

ANNVILLE TOWNSHIP AUTHORITY
AGENDA
May 22, 2018

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Opportunity for Public Comment
3. Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
 - Surcharges
 - Bar Screen
 - Biosolids Disposal
 - Ratification of Reed Bed Cleaning Proposal
7. Solicitor's Report
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
11. Adjournment

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
May 22, 2018**

The May Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 22, 2018 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: David Myers, Chairperson; Anthony Perrotto, Vice Chairperson; Hugh Rooney, Secretary; Barry Ludwig, Treasurer; and Anthony Deaven, 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); Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

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

OPPORTUNITY FOR PUBLIC COMMENT: Chairperson Myers provided an opportunity for public comment and no comments were noted from those in attendance.

MINUTES: MOTION by Mr. Perrotto, second by Mr. Ludwig to approve the minutes of the Regular Meeting held April 24, 2018 as presented. Motion carried unanimously.

FINANCIAL REPORTS: The Authority reviewed the income statements and balance sheets for the Sewer Fund, Sewer Capital Fund, and Municipal Separate Storm Sewer System (MS4) Fund for the period ending April 30, 2018. Mr. Ludwig inquired why the Engineering Services account in the Sewer Fund was significantly overbudget and if the fund would be able to absorb that overage. Mr. Yingst indicated this overage was primarily due the development of the MS4 user fee, which had initially been anticipated to be a 2017 expenditure (and thus was not included in the 2018 budget) but was pushed into 2018 for a variety of reasons, and as such was something of a timing matter. He also indicated that while he expected the fund would be able to absorb this overage based upon current year-end projections, it was still too early to say that with certainty. Mr. Perrotto inquired why the Insurance account was trending overbudget. Mr. Yingst indicated this was due to the general liability insurance premium being divided into ten equal payments and those payments being fully paid by September or October, thus resulting in a perceived, but not actual, overbudget trend for this account that diminishes as the year progresses.

ACCOUNTS PAYABLE: The Accounts Payable list for May 2018 was reviewed. Mr. Deaven asked about Check No. 11785 to Univar USA, Inc. in the amount of \$11,367.54 and Mr. Powell indicated this was for the purchase of methanol for plant operations. With no further discussion noted, **MOTION** by Mr. Deaven, second by Mr. Ludwig 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, noting the nutrient loading levels for Total Nitrogen and Total Phosphorus. He also noted that a lot of septage was being accepted from waste haulers due to 2018 being the year in the three-year cycle in which the largest number of septic systems are required to be pumped. A member of the Authority noted that despite this, no biosolids were removed, and it was noted this would be discussed in detail later. Mr. Rooney asked for

clarification regarding the capacity of the WWTP and Mr. Powell and Mr. Ludwig discussed this briefly, with Mr. Powell indicating he would provide Mr. Rooney with additional information regarding this. 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:

Surcharges: The Authority reviewed the results of the latest samplings for the American Legion, Annville-Cleona High School, and Kindred Place. 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 June 1, 2018 bills.

Bar Screen: It was reported that the Pennsylvania Department of Environmental Protection (DEP) approved the amendment to the WWTP's Water Quality Management Part Two Permit allowing for a manual course bar screen to replace a grinder at the influent pump station. Mr. Powell recommended that two stainless steel bar screens be purchased from Light's Welding, noting their estimated total cost of \$2,800 (including installation) was similar to the \$2,500 estimated cost for the material alone if WWTP staff performed the installation. Mr. Rooney inquired if aluminum was considered and Mr. Powell indicated it was, but there was concern it would be too flimsy. Mr. Powell asked if this cost had been budgeted and Mr. Yingst indicated it had not been. Mr. Perrotto asked if there was a specific time frame within which this installation must be made. Mr. Powell indicated he was not aware of a time frame, although he expressed his expectation the DEP inspector would ask about this when she was next onsite; he also suggested that the \$6,000 budgeted for a digester ladder in the Sewer Capital Fund in 2018 be pushed forward to a future year and this budget allocation instead fund the bar screen, which was a higher priority. With no further discussion noted, **MOTION** by Mr. Ludwig, second by Mr. Deaven to recommend to the Board of Commissioners that it authorize the purchase and installation of two stainless steel bar screens by Light's Welding at an estimated total cost of \$2,800. Motion carried unanimously.

Ratification of Reed Bed Cleaning Proposal: **MOTION** by Mr. Perrotto, second by Mr. Rooney to recommend to the Board of Commissioners that it ratify the cleaning of the reed beds by Amerigreen at a cost of \$52 per wet ton contingent upon the satisfactory review of the agreement by the Township Solicitor. Motion carried unanimously.

Dewatering Equipment Building: Mr. Powell reported on having an initial meeting with representatives from Gannett Fleming pertaining to the proposed building that would house the dewatering equipment. He noted that Gannett Fleming recommended it provide engineering services pertaining to the building's foundation, while it was comfortable with the Authority relying on the specifications provided by BlueScope Buildings for the building proper. Mr. Powell also noted he would be discussing various stormwater matters pertaining to construction and post-construction with Gannett Fleming.

Biosolids Disposal: Mr. Powell provided an overview of the WWTP's biosolids storage capacity (roughly 850,000 gallons), the current level of biosolids in those tanks (roughly 770,000 gallons), and the timing and quantity of possible disposal on fields. He noted that if the weather cooperated he may be able to dispose of roughly 150,000 to 200,000 gallons on the Charles Hershey field in the next few weeks and perhaps another 100,000 gallons on the Heilbronn field in July. He also

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

May 18, 2018

- (1) **SURCHARGES** Sampling results were mailed to the American Legion, Annville-Cleona High School, and Kindred Place (results attached). Also sampled the Corvette Grille, Lebanon Valley (UCC) Home, the VFW, and conducted initial samplings for Sam's Diner and Kabob Corner (results to be reviewed at next month's meeting).
- (2) **HAULING** Hauled 0 loads this month.
- (3) **PLANT OPERATION** The plant is running very well. The filter system DO is not working correctly; Leopold is looking into the problem at this time.
- (4) **BAR SCREEN** We received approval from DEP to remove the old grinder. I would like to get two new bar screens made up out of stainless steel from Light's Welding at a price of \$2,800. This is for fabricating and installation; the material itself would cost us \$2,500 alone if we were to make them up in house.
- (5) **DEWATERING EQUIPMENT** We had two machines demoed here since last meeting from PW Tech and Schwing. Of all the machines we demoed to this point the Alfa Laval centrifuge and the Schwing screw press performed very well, both being able to get cake to 22% or better. We have one unit left, the Fournier rotary press, set for the week of May 21.
- (6) **DEWATERING BUILDING** The building and reed bed info was sent to Gannett Fleming to look over, then we will sit down and talk about any concerns they have.
- (7) **BIOSOLIDS** We informed all the waste haulers that they cannot bring in any more biosolids since we are limited to dispose of them; we are also getting full on capacity of biosolids so we are going to try and get on the Hershey farm and try the Heilbronn farm as soon as he cuts the hay. If we are not able to apply all the biosolids on there we might have to look for other means of disposal. I talked with Amerigreen and they said if we can get it into a cake they will take it for a cost of \$26 a ton. I am going to try and see if we can get Alfa Laval to come back with the centrifuge and run the material for us; I do not have a price for this at this time. We also have Synagro's numbers to get rid of it for around \$54,000.

Respectfully submitted,
Les Powell, Plant Supervisor

is researching the possibility of renting a centrifuge during the summer to dewater the remaining biosolids in storage and then disposing of them via Amerigreen. With this in mind, he shared a proposal from Synagro in the amount of \$63,060 for dewatering and removal of the biosolids should the aforementioned disposal options fall through. Mr. Ludwig asked if there was any room on the reed beds for the biosolids and Mr. Powell indicated there was not due to the cake on the beds from the dewatering demonstrations and the fact that the beds needed to be cleaned out to make room for a dewatering equipment building. Mr. Ludwig asked if limited man hours for WWTP staff were contributing to the problem and Mr. Powell indicated they were not and that the problem was essentially one of field availability. Noting that the WWTP had stopped accepting biosolids due to the storage problem, Mr. Perrotto asked if the plant should also stop accepting septage. Mr. Powell indicated he would prefer not to do so. Mr. Rooney asked where the biosolids were likely going if not to the Annville WWTP and Mr. Powell indicated it was to the Manheim WWTP where there was a press. Mr. Perrotto asked if the General Terms and Conditions pertaining to Synagro's proposal had been reviewed by the Solicitor and Mr. Lamoureux indicated he was still waiting to receive them from Synagro. With no further discussion noted, **MOTION** by Mr. Ludwig, second by Mr. Rooney to recommend to the Board of Commissioners that it authorize entering into an Agreement with Synagro for the dewatering and disposal of biosolids at an estimated cost of \$63,060 contingent upon the satisfactory review of the Agreement and its General Terms and Conditions by the Township Solicitor. Motion carried unanimously.

SOLICITOR'S REPORT: The Authority was informed of the status of several properties pertaining to unpaid sewer and trash fees:

144 Water Street: Regarding the lien against the Forbes property at 144 Water Street, Mr. Lamoureux noted no payments were made over the past month regarding the outstanding balance which was comprised of legal and filing fees.

36 East Main Street: Mr. Lamoureux reported that earlier in the month the Township Office became aware of a notice from a bankruptcy court authorizing the sale of the Allen Theatre and related properties at 36 East Main Street. He indicated the Township was unaware this property was part of a bankruptcy proceeding and when it learned of this notice Mr. Lamoureux contacted the attorney involved in the proceeding to ensure the Township would be paid for the outstanding amount owed for sewer and trash services. He was informed that these costs would be paid, as is typical, at settlement should the sale of the property go through, and he surmised said sale would occur in June 2018.

ENGINEER'S REPORT: Nothing to report this month.

MS4 REPORT: Mr. Yingst reported the proposed ordinance establishing an MS4 fee had been advertised and would be considered for adoption by the Board of Commissioners at its June 5, 2018 Regular Meeting. He noted he has been busy working through the MS4 fee report in conjunction with the sewer and trash billing system to ensure that properties are assessed the appropriate number of equivalent residential units (ERUs) on the billing system proper and that the first cycle of quarterly bills were on schedule to have ERUs assessed to them in time for the targeted July 1, 2018 launch date.

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 April 24, 2018 Authority meeting 24 accounts were posted for shutoff; this was comprised of three customers who were under a payment contract but had not paid, 17 customers not under a payment contract with the Township, and four landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$2,800 had been received from significantly past-due customers.

MOTION by Mr. Ludwig, 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. Ludwig, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:11 PM.


(Assistant) Secretary