

Swatara Township Authority

Agenda: Regular Meeting

June 19, 2024

1. Call To Order

- A. Pledge of Allegiance
- B. Roll Call

2. Consideration Of Minutes – May 15, 2024

3. Visitors' Requests and Comments/Part I

- A. Mr. Andy Giorgione, discussion re: proposed digital billboard on the Authority's treatment plant property.

4. Executive Director

- A. See Ms. Castellano's submitted report for details.
- B. Ms. Castellano will briefly address highlights.
- C. Staff Comments/Mr. Varner.
- D. Staff Comments/Mr. Moppin.

5. Motions For Consideration

- I. Approval: Adoption of Resolution 2024-04, recognizing Juneteeth as a holiday.
- II. Discussion and Potential Motion: Sign Lease Agreement with *STSA DEVCO, LLC* and related documents, to allow the installation of a digital billboard on the Authority's treatment plant property.
- III. Approval: Adoption of Resolution 2024-05, Updated Authority *Rates/Rules/Regulations*, as per approved changes during the past 1+ years, and authorizing the Executive Director to have them placed online.
- IV. Tabled from May Meeting: Professional Services Agreement from *ARRO Consulting, Inc.*, in an amount not to exceed \$27,500.00, for services to be rendered in regards to sewage flow projections.
- V. Authorize Executive Coordinator to sign copier lease agreement with *Doceo* for the Authority's treatment plant location.

ATTENDANCE:

- Steele (Chairman)*
- Belles*
- Cichy*
- Coleman*
- Flynn (Vice Chairman)*
- Golob (Treasurer)*
- Lawson*
- Moyer (Secretary)*
- Roberts*
- Blackman (Exec. Coord.)
- Castellano (Exec. Dir.)
- Coccoresse (Solicitor)
- Moppin (Chief Operator)
- Schober (Engineer)
- Varner (Foreman)

- VI. Authorize Executive Coordinator to transfer \$65,632.90 from *The Dryer Project* bank account to reimburse the Operating account for Engineering expenses related to the project, covering 8/1/2023 through 05/31/2024.
- VII. Authorize Executive Coordinator to transfer \$18,715.20 from *The Dryer Project* bank account to reimburse the Operating account for Legal expenses related to the project, covering 8/1/2023 through 05/31/2024.
- VIII. Approval: Requisition #14/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$82,306.70 for 100% completion of mobilization, removal/disposal of listed equipment, building walls, masonry + 20% completion of fire protection.
- IX. Approval: Requisition #15/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$170,536.40 for additions of various equipment such as MCC section, remote HMI station, boiler pump, hot water pumps, and relief valve.
- X. Approval: Requisition #16/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$205,767.00 for portions of *Eastern Environmental's* contract, covering such items as bonds/insurance, mobilization, temporary preparations, removal/disposal of noted items, and modifications for fencing/roofing.
- XI. Approval: Requisition #17/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$250,232.00 for Control MCC delivery.
- XII. Approval: Requisition #18/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$242,805.00 for remaining 25% of belt dryer headpieces and centerpieces.
- XIII. Approval: Visibility Easement Agreement between the Authority and *Free Solo Media LLC*, relating to the installation of a sign on behalf of Swatara Township.
- XIV. Approval: Office space lease agreement between Swatara Township and Swatara Township Authority.

- XV. Approval: MOU between Swatara Township and Swatara Township Authority regarding the *Benecon* health insurance agreement, and monies due back to the Authority retroactively and in the future.

- XVI. Approval: Proposal from *Personnel Partners, LLC*, to provide human resources consulting services and to reimburse Swatara Township for one-third of the cost, with the Authority's share not to exceed \$15,000 for the remainder of 2024.

- XVII. Approval: Personnel Committee's report regarding the restructuring of Authority positions and the sharing of certain employees between the Authority, Swatara Township, and the Swatara Township Stormwater Authority; and to authorize the Solicitor to prepare an Intergovernmental Cooperation and Cost-Sharing Agreement to govern the same.

- XVIII. Approval: To begin utilizing the Township's HR Manager immediately to perform Human Resources functions, with the sharing of costs to be included with the Intergovernmental Cooperation and Cost-Sharing Agreement.

- XIX. Approval: To begin utilizing the Township's Public Information Officer (PIO), with the sharing of costs to be included with the Intergovernmental Cooperation and Cost-Sharing Agreement.

- XX. Approval: Professional Services Agreement for Billing and Accounting Software and Related Services with *Imagitech Incorporated*.

6. Financial Update

- A. Financial Reports/Ms. Blackman
- B. Budget to Actual Reports/Ms. Blackman
- C. Miscellaneous
 - I. Status: Water shutoffs (reconsideration)
 - II. Status: Online payments
 - III. Status: Liens/Mr. Coccorese
 - IV. Payment Plans Update: These remain under development, until *C. Miscellaneous/III. Liens* is accomplished.

- 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. Visitors' Requests and Comments/Part II**
- 12. Executive Session – Personnel and/or Legal Issues**
- 13. Board Members' Requests and Comments**
- 14. Adjournment**
- 15. Reminder: The next Authority Board Meeting is Wednesday, July 17th at 6:00pm.**