

**ANNVILLE TOWNSHIP AUTHORITY**

**AGENDA**

**October 22, 2019**

Announced Visitor(s): None

1. Call to Order – 5:30 PM
2. Recognition of Visitors and Opportunity for Public Comment
3. Minutes
4. Financial Reports
5. Accounts Payable
6. Superintendent's Report
  - Surcharges
  - Dewatering Equipment and Building Project
  - Sale of Nutrient Credits
7. Solicitor's Report
  - Status of Municipal Claims and Sheriff's Sales
  - Tax-Exempt Financing Conduit Request from Lebanon Valley College
8. Engineer's Report
9. Municipal Separate Storm Sewer System (MS4) Report
10. Clerk's Report
  - Delinquent Report
  - 2020 Draft Budgets – Sewer Fund, Sewer Capital Fund, and MS4 Fund
11. Adjournment

**MINUTES OF THE ANNVILLE  
TOWNSHIP AUTHORITY  
October 22, 2019**

The October Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on October 22, 2019 in the Commissioners' Room of Annville Town Hall, 36 North Lancaster Street, Annville, PA with the following members present: Anthony Perrotto, Chairperson; Anthony Deaven, Treasurer; and David Myers, Assistant Secretary/Assistant Treasurer. Also in attendance were Nicholas T. Yingst, Township Administrator and Authority Clerk; Joseph Viozzi, Public Works Department; and Corey Lamoureux, Esq., Township Solicitor.

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

**MINUTES: MOTION** by Mr. Myers, second by Mr. Deaven to approve the minutes of the Regular Meeting held September 24, 2019 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 September 30, 2019.

**ACCOUNTS PAYABLE:** The Accounts Payable list for October 2019 was reviewed, with Mr. Yingst providing detailed information on several high-cost expenditures. Mr. Deaven inquired about Check No. 12522 to Stephenson Equipment, Inc. in the amount of \$1,074.90 and Mr. Yingst and Mr. Viozzi indicated this pertained to service on the loader. **MOTION** by Chairperson Perrotto, second by Mr. Myers 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. Viozzi reported the Wastewater Treatment Plant (WWTP) is operating well. He began by reviewing the Monthly Report, noting that its nitrogen and phosphorous figures represented the annual totals for the permit year and that both were within the limitations set by the plant's nutrient loading permit. Chairperson Perrotto noted the revenue from septic haulers was less than it had been for same month in 2018, as well as lower than the total amount of revenues at this point in 2018, and asked Mr. Yingst if he believed the 2020 budget amount for this revenue stream was still appropriate based upon this. Mr. Yingst indicated he believed it was. Mr. Viozzi 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:

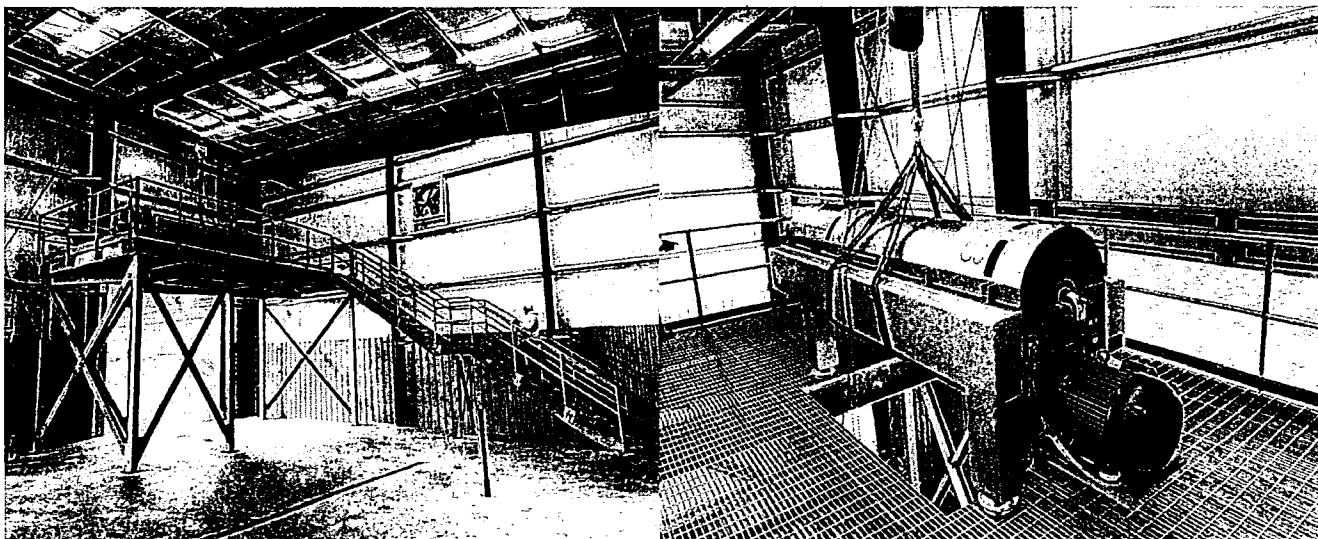
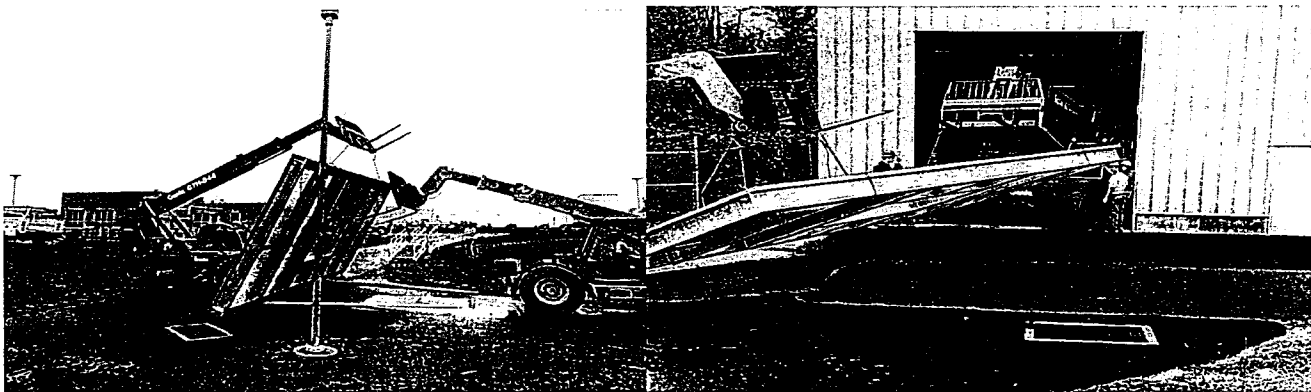
**Surcharges:** The Authority reviewed the results of the latest samplings for Hoss's Steak & Sea House, Lebanon Valley College (LVC), and the Union Hose Social Club. Mr. Yingst reported that copies of these sampling results were mailed to these entities earlier in the month and based upon these results surcharges would be assessed to their November 1, 2019 sewer bills, with the exception of the Union Hose Social Club, which did not exceed any of the Township limitations. Mr. Viozzi also shared a photograph of the LVC sample that visually demonstrated the high concentration of its Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD).

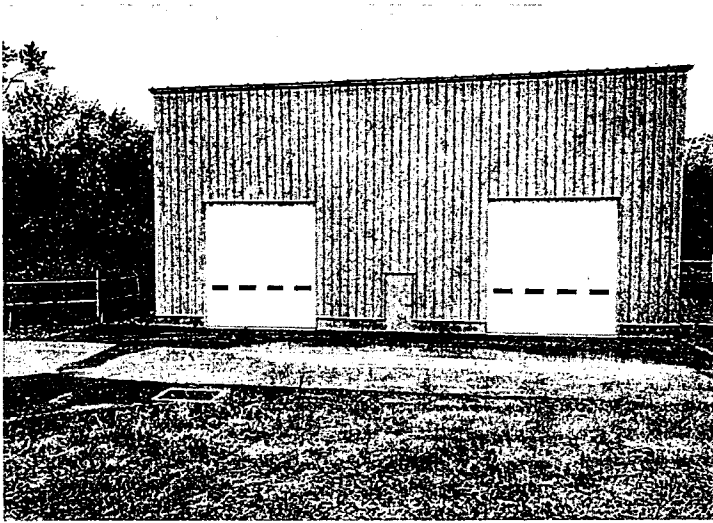
# ***ANNVILLE TWP. WASTEWATER TREATMENT PLANT***

## **STATUS OF PENDING PROJECTS**

October 22, 2019

- (1) **SURCHARGES** See attachments.
- (2) **HAULING** Hauled 91 loads, 309,400 gals. to Pennsy field.
- (3) **PLANT** The plant is operating very well.
- (4) **DEWATERING BLDG.** The building is complete, Horst just has to get it inspected.  
The garage doors are on (we are waiting on the controllers), the platform is up, and the centrifuge is set in place (we are waiting on the control panel and the diverter gate and then we can start putting everything together).





- (5) **CREDITS** We have approximately 3,652 lbs. of nitrogen credits that Lancaster City wants to buy; the credits have been submitted to DEP for their verification and once that's done then the purchase can go through.

Respectfully submitted,  
Les Powell, Chief Operator

**Sale of Nutrient Credits:** An Agreement of Sale with the City of Lancaster for the sale of 3,652 nitrogen credits at \$3.50 per credit was presented to the Authority for its review and comment. It was noted the total number of credits available could potentially change as this number was being verified by the Pennsylvania Department of Environmental Protection (DEP). **MOTION** by Mr. Deaven, second by Mr. Myers to (1) approve the Agreement of Sale with the City of Lancaster for the sale of nitrogen credits, the total number of credits to be verified by DEP, for \$3.50 per credit (half the costs of which will be paid to Pennvest) and (2) authorize the execution of any necessary documents by Mr. Yingst. Motion carried unanimously.

**Dewatering Equipment and Building Project:** Mr. Viozzi reported that the garage doors have been installed at the dewatering building and the contractor is waiting on the final inspection of the building. He further reported that the centrifuge is in place, the diverter gate was expected to be delivered within the next week, and the control panel was anticipated to arrive in mid-November. The Authority was then informed of the following items:

**Project Cost Tracking Spreadsheet:** The Authority reviewed the project cost tracking spreadsheet in detail and Mr. Yingst shared his anticipated cost projections for the project and his recommended allocation of same from cash on hand and the loan.

**Engineering Work by Gannett Fleming:** The Authority briefly reviewed an update provided by Nicholas Sahd of Gannett Fleming of his firm's engineering activities over the past month for the dewatering project, a copy of which is attached hereto and made a part of these minutes.

**Dewatering Project Loan Requisition No. 4:** Following review of Application and Certificate for Payment No. 8 received from BlueScope Construction for the construction of the dewatering building and platform, which represents the final invoice for the building and the platform and the payment of all retainage, and following review of the invoice for the centrifuge and the diverter gate received from Sherwood Logan & Associates, **MOTION** by Chairperson Perrotto, second by Mr. Deaven to recommend to the Board of Commissioners it (1) authorize payment from the dewatering account for Application and Certificate for Payment No. 8 to BlueScope Construction in the amount of \$96,103.80 contingent upon satisfactory review of the final inspection report, (2) authorize payment from the dewatering account to Sherwood Logan & Associates, Inc. in the amount of \$244,000.00 for the centrifuge and the diverter gate if the latter is received in satisfactory condition and \$215,000.00 for the centrifuge only if the diverter gate is not received in satisfactory condition, and (3) authorize Requisition No. 4 from the dewatering project loan to the dewatering account in an amount equal to the authorized payment amounts identified above based upon the contingencies specified. Motion carried unanimously.

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

**Sheriff's Sale for Property at 1318 East Main Street:** Mr. Lamoureux indicated payment for the outstanding sewer, trash, and MS4 fees owed for the property at 1318 East Main Street that was sold at Sheriff's Sale had been received in full.

**Sheriff's Sale for Property at 301 West Main Street:** Mr. Lamoureux reported a letter was sent to the Lebanon County Sheriff's Office on October 1, 2019 informing it of the \$249.11 outstanding



TO: Annville Township Authority  
FROM: Nick Sahd, Gannett Fleming, Inc.  
DATE: October 22, 2019  
SUBJECT: October 2019 Engineering 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. WWTP Dewatering Project**

*a. Dewatering Equipment*

- Current equipment delivery schedule:

| Component                           | Delivery Date               |
|-------------------------------------|-----------------------------|
| Velodyne Polymer System             | Delivered 08/07/19          |
| JDV Conveyor                        | Delivered 08/08/19          |
| Borger Grinder                      | Delivered 09/03/19          |
| Alfa Laval Centrifuge Decanter      | Delivered 10/10/19          |
| Alfa Laval Diverter Gate            | To Be Delivered 10/22-23/19 |
| Alfa Laval Centrifuge Control Panel | Week of 11/18/19            |

*b. Manufacturer Start-Up Services*

- Alfa Laval typically needs four (4) weeks advance notice to schedule start-up.
- Alfa Laval recommends that all other equipment (grinder, conveyor, and polymer system) be tested and ready to go prior to Alfa Laval start-up services.
- We anticipate scheduling start-up services with Sherwood Logan in the coming weeks based on expected equipment delivery dates and anticipated installation effort.

*c. Remaining Project Activities*

- Equipment deliveries and installation through October and November 2019.
- Start-up and performance testing of ancillary equipment (grinder, polymer system, and conveyor) in late November / early December 2019 with the centrifuge start-up and performance testing in January 2020.

*d. GF Design, Bid, and Construction Phase Services Invoices*

- GF has invoiced \$114,131.55 (approximately 91.5%) of the total estimated effort (\$124,700) through 9/27/19 and we appear to be on track and on budget with our services.

balance of sewer, trash, and MS4 fees owed for the property at 301 West Main Street that was scheduled for Sheriff's Sale on October 8, 2019.

**Tax-Exempt Financing Conduit Request from Lebanon Valley College (LVC):** Mr. Lamoureux reported a request was received from Timothy J. Horstmann, an attorney with McNees Wallace & Nurick LLC who was acting as bond counsel for LVC, asking if the Authority wished to act as a conduit for tax-exempt financing for the college. It was noted that the Authority had acted in this capacity in the past for LVC, as well as for other entities such as the Lebanon Expo Center. Mr. Lamoureux indicated that Attorney Horstmann had represented the college in the most recent instance of this in 2016, and that the Authority should expect to receive a minimum of \$8,500 in fees for doing so again due to the large amount of financing anticipated. He further noted that any attorney's fees incurred by the Authority would be paid by LVC and the Authority would not incur any liability for acting as a conduit. Per a question from Mr. Deaven, Mr. Lamoureux shared the limitations of the Authority acting as a conduit for tax-exempt financing and noted Attorney Horstmann hoped to have the financing completed before the end of the year. The members of the Authority indicated their support for Mr. Lamoureux responding to Attorney Horstmann that the Authority was interested in acting in this capacity for LVC.

**ENGINEER'S REPORT:** Nothing to report this month in addition to the items in the previously referenced report from Gannett Fleming that is attached.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT:** Nothing to report this month.

**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 since the September 24, 2019 Authority meeting 23 accounts were posted for shutoff; this was comprised of four customers who were under a payment contract but had not paid, 11 customers not under a payment contract with the Township, and eight landlord/tenant customers. Mr. Yingst concluded by reporting that over the past four weeks more than \$6,500 had been received from significantly past-due customers.

**2020 Draft Budgets - Sewer Fund, Sewer Capital Fund, and MS4 Fund:** Mr. Yingst provided an update on the 2020 Sewer Fund, Sewer Capital Fund, and MS4 Fund budgets. He noted these budgets were reviewed by the Board of Commissioners on October 15, 2019 and that some changes had been made to the Sewer Fund budget, Sewer Capital Fund budget, and MS4 Fund budget since they were first presented to the Township Authority at its September meeting due to information received after that meeting. Mr. Yingst then briefly discussed these changes with the members of the Authority before noting the Sewer Fund budget remains balanced with a 2020 transfer to the Sewer Capital Fund budgeted in the amount of \$52,494 and a 2019 year-end transfer from the Sewer Fund to the Sewer Capital Fund projected in the amount of \$200,000. He reported the Board would be holding a second budget meeting later in the month to continue its review of the 2020 draft budgets. **MOTION** by Mr. Myers, second by Mr. Deaven to recommend to the Board

of Commissioners that the 2020 draft budgets for the Sewer Fund, Sewer Capital Fund, and MS4 Fund be adopted as presented. Motion carried unanimously.

**MOTION** by Mr. Deaven, second by Mr. Myers to approve the reports as presented at this meeting. Motion carried unanimously.

There being no further business to come before the Authority, **MOTION** by Chairperson Perrotto, second by Mr. Myers to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:10 PM.

  
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(Assistant) Secretary