

**ANNVILLE TOWNSHIP AUTHORITY  
JANUARY 25, 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 December 21, 2021 Regular Meeting
5. Financial Reports
6. Accounts Payable and Approval of Bills
7. Superintendent's Report
  - Sampling and Surcharges
  - Biosolids Permit
  - Fats, Oils, and Grease Regulations
8. Solicitor's Report
9. Engineer's Report
10. Clerk's Report
  - Delinquent Report
  - Low Income Household Water Assistance Program (LIHWAP)
11. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
January 25, 2022**

The January Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on January 25, 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); 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. Sider, 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.

**APPROVAL OF MINUTES:** MOTION by Mr. Rooney, second by Mr. Sider to approve the minutes of the Regular Meeting held December 21, 2021 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, 2021.

**ACCOUNTS PAYABLE AND APPROVAL OF BILLS:** The Accounts Payable list for January 2022 was reviewed. 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 the WWTP is operating very well. He briefly reviewed 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 addressed:

**Sampling and Surcharges:** The Authority reviewed the results of the latest samplings for Domino's Pizza, 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, 2022 sewer bills. He also noted that, for the second consecutive testing period, Domino's Pizza had surcharges below \$25 and, as such, would not be assessed the \$250 sampling and testing fee for this bill. Mr. Powell reported the sampling tube had been removed from a portable sampler by someone during the most recent sampling for Rotunda Restaurant & Brewery. He described how timed samples are taken, and how the tube functions as the conduit for samples from the sewer lateral to the sampler itself, and noted that enough of a sample was taken in this instance to allow for testing but that it would be interesting to see if this happens again. Per a question from Ms. Mailen, it was confirmed the

## ***ANNVILLE TWP. WASTEWATER TREATMENT PLANT***

### **STATUS OF PENDING PROJECTS**

**January 20, 2022**

- (1) **SURCHARGES** Results attached for sampling this month.
- (2) **BIOSOLIDS** Hauled 82 loads/278,800 gallons to Pennsy fields. Pressed 683,655 gallons/57.46 dry tons and taken to Amerigreen fields.
- (3) **PLANT** Plant is operating well.
- (4) **SARA** Report is complete and submitted (Superfund Amendments and Reauthorization Act).
- (5) **CDL (CLEARING HOUSE)** 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 year 2022.
- (6) **6" G/R PUMP** We received the Gorman Rupp 6" pump on 1/18/2022.

Respectfully submitted,  
Les Powell  
Plant Superintendent



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: January 25, 2022  
SUBJECT: January 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

sampling location is on the property of the restaurant. Mr. Ludwig suggested that if this happens again, Mr. Lamoureux should send a letter to the owner of the restaurant. Per a question from Mr. Lamoureux, Mr. Powell indicated this has happened in the past at this location, and there was discussion theorizing why this might be. Per a question from Chairperson Deaven, Mr. Powell indicated he was looking into a way to better secure the tube from being removed by an unauthorized person in the future.

**Biosolids Permit:** Nothing to report this month.

**Fats, Oils, and Grease Regulations:** Nothing to report this month.

**SOLICITOR'S REPORT:** Mr. Lamoureux reminded the Authority the property at 34 West Queen Street was sold back to the lending institution at the previous month's Sheriff's Sale, and noted it takes approximately 30 days for the new owner to record the deed. He reported he would be sending the new owner information on the outstanding balance of sewer, trash, and MS4 fees for this property and noted there would likely be more foreclosures and properties on Sheriff's Sales in the months ahead due to eviction moratoriums expiring.

**ENGINEER'S REPORT:** The Authority reviewed an update provided by Nicholas 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. He noted that 11 accounts were posted for water shut-off and that over the past five weeks more than \$3,500 had been received from significantly past-due customers.

**Low Income Household Water Assistance Program (LIHWAP):** Mr. Yingst reported he has placed information on the LIHWAP on the homepage of the Township website and handouts on it are available to the public in the Township Office. He further reported this handout has been distributed on a case-by-case basis when there appeared to be need and has also been mailed out as an insert with the water shut-off postings. He concluded by noting he anticipates including an article on this in the upcoming 2022 Township newsletter.

**MOTION** by Mr. Ludwig, second by Mr. Sider 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 Chairperson Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:47 PM.

  
(Assistant) Secretary