

**SWATARA TOWNSHIP AUTHORITY
AGENDA - REGULAR MEETING
JULY 27, 2022**

1. **CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Roll Call
2. **CONSIDERATION OF MINUTES**
 - A. 06/15/22
3. **VISITORS REQUESTS AND COMMENTS**
4. **EXECUTIVE DIRECTOR'S REPORT**
 - A. Personnel Updates
 - I. Status: New hires and future hires for Operations Department
 - II. Update: Future staffing needs
 - III. *AFSCME* update
 - B. Policy & Procedure Updates
 - I. Update: Potential Grant Funding
 - II. Update: *Fresh Express*
 - III. Status: Properties taken by eminent domain due to the I-83 Project
 - IV. Discussion: By recommendation of the Personnel Committee to reinstate Authority-provided cell phones for the Collections Department employees
 - V. Discussion: Tank cleaning / bleach usage
 - C. Project Updates
 - I. Biosolids Hauling
 - II. Status of Dryer replacement project
 - (1) Stakeholders update
 - III. *Fresh Express* permit compliance
 - IV. Signage & Security
 - V. Potential *McNaughton* project
 - D. Potential Motions for Consideration
 - I. Approval: Laboratory sampling for NPDES permit, and further authorizing staff to work with *DEP* re: sampling requirements
 - II. Potential Motion: Recommendation by the Personnel Committee to authorize new staffing position(s)

ATTENDANCE:

- Johnson (Chairman)*
- Castellano (Vice Chairman)*
- Mancuso (Treasurer)*
- Cichy (Secretary)*
- Werner*
- Murphy*
- Lawson*
- Belles*
- Fleming*
- Moppin (Chief Operator)
- Varner (Foreman & Maint. Manager)
- Miller (Business Manager)
- Marino (Admin. Assistant)
- Schober (Engineer)
- Coccoresse (Solicitor)

- III. Potential Motion: Metering Specialist designation/stipend
 - IV. Approval: Authorize Executive Director with staff to advertise for and hire an additional Mechanic
 - V. Approval: Authorize Executive Director along with staff to advertise for the Assistant Shift Operator position(s)
 - VI. Approval: Authorize Executive Director along with staff to hire Christine Miltenberger as an Assistant Shift Operator with a start date of July 25, 2022
 - VII. Approval: Recommendation by the Personnel Committee to reinstate Authority-provided cell phones for the Collections Department employees
 - VIII. Potential Motion: Recommendation by the Personnel Committee to Authorize the Executive Director to update the personal cell phone use policy for field and plant employees, per the discussion at this meeting
 - IX. Potential Motion: Selection of outside firm to partner with the Authority in potential grant funding efforts
 - X. Approval: Proof of Publication of the Public Notice for the date change of the July Board meeting
 - XI. Potential Motion: Authorize the Executive Director to discuss and execute *Edmunds GovTech* contract for Cloud services
 - XII. Potential Motion: Implementation of enhanced security measures as discussed in Executive Session
 - XIII. Potential Motion(s): Authorize Executive Director with staff to pursue software for the TV Rig as well as potentially seek reimbursement of funds for unusable software
 - XIV. Approval: *Doceo* cloud application security enhancement service
 - XV. Approval: *Doceo* Out-of-Scope fee schedule addendum
 - XVI. Potential Motion: Reclassification of current position
- E. Operations, Maintenance & Collections Update (See Monthly Handouts)

5. BUSINESS MANAGER'S REPORT

- A. Financial Reports
- B. Budget to Actual Reports
- C. Miscellaneous
 - I. Status: Incorrectly printed bills
 - II. Discussion: Postmarks, timing for application of late fees
 - III. Status: Water shut offs
 - IV. Status: *LIHWAP*
 - V. Status: Website development; Update regarding proposal presentations
 - VI. Status: Online payments

- VII. Status: New invoicing system
- VIII. Status: Vehicle insurance compliance
- IX. Update: Authority line of credit
- D. Potential Motions for Consideration
 - I. Potential Motion: Selection of website vendor for the Authority
- 6. SOLICITOR'S REPORT**
- 7. ENGINEER'S REPORT**
 - A. General Retainer Services
 - B. Other Specific Projects
 - C. Development Reviews
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - A. Payment of Project Requisitions, Invoices & Miscellaneous
- 10. EXECUTIVE SESSION**
 - A. Personnel Issues
 - B. Legal issues
- 11. BOARD MEMBERS REQUESTS AND COMMENTS**
 - A. Chairman Johnson: National Night Out
- 12. ADJOURNMENT**