

ANNVILLE TOWNSHIP AUTHORITY
JUNE 28, 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 May 24, 2022 Regular Meeting
5. Financial Reports
6. Accounts Payable and Approval of Bills
7. Superintendent's Report
 - Sampling and Surcharges
 - Proposal to provide Regulated Storage Tank In Service Inspection services
8. Solicitor's Report
9. Engineer's Report
10. Clerk's Report
 - Delinquent Report
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
June 28, 2022**

The June Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on June 28, 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; and Barry Ludwig, Assistant Secretary /Assistant Treasurer. Also in attendance were Karen A. Gerhart, 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. Ludwig, 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 and no comments were noted from those in attendance.

APPROVAL OF MINUTES: MOTION by Ms. Mailen, second by Mr. Sider to approve the minutes of the Regular Meeting held May 24, 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 May 31, 2022.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for June 2022 was reviewed. MOTION by Ms. Mailen, 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 and mentioned we may have excess nitrogen credits available for sale. He will reach out to Material Matters, who has assisted us in the past with the sale of excess credits. Mr. Powell then reviewed 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 Rotunda Restaurant, Corvette Bar and Grille, J & S Pizza, Swatara Coffee Company, Ninh Kieu, UCC Home and the VFW. It was 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 July 1, 2022 sewer bills. Mr. Sider noted the higher surcharge for Swatara Coffee, while Mr. Powell explained that it could be the result of a change in staff or housekeeping related to their grease trap at the time the sampling occurred.

Proposal for In Service Tank Inspection: Mr. Powell was contacted by the Department of Environmental Protection (DEP) regarding the inspection of two aboveground storage tanks at the WWTP. He informed the Authority that these tanks must be inspected every ten years and a list of recommended inspectors was provided by DEP. **MOTION** by Mr. Sider, second by Ms. Mailen to approve the proposal for in service tank inspection with Weaver Consultants Group at a cost not to exceed \$2,500. Motion carried unanimously.

Biosolids Permit: DEP administratively extended the biosolids General Permit expiration date to November 30, 2023.

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

Municipal Claim Against Property at 30 S. White Oak Street: Mr. Lamoureux reported that this property was not sold at the recent Sheriff's sale and the property reverted back to the lender. A title company has been in touch with his office and the Township to seek the payoff amount for the lien, which includes the base lien amount, interest, filing fees and attorney's fees.

Disposal or Sale of Assets: Mr. Lamoureux explained to the Authority that the process for the sale or disposal of assets valued in excess of \$2,000 is governed by the First-Class Township Code. Noting that we recently replaced some obsolete items, we anticipate the need to sell or dispose of some items in the near future. For items valued under \$2,000, the Board of Commissioners will be proposing a resolution documenting our policy for the disposal of assets.

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.

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

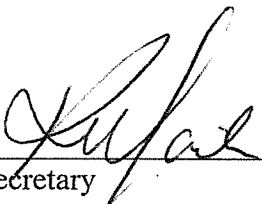
Delinquent Report: Ms. Gerhart informed the Authority of the measures taken by the Township Office over the past month to collect on delinquent accounts. She noted that 17 accounts were posted for water shut-off and that over the past four weeks more than \$5,867.48 had been received from significantly past-due customers. She also discussed two property owners that have not been responsive to all attempts to speak with the owners and set up a payment plan. The Township office has left multiple phone calls and included handwritten notes with recent quarterly bills to no avail. There was consensus among the Authority members to proceed with the water service shut-off per our policy for one account. Ms. Gerhart explained that there is already a lien filed against the other delinquent property, which allows us to collect on any outstanding amount that is owed. This is helpful in this particular situation since that property has a shared water line and service cannot be shut off.

Utility Billing Software: Ms. Gerhart informed the Authority that the Township office is researching potential billing software packages. She discussed the limitations with the current software and its inability to perform many desired reports and functions. Ms. Gerhart will report back the Authority when she has additional information and pricing proposals. Any cost involved

the conversion would be split among the Sewer, General and MS4 funds as the quarterly bills are comprised of collections for each of these funds.

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 Mr. Deaven to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 5:51 PM.


Secretary

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

June 23, 2022

- (1) **SURCHARGE** Results attached
- (2) **HAULING** No hauling for May. We pressed 58.71 dry tons/714,954 gals of sludge processed taken to the Weaver Farm.
- (3) **PLANT OPERATIONS** The operation of the plant is running well.
- (4) **BIOSOLIDS** The General permit for Biosolids has been pushed back until next year (see attachment)
- (5) **TANK INSPECTIONS** DEP requires that the 2 above ground tanks we have be inspected every 10 years (10,000-gal Methanol and 6,500 gal ferrous) I got a price to have this completed for \$2,141 by Weaver Consultants Group, LLC they are the closest ones in the area recommended by DEP.
- (7) **DIGESTER AIR** Talked with Nick Saud after the meeting and he was going to talk to Mike M. about the air pipes.

Respectfully Submitted,
Les Powell
Plant Superintendent

NOTICES

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Extension of General Permit for the Beneficial Use of Biosolids by Land Application (PAG-08)

[52 Pa.B. 3177]

[Saturday, May 28, 2022]

Under the authority of the Federal Clean Water Act (33 U.S.C.A. §§ 1251—1387), The Clean Streams Law (35 P.S. §§ 691.1—691.1001), sections 1905-A, 1917-A and 1920-A of The Administrative Code of 1929 (71 P.S. §§ 510-5, 510-17 and 510-20), the Solid Waste Management Act (35 P.S. §§ 6018.101—6018.1003) and the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P.S. §§ 4000.101—4000.1904), the Department of Environmental Protection (Department) is, by this notice, extending the availability of the current General Permit for the Beneficial Use of Biosolids by Land Application (PAG-08).

The existing PAG-08 General Permit in effect at this time will expire May 31, 2022. By this notice, the Department is administratively extending the PAG-08 General Permit to November 30, 2023, or the date of final renewal as published, whichever is earlier. Persons who are operating under the existing PAG-08 General Permit may continue to operate under its terms until the date final renewal is published. Persons whose coverage expires or persons seeking new coverage during the extension period may submit a Notice of Intent for the Department's review in accordance with the procedures set forth in PAG-08 to obtain renewed or new coverage under the permit.

To access the General Permit and related documents, visit the Department's eLibrary web site at www.depgreenport.state.pa.us/elibrary/ (select "Permit and Authorization Packages," then "Point and Non-Point Source Management").

Questions regarding the PAG-08 General Permit can be directed to Jay Patel at jaypatel@pa.gov or (717) 705-4090.

PATRICK McDONNELL,
Secretary

[Pa.B. Doc. No. 22-793. Filed for public inspection May 27, 2022, 9:00 a.m.]



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: June 28, 2022
SUBJECT: June 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 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 Pennsylvania Department of Environmental Protection (PADEP) within 180 days of the expiration date (by March 4, 2021).
 - The renewal application package was submitted to PADEP on February 26, 2021.
 - PADEP issued a draft NPDES Permit to the Authority on March 10, 2022. The draft Permit was published in the Pennsylvania Bulletin on March 6, 2022. The 30-day public comment period commenced on the date of publication in the PA Bulletin.
 - GF reviewed the draft Permit and provided a comparison of changes/revisions to the Township on March 22, 2022.
 - GF also submitted a comment letter to PADEP on April 24, 2022, on behalf of Annville (within the 30-day public comment period).
 - We currently await issuance of the final NPDES Permit by PADEP
- b. Aerobic Digester Diffuser System
 - GF is investigating reported operational issues of the aerobic digester diffusers (specifically incomplete mixing and settling of solids in the tanks), as requested by Annville.
 - GF has reviewed the 2011 Basis of Design and has had discussions with the diffuser manufacturer and sales representative.
 - We hope to have a memo for presentation to the Authority by the July 2022 meeting.

2. Annual Services

- a. Municipal Wasteload Management (Chapter 94) Report
 - PADEP issued a letter to the Township on June 2, 2022 acknowledging that the annual 2021 Chapter 94 Report (submitted in March 2022) was considered acceptable.

3. Subdivision / Land Development Reviews

- a. Nothing to report