylvania Department of Environmental Protection (DEP) in the amount of \$6,300. He noted he discussed this price with Mike Mehaffey of Gannett Fleming, the latter indicating he believed the price to be consistent with what would be expected for such a service, and Mr. Yingst noted this cost would be within the \$10,000 budgeted for this permit renewal in 2017. **MOTION** by Mr. Perrotto, second by Mr. Seward to (1) approve the biosolids permit renewal proposal from Material Matters as presented, (2) authorize its execution by the appropriate Authority officials, and (3) recommend to the Board of Commissioners that it authorize the expenditure of \$6,300 for this project. Motion carried unanimously.

Nitrate Meters: Mr. Powell reported that his staff is unable to do necessary internal maintenance work on the nitrate meters because they are password protected by Hach, the manufacturer. He requested that a service contract be entered into with Hach for this purpose at a cost of \$2,938 per year and he described the service and parts that would be provided under that contract. Mr. Perrotto inquired whether the contract would cover equipment at the WWTP that would likely need replaced in the next few years and Mr. Powell indicated it would. **MOTION** by Mr. Rooney, second by Mr. Seward to recommend to the Board of Commissioners that it approve entering into a service contract with Hach for maintenance on the nitrate meters at a cost of \$2,938 per year, contingent upon review of the contract by the Township Solicitor. Motion carried unanimously.

Rex Moore, President of the Annville Township Board of Commissioners, arrived at the Regular Meeting at 5:39 PM.

Revised Surcharge Calculation: Mr. Powell presented a Cost of Removal Summary, which is information revising the high strength wastewater surcharge calculation based upon the WWTP's operating expenses in 2016, noting that Gannett Fleming had recommended the calculation be updated annually based upon this cost information. **MOTION** by Mr. Seward, second by Mr. Perrotto that the revised surcharge calculation be approved and applied to sewer bills issued March 1, 2017 and thereafter. Motion carried unanimously and a copy of the Cost of Removal Summary is attached hereto and made a part of these minutes.

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

Lien Against Property at 117 North Lancaster Street: Mr. Lamoureux reported that full payment for the balance of lien against the Brandt property at 117 North Lancaster Street has been received by the Township Office and the lien has been satisfied.

Second Addendum to Intermunicipal Agreement with North Annville Township: Mr. Lamoureux reported that earlier in the evening Chairperson Ludwig and Mr. Seward signed the Second Addendum to Intermunicipal Agreement with North Annville Township, which will

Table 5
Township of Annville
High Strength Wastewater Surcharge Study 2013

Cost of Removal Summary

Pollutant of Concern	Annual Cost of Removal ⁽¹⁾	Annual Pounds Removed ⁽²⁾	Cost per Pound Removed ⁽³⁾
BOD	\$92,263	458,805	\$0.20
TSS	\$209,467	528,520	\$0.40
NH3-N	\$43,646	44,354	\$0.98
TN	\$80,322	51,289	\$1.57
TP	\$43,379	4,769	\$9.10

Notes:

- (1) Annual Cost of Removal from Table 3.
- (2) Annual Pounds Removed based from Table 4.
- (3) Cost of Removal = Yearly Cost of Pollutant Removed / Yearly Pounds of Pollutant Removed.

Table 5
Township of Annville
High Strength Wastewater Surcharge Study for 2017

Cost of Removal Summary

Pollutant of Concern	Annual Cost of Removal ⁽¹⁾	Annual Pounds Removed ⁽²⁾	Cost per Pound Removed ⁽³⁾
BOD	\$102,214	366,825	\$0.28
TSS	\$209,467	340,545	\$0.62
NH3-N	\$33,696	19,131	\$1.76
TN	\$80,322	42,812	\$1.88
TP	\$43,379	2,083	\$20.82

Notes:

- (1) Annual Cost of Removal from Table 3.
- (2) Annual Pounds Removed based from Table 4.
- (3) Cost of Removal = Yearly Cost of Pollutant Removed / Yearly Pounds of Pollutant Removed.

provide for an additional 1,250 gallons per day of flow to the WWTP originating from Hill Farm Estates. He noted that he, Mr. Mehaffey from Gannett Fleming, and Mr. Yingst reviewed the document and were comfortable with its execution, and he further noted the document would now go to North Annville Township for signatures.

Lien Against Properties Owned by BSW Holdings: Mr. Lamoureux reported that a letter would likely be issued in the next month to BSW Holdings providing an update on the unpaid legal costs associated with the lien against its properties on North King and Church Streets.


ENGINEER'S REPORT: Nothing to report this month.

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 since the December 20, 2016 Authority meeting 27 accounts were posted for shutoff; this was comprised of seven customers who were under a payment contract but had not paid, nine customers not under a payment contract with the Township, and 11 landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$9,500 had been received from significantly past-due customers.

MOTION by Mr. Seward, second by Mr. Myers 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. Perrotto, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:48 PM.


(Assistant) Secretary