

SWATARA TOWNSHIP AUTHORITY
AGENDA - REGULAR MEETING
August 30, 2023

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSIDERATION OF MINUTES

- A. 07/19/23

3. VISITORS REQUESTS AND COMMENTS

- A. Consideration of Swatara Township's request to install "Welcome to Swatara Township" sign on the Treatment Plant property.

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. Authorize Executive Director and Solicitor to establish delinquency payment plan application, per Financial Review Committee recommendation. (Tabled until September Board Meeting)
 - II. Authorize Executive Director and Solicitor to create a two-quarter delinquency process, per Financial Review Committee recommendation. (Tabled until September Board Meeting)
 - III. Authorize Executive Director and Solicitor to create a letter, and staff to issue as needed, a violation notice with potential fines and penalties to be assessed for violations of the RRRs. (Tabled until September Board Meeting)
 - IV. Authorize Executive Director and Solicitor to draft an amendment to the IMA for discussion with the Authority's Stakeholders that would waive the requirement that *South Hanover Township* install a meter upon connection to the Authority's system, as currently required by the IMA.
 - V. Authorization of payment to *Sherwood-Logan & Associates* in the amount of \$485,610.00, invoice number 41664, for 15% of Dryer equipment purchase price due upon shop drawing acceptance.
 - VI. Authorization of payment to *Sherwood-Logan & Associates* in the amount of \$332,500.00, invoice number 41752, for partial delivery of Dryer components.
 - VII. Authorization of payment to *Sherwood-Logan & Associates* in the

ATTENDANCE:

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

amount of \$17,433.00, invoice number 090014, for *Keystone Engineering* design of Hydronics System.

- VIII. Authorization of payment to *Sherwood-Logan & Associates* in the amount of \$42,780.00, invoice number 090024, for Change Order 01 to the COSTARS Dryer Purchase Agreement – for unloading/inspecting/cataloging/storing the partial equipment delivery received on July 24th, 2023.
- IX. Potential Motion: Approval of a Memorandum of Understanding with *Sherwood-Logan & Associates, Inc.*, and *Eastern Environmental Contractors, Inc.*, to confirm Change Order #2 to the COSTARS Dryer Purchase Agreement for unloading/inspecting/cataloging/storing of additional partial equipment deliveries, subject to Solicitor’s approval as to form and content.
- X. Authorize Executive Coordinator to process payment to *Commonwealth of Pennsylvania* for the WQM permit application amendment in the amount of \$2,000.00, per request of *ARRO Consulting Inc.* (Paperwork to accompany the check will be provided to the Authority by *ARRO Consulting, Inc.*)
- XI. Approval to purchase a Blower Assembly from *North End Electric* in the amount of \$2,283.00 plus freight, via movement of funds from Repairs & Additions.
- XII. Discussion & Potential Motion: Approval to remove Ethanol Tank/Demo Ethanol Tank at Treatment Plant location.
- XIII. Authorization to purchase Paper Folder for the Business Office from *Doceo*, which is a COSTARS’ approved, vendor, in the amount of \$1,700.00.
- XIV. Potential Motion: Authorization to use budgeted funds to purchase a Metering Van and accessories for the Collections Department for approximately \$62,000.00.
- XV. Authorization to use budgeted funds to purchase portable meters from *Teledyne Isco c/o Hartco Environmental LLC* in the amount of \$109,423.00.
- XVI. Authorize Executive Coordinator to transfer \$284,243.84 from the Dryer Project bank account to reimburse the Operating account for Engineering project expenses (2021 through 07/31/2023).
- XVII. Authorize Executive Coordinator to transfer \$34,286.40 from the Dryer Project bank account to reimburse the Operating account for Legal project expenses (2021 through 07/31/2023).

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 (reconsideration)
 - II. Status: Online payments

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