

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
January 28, 2020**

The January Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on January 28, 2020 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Hugh Rooney, Chairperson; Barry Ludwig, Vice Chairperson; Anthony Deaven, Secretary; and David Myers, Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Leslie J. Powell, Superintendent of the Wastewater Treatment Plant (WWTP); Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

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

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:
Chairperson Rooney provided an opportunity for public comment and no comments were noted.

MINUTES: MOTION by Mr. Ludwig, second by Mr. Myers to approve the minutes of the Regular Meeting held December 17, 2019 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 December 31, 2019. Chairperson Rooney inquired as to why the Sewer Rentals revenue account in the Sewer Fund was only at 93% of budget. Mr. Yingst indicated this account was affected by a routine year-end adjusting journal entry from 2018 and that a similar amount would be credited to this account when the 2019 financial statements were finalized, so this represented a temporary accounting matter that should effectively be reversed shortly. He further noted that without this adjusting journal entry this revenue account would exceed 100% of its 2019 budget figure.

ACCOUNTS PAYABLE: The Accounts Payable list for January 2020 was reviewed, with Mr. Yingst and Mr. Powell providing detailed information on several high-cost expenditures. **MOTION** by Mr. Deaven, 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. 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:

Surcharges: The Authority reviewed the results of the latest samplings for Donut Break, Hoss's Steak & Sea House, Lebanon Valley College, and the Union Hose Social Club. 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 February 1, 2020 sewer bills, with the exception of Donut Break, which did not exceed any of the Township limitations. He also noted that, for the second consecutive testing period, the Union Hose Social Club had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill.

ANNVILLE TWP. WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

January 23, 2020

- | | |
|--|---|
| (1) <u>SURCHARGES</u> | Results attached for sampling this month. |
| (2) <u>HAULING</u> | Hauled 35 loads, 119,000 gals. to Pennsy fields. |
| (3) <u>PLANT</u> | Plant is operating well. The Walker process gear reducer has been ordered and will be installed as soon as it arrives. |
| (4) <u>SARA</u> | Report is complete and submitted (Superfund Amendments and Reauthorization Act). |
| (5) <u>DEWATERING BLDG.</u> | The programming has been done for the pumps, the electric is all hooked up to all the equipment, and we will have startup the week of 1/30/2020 on the Velodyne polymer system and the centrifuge and conveyor will be started the week of 2/10/2020. |
| (6) <u>CDL (CLEARING HOUSE)</u> | In 2020 FMCSA has made it mandatory that anyone with a CDL license must be registered in a clearing house program that we must report to if we have any positive results for drug and alcohol testing. We also must run a check on each CDL driver to make sure they are OK once a year. We are in compliance for 2020. |

Respectfully submitted,
Les Powell, Chief Operator

Dewatering Equipment and Building Project: The Authority was informed of the following items:

Engineering Work by Gannett Fleming: Mr. Powell and the Authority reviewed an update provided by Nicholaus Sahd of Gannett Fleming of his firm's engineering activities over the past month for the dewatering project and elsewhere for the Authority, a copy of which is attached hereto and made a part of these minutes. Chairperson Rooney inquired about the anticipated effect the dewatering process would have on the current practice of hauling to fields for disposal of biosolids. Mr. Powell indicated that hauling would remain an option, but he believed it would be less expensive to run the dewatering process, which is why the latter would be the primary means of disposal.

Project Cost Tracking Spreadsheet: The Authority briefly reviewed the project cost tracking spreadsheet.

Ratification of Upper Gear Drive Reducer/Motor: Mr. Powell reported that the 37-year-old upper half of the gear drive that turns the thickener scraper arm is no longer working and that type of part is no longer made. Due to this being a time-sensitive matter, in that the arm is unable to push solids to the bottom of the thickener to allow for the pumping of liquids at the top of the thickener into the digester, he informed the Authority he addressed this problem by purchasing a gear drive reducer/motor for the top half of the gear drive that should arrive shortly for installation by his staff. **MOTION** by Mr. Deaven, second by Mr. Ludwig to recommend to the Board of Commissioners it ratify approval for purchasing a gear drive reducer/motor at an estimated cost of \$6,575. Motion carried unanimously.

SOLICITOR'S REPORT: Mr. Lamoureux reported that the hearing date for the discharge motion regarding the municipal claims against the condemned property at 100 North Weaver Street was scheduled for 8:30 AM on February 20, 2020 in front of Judge Samuel Kline. He further reported that all lien holders were being contacted in the meantime.

ENGINEER'S REPORT: Nothing to report this month in addition to the items in the previously referenced report from Gannett Fleming that is attached.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: Nothing to report this month.

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

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 17, 2019 Authority meeting 49 accounts were posted for shutoff, representing two different posting cycles; this was comprised of four customers who were under a payment contract but had not paid, 36 customers not under a payment contract with the Township, and nine landlord/tenant customers. Mr. Yingst concluded by reporting that over the past six weeks more than \$10,700 had been received from significantly past-due customers.



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: January 28, 2020
SUBJECT: January 2020 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. WWTP Dewatering Project

a. Dewatering Equipment

- Current start-up and commissioning status:

Component	Start-Up & Commissioning	Status
Velodyne Polymer System	01/30/20	Awaiting Start-Up
JDV Conveyor	02/12/20	Awaiting Start-Up
Borger Grinder	02/10/20	Awaiting Start-Up
Alfa Laval Centrifuge Decanter	02/10-21/20	Awaiting Start-Up
Alfa Laval Diverter Gate	02/10-21/20	Awaiting Start-Up
Alfa Laval Centrifuge Control Panel	02/10-21/20	Awaiting Start-Up

b. GF Activities Performed Over Past Month

- Site visit by N. Sahd and D. Gryger to meet with L. Powell on January 3, 2020 to review the conveyor discharge configuration and programming.
- Site visit by D. Gryger and Wes Hill to meet with L. Powell and electrical contractor on January 9, 2020 to discuss feed sludge pump wiring and programming.
- Conference call with D. Gryger and W. Hill and Alfa Laval staff on January 13, 2020 to discuss feed sludge pump programming.
- Site visit by Josh Benson of GF to reprogram the fee sludge pump panel on January 15, 2020.

c. Remaining Project Activities

- The feed sludge pump programming work is complete and ready for Alfa Laval start-up in February.
- Start-up and performance testing of ancillary equipment (grinder, polymer system, and conveyor) in February 2020 with the centrifuge start-up and performance testing in February 2020.

d. GF Design, Bid, and Construction Phase Services

- GF has invoiced \$120,244.32 (approximately 90.9%) of the total estimated effort (\$132,200) through 12/27/19 and we appear to be on track and on budget with our services.



2. Subdivision / Land Development Reviews

a. Stone Hill Village Phase 3B

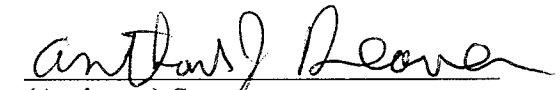
- Reviewed the construction cost estimate as provided by the Developer's engineer, Akens Engineering Associates, on 12/31/2019.
- We concur with the estimated construction cost and recommend that the Performance Bond amount for this extension be established at \$36,000.00.

b. Wellspan Urgent Care Facility (No changes to report)

Letters of Interest for Appointment to the Authority: Mr. Yingst reported that two letters of interest for appointment to the Authority had been received by the January 13, 2020 deadline and these letters had been disseminated to the members of the Authority. He also reminded the Authority that although a second vacancy was anticipated shortly, it could only make a recommendation to fill the current vacancy at this time. The Authority members then reviewed the letters of interest and shared their thoughts. **MOTION** by Chairperson Rooney, second by Mr. Deaven to recommend to the Board of Commissioners it appoint Karen Mailen to the Township Authority for the balance of the term expiring on December 31, 2022. Motion carried unanimously.

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


(Assistant) Secretary