

**SWATARA TOWNSHIP AUTHORITY
AGENDA - REGULAR MEETING
NOVEMBER 16, 2022**

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSIDERATION OF MINUTES

- A. 10/19/22

3. VISITORS REQUESTS AND COMMENTS

4. EXECUTIVE DIRECTOR'S REPORT

- A. Personnel Updates (See Submitted Written Report)
- B. Policy & Procedure Updates (See Submitted Written Report)
- C. Project Updates (See Submitted Written Report)
- D. Potential Motions for Consideration
 - I. Potential Approval: *McNaughton* Developer Agreement.
 - II. Potential Motion: Offer of employment to new-hire Mr. Joshua Blouch.
 - III. Approval: Personnel Committee recommendation of stipend for employee (next step is seeking *AFSCME* concurrence).
 - IV. Approval: Personnel Committee recommendation regarding changes to certain management positions.
 - V. Potential Motion: Personnel Committee recommendation for 2023 COLA for non-union employees.
 - VI. Potential Motion: Personnel Committee recommendation regarding one-time stipend for union employees.
 - VII. Potential Motion: Board approval of MOU for one-time adjustment to employee leave bank balances.
 - VIII. Motion: Authorize Executive Director and legal counsel to write informational letter to customers re: *Rates / Rules / Regulations* updates, to include with December invoices.
 - IX. Approval: *Rates / Rules / Regulations* Committee recommendation for sewer rate increase effective January 1, 2023.
 - X. Approval: *Rates / Rules / Regulations* Committee recommendation to add or update various payment matters within the Authority's *Rates / Rules / Regulations*.
 - XI. Approval: Authority's Tapping Fee Schedule, in effect since January 2013.

ATTENDANCE:

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

- XII. Approval: Executive Director's execution of management representation letter on behalf of the Authority to *Boyer & Ritter LLC*.
 - XIII. Approval: Nutrients Credits Sales Agreement with *Altoona Water Authority* in the amount of \$17,122.50.
 - XIV. Approval: Nutrients Credits Sales Agreement with *Bell & Evans / Keystone Protein Company* in the amount of \$29,572.50.
 - XV. Approval: Nutrients Credits Sales Agreement with *Furmano Foods* in the amount of \$6,957.50.
 - XVI. Potential Motion: Authorize Executive Director and legal counsel to execute extension of the Authority's insurance policies with *Alera Group / AIA*.
 - XVII. Approval: Order with *Heisey Mechanical* to fabricate and deliver pipe for the current dryer at \$3,900.00.
 - XVIII. Potential Motion: Authorize purchase of laptop and docking station for Executive Coordinator (can be done in FY 2023 budget).
- E. Operations, Maintenance & Collections Update (See Monthly Handouts)

5. FINANCIAL UPDATE

- A. Financial Reports
- B. Budget to Actual Reports
- C. Miscellaneous
 - I. Status: Water shutoffs.
 - II. Status: *LIHWAP* (Ending October 28, 2022).
 - III. Status: Online payments.
 - IV. Discussion: 2023 Rates (see Executive Director's report).

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

10. EXECUTIVE SESSION

- A. Personnel issues
- B. Legal issues

11. BOARD MEMBERS REQUESTS AND COMMENTS

12. ADJOURNMENT