

**SWATARA TOWNSHIP AUTHORITY
AGENDA - REGULAR MEETING
SEPTEMBER 21, 2022**

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSIDERATION OF MINUTES

- A. 08/31/22

3. VISITORS REQUESTS AND COMMENTS

4. EXECUTIVE SESSION

- A. Personnel issues.
- B. Legal issues.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Personnel Updates
 - I. Status: New hires and future hires
 - II. Update: Future staffing needs
 - III. Update: *AFSCME* and Labor-Management issues.
 - IV. Update: Annual clothing and equipment assessment completed for staff.
- B. Policy & Procedure Updates
 - I. Update: *IMA* amendment.
 - II. Update: *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, Coccoresse, 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. Holiday Observation re: December 2022.
 - VIII. Discussion: Employee leave balances.
 - IX. Update: Letter to accompany mailing of third-quarter sewer invoices.
- C. Project Updates
 - I. Potential Update: *Rates, Rules, and Regulations* (Castellano and Coccoresse).

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 (Exec. Coordinator)
- Schober (Engineer)
- Coccoresse (Solicitor)

- II. Discussion: Headworks Analysis (Castellano, Schober, and Moppin).
- III. Biosolids Hauling.
- IV. Status of Dryer replacement project.
- V. Stakeholders update.
- VI. Signage & Security.
- VII. Potential *McNaughton* project.
- VIII. Status: TV Rig software.
- IX. Authority IT Project: Monitors for Ms. Zimmerman; Wireless Access Point for Treatment Plant; *Edmunds* Cloud Migration.
- X. Rotork Master Station delivery.

D. Potential Motions for Consideration

- I. Approval: Authorize Executive Director along with staff to hire Malcolm Winne as an Assistant shift Operator with a start date of September 19, 2022.
- II. Potential Motion: Recommendation for use of employee leave balances.
- III. Motion: Authorize the purchase of the *Vector ACE* Easement Machine for the Collections Department (appx. price \$73,555.00). *See attached quote.*
- IV. Motion: Authorize the purchase of ORP Probes for the Operations Department (appx. price \$35,000.00). *Awaiting final quote.*
- V. Motion: Authorize the purchase of the *Taskmaster* Titan Grinder for the Maintenance Department (appx. price \$96,195.00). *See attached quote.*
- VI. Motion: Authorize the repair/replacement of the Gate System at the plant location entrance (appx. Price \$2,570.00). *See attached quote.*

E. Operations, Maintenance & Collections Update (See Monthly Handouts)

6. 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* (Ending October 28, 2022).
- VI. Status: Website development.
- VII. Status: Online payments.
- VIII. Status: Vehicle insurance compliance (Castellano Update).

7. SOLICITOR'S REPORT

8. ENGINEER'S REPORT

- A. General Retainer Services.
- B. Other Specific Projects.
- C. Development Reviews.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. EXECUTIVE SESSION

- A. Personnel issues
- B. Legal issues

12. BOARD MEMBERS REQUESTS AND COMMENTS

13. ADJOURNMENT