

**SWATARA TOWNSHIP AUTHORITY  
AMENDED AGENDA - REGULAR  
MEETING  
NOVEMBER 15, 2023**

**1. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. CONSIDERATION OF MINUTES**

- A. 09/20/23

**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 finalized FY2022 Audit, as presented by *Boyer & Ritter, LLC*.
- II. Accept the Audit & Budget Committee recommendation to approve the Final FY2024 Authority Budget.
- III. Approval of the reconciliation check for FY2022 to Lower Paxton Township in the amount of \$66,964.40, which reflects withholding the amount of \$194,986.60, which amount represents Lower Paxton's share of the reestablishment of the *Reserve Fund* for FY2024.
- IV. Approval of the reconciliation check for FY2022 to the Borough of Hummelstown in the amount of \$32,740.51, which reflects withholding the amount of \$31,598.49, which amount represents the Borough of Hummelstown's share of the reestablishment of the *Reserve Fund* for FY2024.
- V. Approval of the invoice to South Hanover Township in the amount of \$1,644.34, which amount represents South Hanover Township's share of the re-establishment of the *Reserve Fund* for FY2024.

**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)

- VI. Approval of the reconciliation system adjustment in *Sage* for Swatara Township Authority for FY2022 in the amount of \$59,318.73, which reflects withholding the amount of \$95,462.27, which amount represents the Swatara Township Authority's share of the reestablishment of the *Reserve Fund* for FY2024.
- VII. Discussion & Potential Motion: Proposal from *Eastern Environmental* in the amount of \$ , in order to fortify the Biosolids Handling Building for polymer storage, subject to Executive Director and Solicitor review and approval. \*This will be paid from the Dryer Replacement Project account.
- VIII. Retroactive Approval: Requisition #1/*The Dryer Replacement Project*, which represents MOU/Change Order #1 to the project.
- IX. Retroactive Approval: Requisition #2/*The Dryer Replacement Project*, which represents MOU/Change Order #2 to the project.
- X. Retroactive Approval: Requisition #3/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$485,610.00, for 15% of Dryer equipment purchase price due upon shop drawing acceptance.
- XI. Retroactive Approval: Requisition #4/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$332,500.00, for partial delivery of Dryer components.
- XII. Retroactive Approval: Requisition #5/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$17,433.00, for *Keystone Engineering* design of Hydronics System.
- XIII. Retroactive Approval: Requisition #6/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$42,780.00, for unloading/inspecting/cataloging/storing the partial equipment delivery received on July 24<sup>th</sup>, 2023.
- XIV. Retroactive Approval: Requisition #7/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$72,830.80, for low profile casters/baseplates.

- XV. Approval: Nutrients Credits Sales Agreement with *Hustontown Joint Sewage Authority* in the amount of \$\_\_\_\_, which amount reflects the *Potomac River Basin* calculation, for sale of 686 Nitrogen credits.
- XVI. Approval: Nutrients Credits Sales Agreement with *Furmano Foods* in the amount of \$5,674.50, for the sale of 1,746 Phosphorous credits.
- XVII. Approval: Nutrients Credits Sales Agreement with *Burnham Borough Authority* in the amount of \$474.50, for the sale of 146 Phosphorous credits.
- XVIII. Approval: Nutrients Credits Sales Agreement with *Wyoming Valley Sanitary Authority* in the amount of \$2,067.00, for the sale of 636 Phosphorous credits.
- XIX. Retroactive approval: Check to resident in the amount of \$11,272.74, which represents an incorrect payment received by the Authority as a result of a property settlement.
- XX. 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)
- XXI. Authorization to purchase drain hoses, suction gauge, O-rings, and grease from *Envriep* totaling \$1,883.54 plus freight, from funds remaining in the maintenance account.
- XXII. Authorization to have *W G Madlen* diagnose, repair, and train employees on erratic metering equipment totaling \$533.00, from funds remaining in the maintenance account.
- XXIII. Authorization to use budgeted funds to have *Kline's* perform routine wet well cleaning.
- XXIV. Discussion & Potential Motion: Authorize *Edmunds Gov Tech* to implement WIPP Auto Pay Enhancement feature to Authority customers, which will allow customers to set up AutoPay for their accounts.

XXV. Discussion & Potential Motion: Authorization end the current copier lease agreement with *De Lage Landen Financial Services, Inc.*, and copier maintenance agreement with *ComDoc, Inc.* For the Business Office at the end of its term.

XXVI. Discussion & Potential Motion: Authorization to sign copier lease agreement with *DOCEO* for the Business Office.

XXVII. Discussion & Potential Motion: Whether Authority invoices should be forwarded to customers or continue to be returned to the Authority. \*Handling mail received on the date it is received.

XXVIII. Discussion & Potential Motion: To accept the recommendation of the Personnel Committee re: Staff Salaries and COLA's for FY2024.

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**