

**SWATARA TOWNSHIP AUTHORITY
AGENDA - REGULAR MEETING
DECEMBER 20, 2023**

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSIDERATION OF MINUTES

- A. 11/15/23

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. Retroactive Approval: Requisition #6/*The Dryer Replacement Project*, which represents payment to *Swatara Township* in the amount of \$1,000.00, for pre-paid Engineering fees to be placed in an escrow account.
- II. Retroactive Approval: Requisition #7/*The Dryer Replacement Project*, which represents payment to *Swatara Township* in the amount of \$225.00, for the Zoning Permit Fees and Stormwater Management Permit Fees.
- III. Approval: Requisition #8/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$1,937.00, for final 10% design of the hydronics system by *Keystone Engineering*.
- IV. Retroactive Approval: Pennsylvania State grant submission for \$7,500.00 towards Flex Fuel vehicle purchase (2023 Ford Transit Cargo Van).
- V. Discussion & Approval: Authorization to have *Tillett, Inc.* make necessary repairs to the backflow preventer at the Treatment Plant in the amount of \$4,125.70 (see attached proposal).
- VI. Discussion & Approval: Authorization to purchase parts for Pump Station #6 equipment repairs from *Keener Electric Motors, Inc.* in the amount of \$3,042.90.

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. Discussion & Approval: Authorization to have *Sherwood-Logan & Associates, Inc.* remove and rebuild the Centrifuge rotating assembly for approximately \$17,375.00 (see attached proposal).
- VIII. Discussion & Potential Motion: Whether the Authority is prepared to place the order for the *Alfa Laval G2-100 Complete Spare Rotating Assembly* in the amount of \$326,500.00 after January 1, 2024, as was approved for inclusion in the FY2024 budget.
- IX. Potential Motion: Authorization to approve proposal for hauling of non-hazardous waste and grit & rags at the Treatment Plant
- X. Discussion & Approval: Authorization to utilize *ACA Prime*, as recommended by *Benecon*, to process and transmit 1094-B forms to the *IRS* electronically due to new *IRS* requirement, at a cost of \$400.00/annually [see attached].
- XI. Discussion & Potential Motion: 2024 monthly Board Meeting dates.
- XII. Discussion & Potential Motion: Consideration of insurance quotes for Property/Casualty/Worker's Compensation coverages for 2024 policies.
- XIII. Discussion & Potential Motion: To accept the recommendation of the Personnel Committee, as discussed during the Executive Session.

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