

**DRAFT MINUTES OF THE ANNVILLE
TOWNSHIP AUTHORITY
January 23, 2018**

The January Regular Monthly Meeting of the Annville Township Authority was held starting at 5:30 PM on January 23, 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; Barry Ludwig, Treasurer; and Anthony Deaven. 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; Corey Lamoureux, Esq., Township Solicitor; Nicholaus Sahd, Engineer with Gannett Fleming; and Kent Morey, Engineer with SSM Group, Inc.

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.

ELECTION OF ASSISTANT SECRETARY/ASSISTANT TREASURER: Noting that Assistant Secretary/Assistant Treasurer Keith Seward had resigned from the Authority subsequent to the December 19, 2017 meeting and Anthony Deaven had been appointed to fill the unexpired term of Mr. Seward by the Board of Commissioners, **MOTION** by Mr. Ludwig, second by Mr. Perrotto to elect Anthony Deaven as Assistant Secretary/Assistant Treasurer of the Authority for 2018. Motion carried by a vote of three to zero with Chairperson Myers, Mr. Perrotto, and Mr. Ludwig voting in favor of the motion and Mr. Deaven abstaining.

PUBLIC COMMENT: Chairperson Myers provided an opportunity for public comment and no comments were noted.

MINUTES: MOTION by Mr. Perrotto, second by Mr. Ludwig to approve the minutes of the Regular Meeting held December 19, 2017 as presented. Motion carried unanimously.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) REPORT: The Authority was informed of the following item:

MS4/Stormwater Fee Development: Mr. Morey provided an update on the development of the MS4/stormwater fee. He shared that he had calculated rough estimates for those larger property owners who were anticipated to be in attendance later in the meeting for the MS4 program presentation and he would be sharing those figures with them at that point. He also noted that the fee for smaller properties would be forthcoming as those calculations took a bit more work. With this in mind, Mr. Morey asked if the fee for properties in the Town Center District should be calculated with the same underlying assumptions as properties in residential districts. He noted that Mr. Yingst believed they should be, as there were numerous residential properties and mixed-use properties in this zoning district and the lot sizes were generally small, and he noted his concurrence with Mr. Yingst's suggestion. The members of the Authority also concurred. Mr. Perrotto asked if the baseline Equivalent Residential Unit (ERU) had been calculated yet and Mr. Morey indicated it was still being developed and he hoped to share that with the Authority at its next meeting. Mr. Yingst then inquired about setting a date, time, and location for the public meeting on the MS4 fee to be held in March. After some discussion, the Authority asked Mr. Yingst to try to set up a 6:30 PM meeting on March 20, with alternate dates of March 14 or March 15 at that same time. The Authority members also authorized Mr. Yingst to find a suitable location

for the meeting, suggesting various locations such as churches before indicating their preference would be for a school building such as Annville Elementary School.

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, 2017.

ACCOUNTS PAYABLE: The Accounts Payable list for January 2017 was reviewed. The following items were then addressed:

Transmission Repairs to Ford Explorer: **MOTION** by Mr. Ludwig, second by Mr. Deaven to recommend to the Board of Commissioners it ratify payment from the Sewer Capital Fund to Scott's Transmission Center in the amount of \$3,490.67 for repairs to the Ford Explorer recently transferred from the Police Department to the Public Works Department. Motion carried unanimously.

Bills Approved for Payment Submission: **MOTION** by Mr. Perrotto, 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 that the plant's Total Nitrogen (TN) and Total Phosphorous (TP) figures were running higher than at this point in previous years in order to use less chemicals for treatment. He further noted the plant should still be well within its TN and TP limitations by the end of the permit year. 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 Hoss's Steak and Sea House and Lebanon Valley College (LVC), as well as the initial sampling for Donut Break. Mr. Yingst reported that copies of these sampling results had been sent to these entities earlier in the month and based upon these results surcharges would be assessed to the February 1, 2018 sewer bills for Hoss's and LVC.

Purchase of Kubota Front Loader: Mr. Yingst noted that \$14,000, split equally between the General Fund and Sewer Fund, was budgeted in 2018 for a Kubota front loader. He reported that the price for such a front loader has increased from when he received the initial quote; after seeking quotes from three different companies, he was recommending its purchase from Reading Tractor & Equipment at a cost of \$14,751.48, with the \$751.48 amount exceeding the budget to be split equally between the General Fund and the Sewer Fund. **MOTION** by Chairperson Myers, second by Mr. Ludwig to recommend to the Board of Commissioners it authorize the purchase of a Kubota front loader from Reading Tractor & Equipment in the amount of \$14,751.48 and for payment to be split equally between the General Fund and the Sewer Fund. Motion carried unanimously.

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

Legal Actions Against Significantly Delinquent Customers: Regarding the unpaid sewer and trash fees pertaining to the former Blackman property at 28 North King Street, Mr. Lamoureux reported that payment in the amount of \$3,261.05 was received on January 8, 2018, representing payment in full of the amount owed.

Ordinance Memorializing Amendments to Lebanon County Stormwater Consortium (LCSC) Agreement: Mr. Lamoureux reported he has been in contact with other solicitors representing municipal entities that are part of the LCSC and they believed that amendments made to the LCSC intergovernmental agreement following the adoption of the original LCSC agreement would need to be memorialized by an ordinance, just as the original agreement required the adoption of an ordinance. While Mr. Lamoureux and Mr. Yingst indicated they were not sure they agreed with the necessity of this, the other LCSC members were in favor of doing so and they further noted the cost for advertising for this ordinance would be split between the six municipal entities.

ENGINEER'S REPORT: The Authority was informed of the following item:

Biosolids Disposal: Mr. Sahd presented the draft report of the biosolids dewatering preliminary basis of design prepared for the WWTP by Gannett Fleming. After reminding the Authority why Gannett Fleming was tasked with developing this report—namely, fewer fields available on which to apply liquid biosolids—he provided an overview of the report's contents. He began by noting the different equipment for dewatering biosolids—belt presses, centrifuges, screw presses, and rotary presses—and after indicating he did not research belt presses due to their technology not being a good fit for the Annville WWTP, he stated that he sought price quotes from manufacturers for the other types of equipment. He briefly reviewed these price quotes and noted these would likely be lower if the manufacturers were confident the WWTP was actually pursuing a project utilizing that piece of equipment and not simply seeking general quotes. Mr. Perrotto noted the report stated a disadvantage of the screw press was longer lead time for maintenance and asked if this was significantly long enough to be problematic. Mr. Sahd indicated that was only because its parts were not “on the shelf” as is the case for other types of equipment. Mr. Perrotto asked if this was because screw presses were becoming obsolete and Mr. Sahd shared that screw presses were actually increasing in popularity. Mr. Sahd then discussed the likely size of the building that would house the dewatering equipment and its location at the WWTP, noting that converting a portion of the reed bed area made the most sense for the latter. He also noted the cost estimates he provided—culminating in an estimated \$1.6 million dollars for a screw press and the building to house it—were intentionally conservative due to the numerous uncertainties and variables that would be refined as the project goals became clearer and thus represented a worst-case scenario. Mr. Sahd reminded the Authority this was simply a draft report and he suggested that he have further discussions with Mr. Powell to fine tune the report's numbers over the next few weeks. By way of example, he noted that the \$180,000 listed for contractor overhead and profit could be eliminated if the screw press was purchased directly through COSTARS. Per his review of the estimated costs, Mr. Ludwig asked if the storage pad and conveyor suggestions were for some time in the future and not a part of this specific project and Mr. Sahd confirmed this. Mr. Perrotto recollected the Authority had previously been informed the project would take roughly one year to complete after receiving authorization from the Township and Mr. Sahd thought this was probably about right, especially if assistance could be received from Public Works staff for certain

aspects of the project. Noting the Myerstown WWTP where Mr. Ludwig works uses a centrifuge, Mr. Perrotto asked him if there was a reason that plant chose a centrifuge over other types of dewatering equipment. Mr. Ludwig noted the centrifuge was already in place when he started at the Myerstown plant but that he believed it was the best dewatering method available. Mr. Lamoureux asked if certain types of dewatering equipment had better warranties than other types and Mr. Sahd indicated the warranties were similar. Mr. Sahd concluded by reminding the Authority that dewatering was just an option to address biosolids disposal, but he noted that dewatering biosolids into a “cake” product was the trend in treatment and likely inevitable. He indicated that the WWTP’s ability to avoid a dewatering system thus far was the exception and not the rule and addressing a way to dispose of biosolids in addition to the current practice of spreading it on fields was probably unavoidable.

Jason Hill of Annville-Cleona School District joined the meeting at 6:03 PM. Michael Schroeder and Karen Feather of the Quittapahilla Watershed Association joined the meeting at 6:08 PM. Township Commissioner Rex Moore joined the meeting at 6:10 PM. Eugene Martin of Stone Hill Village joined the meeting at 6:15 PM.

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 December 19, 2017 Authority meeting 20 accounts were posted for shutoff; this was comprised of five customers who were under a payment contract but had not paid, 12 customers not under a payment contract with the Township, and three landlord/tenant customers. Mr. Yingst concluded by reporting that over the past five weeks more than \$9,600 had been received from significantly past-due customers, including more than \$3,200 for the former Blackman property.

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

Mr. Sahd left the meeting at 6:20 PM. Donald Santostefano of Lebanon Valley College joined the meeting at 6:23 PM. Chairperson Myers left the meeting at 6:24 PM.

MS4 FEE PRESENTATION: Mr. Yingst introduced Mr. Morey to those in attendance, noting he was tasked with developing a fee for funding the Township’s sediment loading requirements per its MS4 permit by 2023. Mr. Morey conducted a PowerPoint presentation that began with an overview of what the State MS4 program was intending to achieve and how the LCSC—of which Annville Township was one of six members—was attempting to meet these requirements in the most cost-effective way possible via a cooperative strategy and the submission of a regional Pollutant Reduction Plan (PRP) to the Pennsylvania Department of Environmental Protection (DEP). He also described the amount of funds the Township would need to meet its required five-year contribution to the LCSC, as well as other costs associated with this, and described the ERU methodology the Township would be using to assess this fee. At the end of the presentation, Mr. Morey shared that he had calculated rough costs of what the annual fee would be for those in attendance and provided that information to them. He then asked if there were any questions. Mr. Santostefano asked if credits would be provided for Best Management Practices (BMPs) such as

rain gardens and retention ponds already in place and Mr. Morey indicated that would be unlikely, noting that DEP made it difficult for credits to be awarded for these types of things. Mr. Santostefano noted other municipalities provide credits for certain types of BMPs and Mr. Morey shared that those BMPs would not help the Township meet its required contribution to the LCSC. Mr. Martin asked if this meant those stormwater controls already in place on his property would not help to decrease the stormwater fee he would be assessed and Mr. Morey agreed. Mr. Schroeder asked if the Pennsylvania Department of Transportation was required to pay the fee for its highways and Mr. Morey noted that it has not done so in other municipalities. Mr. Martin asked if the fee received from Annville Township property owners would solely fund BMPs within the municipality. Mr. Morey and Mr. Yingst indicated they would not. They further explained how DEP considered different types of BMPs, such as streambank restorations, as being more effective at reducing sediment loading than other BMPs, such as tree planting. As such, in the PRP submitted to DEP, the LCSC had ranked various possible BMPs—which totaled more sediment loading reduction than was necessary to achieve the total required reduction levels throughout the geographical area covered by the consortium—and would then select BMPs from that list based upon their cost-effectiveness and feasibility until the necessary sediment loading reduction was achieved. It was also noted that Annville Township was downstream from the other members of the consortium, meaning it would benefit from those BMPs installed further upstream. Mr. Morey then engaged Mr. Hill and Mr. Martin in a conversation about how the fee calculation for larger properties would be based upon the amount of impervious surface to total surface on those properties in relation to the Township as a whole. Mr. Moore asked if that would include properties such as the Fire Department and Mr. Morey confirmed this. With no further questions noted, Mr. Morey then closed the presentation by distributing a handout of frequently asked questions about the MS4 program and fee.

There being no further business to come before the Authority, **MOTION** by Mr. Ludwig, second by Mr. Perrotto to adjourn the meeting. Motion carried unanimously and the Regular Meeting was adjourned at 6:59 PM.

(Assistant) Secretary