

**SWATARA TOWNSHIP AUTHORITY
AMENDED AGENDA - REGULAR
MEETING
SEPTEMBER 20, 2023**

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSIDERATION OF MINUTES

- A. 08/30/23

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. Accept the recommendation of the Audit & Budget Committee to approve the FY2022 Audit, as presented by *Boyer & Ritter, LLC*.
- II. Accept the Audit & Budget Committee recommendation to approve the Preliminary FY2024 Authority Budget.
- III. Discussion & Potential Motion: To continue funding the MMO in the amount of \$125,000.00 for FY2024.
- IV. Authorize Executive Director and Solicitor to share the FY2022 Audit & the FY2024 Preliminary Budget in the coming weeks with the Authority Stakeholders.
- V. Retroactive approval to waive the tapping fees for the properties located at 801 Mohn St and 801 Mohn St Rear, due to extenuating circumstances and collaboration with *Swatara Township, Dauphin County, and PennDOT*.
- VI. Accept the following recommendation of the joint meeting of the Audit & Budget Committee and the Rates/Rules/Regulations Committee: Authorize Executive Director and Solicitor to institute the lien process for accounts with delinquency from the year 2017 and prior.

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. Accept the following recommendation of the joint meeting of the Audit & Budget Committee and the Rates/Rules/Regulations Committee: Authorize Executive Director and Solicitor to create a 60-day notification letter to accounts with a delinquency from the years 2018 to 2022, advising the account holders to contact the Authority to establish a payment plan; and if a payment plan is not established, notifying that the lien process will be instituted.
- VIII. Accept the following recommendation of the joint meeting of the Audit & Budget Committee and the Rates/Rules/Regulations Committee: Establish a threshold for the Authority filing liens, in that liens will be filed after five quarters of delinquency or a \$2,000.00 outstanding account balance, whichever comes first.
- IX. Accept the following recommendation of the joint meeting of the Audit & Budget Committee and the Rates/Rules/Regulations Committee: Authorize Executive Director and Solicitor to create a letter, sent to account holders after three quarters of delinquency, advising that the account should be brought current as soon as possible; and furthermore that a lien process will be instituted after five quarters of delinquency or a \$2,000.00 outstanding account balance, whichever comes first, and that the property is subject to water shut-off tagging.
- X. Accept the following recommendation of the joint meeting of the Audit & Budget Committee and the Rates/Rules/Regulations Committee: 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*.
- XI. Discussion & Potential Motion: Approval to remove Ethanol Tank/Demo Ethanol Tank at Treatment Plant location. (Tabled until October Board Meeting/*ARRO* and Chief Operator researching topic)
- XII. Authorize staff to purchase requested clothing for Plant employees.
- XIII. Potential Motion: Authorization to use budgeted funds to purchase a Mud Valve w/Extension Rod from *L/B Water Service, Inc.* for \$1,213.40.
- XIV. Potential Motion: Authorization to use budgeted funds to purchase Reaper Revolution Nozzle from *A&H Equipment* in the amount of \$3,843.25.

XV. Discussion & Potential Motion: To accept the recommendation of the Personnel Committee.

XVI. Motion to approve payment of neutral arbitrator's fees for AFSCME grievance arbitration.

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

C. AFSCME Arbitration update

11. BOARD MEMBERS REQUESTS AND COMMENTS

12. ADJOURNMENT