

**ANNVILLE TOWNSHIP AUTHORITY
JANUARY 26, 2021 REGULAR MONTHLY MEETING AGENDA**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
3. Approval of Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
 - Sampling and Surcharges
7. Solicitor's Report
8. Engineer's Report
9. Clerk's Report
 - Delinquent Report
 - Professional Services Agreement
10. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
January 26, 2021**

The January Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on January 26, 2021 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Barry Ludwig, Chairperson; Anthony Deaven, Vice Chairperson; and Dustin Sider, Secretary. 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., 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.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

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

APPROVAL OF MINUTES: MOTION by Mr. Sider, second by Mr. Deaven to approve the minutes of the Regular Meeting held December 15, 2020 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, 2020. It was noted the Sewer Rentals revenue account in the Sewer Fund was only at 87% of budget and Mr. Yingst indicated this account was affected by a routine year-end adjusting journal entry from 2019 and that a similar amount would be credited to this account when the 2020 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 be at approximately 96% of its 2020 budget figure and he anticipated when all the adjusting journal entries were made before closing the books for 2020 the Sewer Fund would show a year-end surplus rather than a deficit.

ACCOUNTS PAYABLE: The Accounts Payable list for January 2021 was reviewed, with Mr. Yingst and Mr. Powell providing detailed information on several high-cost expenditures. MOTION by Mr. Deaven, second by Mr. Sider 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 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 item was discussed in detail:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for Hoss's Steak & Sea House and Lebanon Valley College. 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, 2021 sewer bills.

ANNVILLE TWP.WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

January 22, 2021

- | | |
|--|---|
| (1) <u>SURCHARGES</u> | Results attached for sampling this month. |
| (2) <u>BIOSOLIDS</u> | Hauled 29 loads/98,600 gals. to Pennsy fields and pressed 414,045 gals. (or 32.33 dry tons) and took to Amerigreen fields. |
| (3) <u>PLANT</u> | Plant is operating well. |
| (4) <u>SARA</u> | Report is complete and submitted (Superfund Amendments and Reauthorization Act). |
| (5) <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 and we are in compliance for year 2021. |

Respectfully submitted,
Les Powell
Plant Superintendent



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: January 26, 2020
SUBJECT: January 2021 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. Annual Services

- a. Preparation of the annual Municipal Wasteload Management (Chapter 94) Report.
 - GF is currently compiling data and information to complete the annual Chapter 94 Report.
 - The draft Chapter 94 Report will be provided to Township staff by mid-March for review and comment and should be finalized for presentation at the March 2021 Authority Meeting.
 - The Chapter 94 Report is due to PADEP by March 31, 2021.

2. Miscellaneous Services

- a. National Pollutant Discharge Elimination System (NPDES) Permit Renewal
 - The current 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).
 - GF developed a supplemental sampling plan to collect the additional required analyses necessary for the renewal application and submitted it to Mr. Powell on August 1, 2020.
 - We received the supplemental sampling results on October 22, 2020 and the 2020 WWTP operating data in January 2021.
 - GF is compiling the renewal application submittal package for presentation at the February 2021 Authority meeting and submission to PADEP by March 4, 2021.

3. Subdivision / Land Development Reviews

- a. *Lebanon Valley College's Nursing Building*
 - This project proposes a new building that will connect to the east side of the LVC's Arnold Health Professionals Pavilion on the north side of Heisey Road across from LVC's football stadium. The building will accommodate the College's new nursing program with a capacity up to 350 people.
 - The College's consultant, RGS Associates, submitted a sketch plan on January 15, 2021 to the Planning Commission.
 - RGS Associates has also reached out to the Township and GF to confirm if a sewage facility planning module application is necessary or if the development qualifies for planning exemption. GF is working with the Township to determine if a planning module is required.

Karen Mailen, Treasurer of the Authority, joined the meeting at 5:34 PM.

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

Sheriff's Sales for Properties at 144 Woodside Court and 34 West Queen Street: Mr. Lamoureux reported that February 9, 2021 was the date scheduled for Sheriff's Sales for the properties at 144 Woodside Court and 34 West Queen Street and he contacted the Sheriff's Office earlier in the day to provide updated amounts owed by these properties to the Authority.

Municipal Claims Against Property at 126 South Cherry Street: Mr. Lamoureux reported the property at 126 South Cherry Street sold earlier in the month; more than \$13,000 was received on the two municipal claims pertaining to the property and the claims had been satisfied.

ENGINEER'S REPORT: The Authority reviewed an update provided by Nicholaus 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.

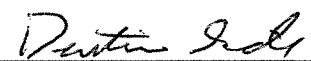
CLERK'S REPORT: The Authority was informed of the following items:

Delinquent Report: Mr. Yingst informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. Noting there were two posting periods since the Authority last met, he reported that 67 accounts were posted for shutoff and that over the past six weeks more than \$20,900 had been received from significantly past-due customers.

Professional Services Agreement: Mr. Yingst reported a sketch plan was submitted by Lebanon Valley College (LVC) earlier in the month for a proposed School of Nursing building. In accordance with Policy #2016-001, as this plan will involve use of the Authority's Engineer and Solicitor, Mr. Yingst provided the college with a professional services agreement whereby LVC would agree to reimburse the Authority for any professional services costs it incurs for review of this project. He further noted he would present that agreement to the Authority for its approval once it has been completed and returned by LVC.

MOTION by Mr. Sider, second by Mr. Deaven 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. Sider to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:41 PM.


~~(Assistant)~~ Secretary