

**Swatara Township Authority**  
**Agenda: Regular Meeting Board Reorganization**  
**January 22, 2024**

**ATTENDANCE:**

- Belles*
- Castellano*
- Cichy (Secretary)*
- Flynn*
- Golob*
- Lawson*
- Moyer*
- Roberts*
- Steele*
- Blackman (Exec. Coord.)
- Coccorese (Solicitor)
- Moppin (Chief Operator)
- Schober (Engineer)
- Varner (Foreman)

**1. Call To Order – Pro Tempore Designee**

- A. Pledge of Allegiance
- B. Roll Call

**2. Board Reorganization.**

- A. Nominations and appointments of Board Officers:
  - I. Chairman

***At this time, Board Chairman will lead the remainder of the meeting.***

- II. Vice Chairman
- III. Secretary
- IV. Treasurer

- B. Appointment of Professional Consultants:

- I. Reappointment of Authority's Solicitor ~ Stephen T. Coccorese (*Salzmann Hughes*).
- II. Reappointment of Authority's Engineer ~ Michael A. Schober (*ARRO Consulting*).
- III. Reappointment of Authority's IT Manager ~ Robert Brooks (*Doceo*).

- C. Committee Assignments and Appointment of Authority account signers:

- I. Personnel Committee
- II. Audit & Budget Committee
- III. Financial Review Committee
- IV. Rates/Rules/Regulations Committee
- V. Motion to appoint Authority Account Signers

**3. Consideration Of Minutes**

- A. December 20, 2023

**4. Visitors' Requests And Comments**

**5. 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. Motions for Consideration

- I. Retroactive Approval: Requisition #9/*The Dryer Replacement Project*, which represents payment to *Swatara Township* in the amount of \$3,320.00 for Stormwater BMP facility escrow funds regarding the project.

- II. Retroactive Approval: Requisition #10/*The Dryer Replacement Project*, which represents payment to *Swatara Township* in the amount of \$1,167.94 for the building permit regarding the project.
  - III. Retroactive Approval: Requisition #11/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$388,488.00 for *Elemech Control Panels + 20% of the delivery portion*.
  - IV. Approval: Payment to *Alfa Laval/Sherwood-Logan* in the amount of \$89,871.55 (includes freight), which represents the additional part needed (*discussed as a potential possibility at the December 2023 Board Meeting*) by *Sherwood-Logan* staff, to complete restoration of the centrifuge. *This payment will be moved from the FY 2024 Budget line-item Repairs & Additions/Capital Improvements Program (\$336,000.00 total in line-item)*.
  - V. Recommendation of Financial Review Committee: Authority works from new delinquent amount, which removes the previous *MRS* collections fees and now only includes principal + Authority fees per *Rates/Rules/Regulations*, for each delinquent account with the Authority.
  - VI. Recommendation of Financial Review Committee: Authority is able to accept payment-in-full for delinquent accounts, utilizing the new delinquent amount as approved by the Board.
  - VII. Recommendation of Financial Review Committee: Authorize the Solicitor and Executive Director to file liens on delinquent properties that are indebted to the Authority in the amount of \$1,000.00 or more.
- E. Operations, Maintenance & Collections Update (See Monthly Handouts)

## 6. Financial Update

- A. Financial Reports
- B. Budget to Actual Reports
- C. Miscellaneous
  - I. Status: Water shutoffs (reconsideration)
  - II. Status: Online payments

## 7. Solicitor's Report

- 8. Engineer's Report**
  - A. General Retainer Services.
  - B. Other Specific Projects.
  - C. Development Reviews.
- 9. Unfinished Business**
- 10. New Business**
- 11. Executive Session**
  - A. Personnel issues
  - B. Legal issues
- 12. Board Members' Requests And Comments**
- 13. Adjournment**
- 14. Reminder: Special Meeting in February re: final contract piece [installation] of *The Dryer Project*.**