

**ANNVILLE TOWNSHIP AUTHORITY
MAY 24, 2022 REGULAR MONTHLY MEETING AMENDED 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 April 26, 2022 Regular Meeting
5. Financial Reports
6. Accounts Payable and Approval of Bills
7. Superintendent's Report
 - Sampling and Surcharges
8. Solicitor's Report
9. Engineer's Report
 - Aerobic Digester Diffuser ***
10. Clerk's Report
 - Delinquent Report
 - Significant Outstanding MS4 Fee Balances
11. Adjournment

*** = Added to the agenda by majority vote of the Township Authority on May 24, 2022.

**MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
May 24, 2022**

The May Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on May 24, 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 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. Sider, second by Mr. Ludwig to approve the agenda as amended by adding "Aerobic Digester Diffuser" to the agenda as an item for possible action due to correspondence regarding this having been received from the Authority Engineer following the posting of the agenda. 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. Rooney to approve the minutes of the Regular Meeting held April 26, 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 April 30, 2022.

ACCOUNTS PAYABLE AND APPROVAL OF BILLS: The Accounts Payable list for May 2022 was reviewed. Mr. Rooney questioned the expense paid via check 14599. Ms. Gerhart informed the Authority that this check was the Authority's portion of the cost incurred for the 2021 financial audit. He inquired about the total cost paid for the audit and other members shared their belief that this was a reasonable cost for the audit. Mr. Deaven asked for additional information pertaining to check 14619, which Ms. Gerhart stated was for the purchase of ferrous sulfate. Upon no further questions, MOTION by Ms. Mailen, second by Mr. Rooney 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 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 item was discussed in detail:

Sampling and Surcharges: The Authority reviewed the results of the latest samplings for the Annville Cleona High School and Kindred Place. 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 June 1, 2022 sewer bills. Ms. Gerhart discussed surcharge testing for

ANNVILLE TOWNSHIP WASTEWATER TREATMENT PLANT

STATUS OF PENDING PROJECTS

May 20, 2022

- | | | |
|-----|---|--|
| (1) | <u>SURCHARGE</u> | Results attached |
| (2) | <u>HAULING</u>
taken to Weaver farm | Pressed 623,105 gals or 49.43 dry tons |
| (3) | <u>PLANT OPERATION</u> | The plant is running very well |

Respectfully Submitted,
Les Powell
Plant Superintendent



TO: Annville Township Authority
FROM: Nick Sahd, Gannett Fleming, Inc.
DATE: May 24, 2022
SUBJECT: May 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

2. Annual Services

- a. Nothing to report

3. Subdivision / Land Development Reviews

- a. Nothing to report

other businesses and institutions within the Township that the Authority might consider adding to the testing schedule. After some discussion, the Authority members instructed Ms. Gerhart to send the informational letter about surcharge testing to Luthercare, Whirling Dervish and Haj Paj Catering. Those entities will be added to the surcharge testing schedule for an initial sampling to determine if they exceed Township regulations.

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

SOLICITOR'S REPORT: Mr. Lamoureux reported that he became aware the property at 30 S. White Oak Street was scheduled for Sheriff's Sale and as a result was able to notify the Sheriff's office of the balance owed for the municipal lien of the sewer, trash, and MS4 fees owed for that property.

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. The Authority then reviewed the following item in detail:

Aerobic Digester Diffuser: Mr. Powell presented the proposal from Gannett Fleming for an evaluation of the aerobic digester diffuser. He explained to the Authority that the existing tube diffuser system performs best when the digester tanks are full, which isn't usually the case. When there is less in the tank, the solids tend to settle at the bottom making the aeration more difficult. Mr. Rooney discussed the fact that this diffuser system was part of the wastewater treatment plant upgrade that was designed by Gannett Fleming. He questioned whether there were any other alternatives to bring the digester tanks into better condition which might delay the capital costs that Mr. Powell estimated could be significant for these changes. Mr. Powell believes cleaning the tanks out could possibly give the Authority another ten years until the changes would be necessary. The system is currently working, it's just not very efficient at this point. Mr. Deaven strongly feels that we need to discuss this further with Gannett Fleming and consider long-range financial options to fund this project without an increase to our ratepayers. **MOTION** by Mr. Rooney, second by Mr. Sider authorizing Leslie Powell to communicate with Gannett Fleming concerning their original design of the aerobic tanks, the current inefficient diffuser system and their proposal for professional services and report back to the Authority at the next meeting. Motion carried unanimously.

Chapter 94 Report: Nothing to report this month.

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 19 accounts were posted for water shut-off and that over the past four weeks more than \$8,103.33 had been received from significantly past-due customers.

Significant Outstanding MS4 Fee Balances: The Township Office had sent letters in a previous month to ratepayers charged the MS4 fee only. Ms. Gerhart reported that the balance on the Met-Ed account was paid in full and all of the delinquent MS4 only accounts have been paid in full.

MOTION by Mr. Rooney, second by Mr. Ludwig to approve the reports as presented at this meeting. Motion carried unanimously.

There being no further business to come before the Authority, **MOTION** by Ms. Mailen, second by Mr. Rooney to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:03 PM.


Secretary