

**SWATARA TOWNSHIP AUTHORITY
AGENDA - REGULAR MEETING
AUGUST 31, 2022**

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSIDERATION OF MINUTES

- A. 07/27/22

3. VISITORS REQUESTS AND COMMENTS

4. EXECUTIVE DIRECTOR'S REPORT

- A. Personnel Updates
 - I. Status: New hires and future hires
 - II. Update: Future staffing needs
 - III. *AFSCME* update
 - (1) Personnel Committee recommendation regarding potential change to Article 14: On-Call Duty of the CBA
- B. Policy & Procedure Updates
 - I. Discussion: *IMA* amendment re: to reflect dryer replacement project
 - II. Discussion: *ICA* re: engagement of consultant for suburban municipalities in relation to *CRW*
 - III. Discussion: Potential Tax Sale of property at PS 5/Eddington Ave (Castellano, Coccorese, Schober, and Varner)
 - IV. Update: Retention of *HMS*
 - V. Update: *Fresh Express*
 - VI. Status: Properties taken by eminent domain due to the I-83 Project (Engineering)
 - VII. Update: Employee cell phones updates
- C. Project Updates
 - I. Potential Update: Rates, Rules, and Regulations (Castellano and Coccorese)
 - II. Discussion: Headworks Analysis (Castellano, Schober, and Moppin)
 - III. Biosolids Hauling
 - IV. Status of Dryer replacement project
 - V. Stakeholders update

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)
- Coccorese (Solicitor)

- VI. *Fresh Express* permit compliance
 - VII. Signage & Security
 - VIII. Potential *McNaughton* project
 - IX. Update: TV Rig software
 - X. Authority IT Project: Purchase of office laptop; purchase of office television for hybrid meetings
- D. Potential Motions for Consideration
- I. Approval: Bidding advertisement for the Headworks Analysis, published by *ARRO* on the Authority's behalf
 - II. Approval: Laboratory sampling for NPDES permit, and further authorizing staff to work with *DEP* re: sampling requirements
 - III. Potential Motion: Recommendation by the Personnel Committee to authorize new staffing position(s)
 - IV. Approval: Updated personal cell phone use policy for field and plant employees
 - V. Approval: Executed *Edmunds GovTech* contract for Cloud services
 - VI. Potential Motion: Installation of camera at Authority payment window in Township office location
 - VII. Potential Motion: Authorize Executive Director with staff to pursue alternative software for the TV Rig
 - VIII. Approval: Potential sale of Ford Escape at \$22,000.00 to *McGuire's Ford, Inc.*
 - IX. Approval: Potential sale of Old Truck 5 at \$11,300.00 to Mr. Tom Ward
 - X. Approval: Potential sale of Old TV Rig at \$50, 101.00 to Mr. Joseph Coy
 - XI. Potential Motion: Personnel Committee recommendation regarding potential change to Article 14: On-Call Duty of the CBA
 - XII. Approval: *IMA* amendment re: to reflect dryer replacement project
 - XIII. Approval: *ICA* re: engagement of consultant for suburban municipalities in relation to *CRW*
 - XIV. Potential Motion: Amend the *Rates, Rules, and Regulations* section 7.02: "If not paid by the 15th of the previous month, a new penalty of 5% of the unpaid balance shall be added to each April 1 and October 1 quarterly billings until the account is paid in full."
 - XV. Approval: *Boyer & Ritter LLC* engagement letter
 - XVI. Approval: Accept Performance Improvement Plan for an Authority employee
- 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. Update: Double payments made to accounts as a result of incorrectly printed bills
 - III. Discussion: Postmarks, timing for application of late fees (see Executive Director's report re: Rates, Rules, and Regulations)
 - IV. Status: Water shutoffs
 - V. Status: *LIHWAP*
 - VI. Status: Website development
 - VII. Status: Online payments
 - VIII. Status: New invoicing system
 - IX. Status: Vehicle insurance compliance
 - X. Update: Authority credit cards

6. SOLICITOR'S REPORT

- A. Discussion: Changes to the Authority's Pension Plan with *PMRS*
- B. Potential Motion: Approval of Resolution and Documents to Amend the Authority's Pension Plan with *PMRS* to close the Defined Benefit Plan to New Hires and add a Cash-Balance Plan for New Hires

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: Update: National Night Out

12. ADJOURNMENT