

**SWATARA TOWNSHIP AUTHORITY
AMENDED 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.

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)

- VII. Authorization of payment to *Sherwood-Logan & Associates* in the 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).
- XVIII. Approval of the hiring of Jamie D. Maynard as an Assistant Shift Operator – Level 1 effective July 31th, 2023.
- XIX. Approval of payment to *Lower Paxton Township Authority* for the Authority’s share towards the cost of the ICA Rate Consultant

invoice, Mr. Shambaugh.

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