

**MINUTES OF THE REGULAR MEETING
OF THE MEMBERS OF
SWATARA TOWNSHIP AUTHORITY**

The regular monthly meeting of the Swatara Township Authority was held in the Township Building, 599 Eisenhower Boulevard, Harrisburg, PA, on November 20, 2019, at 7:00 P.M. The following members were present: Spare (Chairman), Roberts (Vice Chairman), Castellano (Secretary), Mancuso (Treasurer), Schreffler, Cichy, Werner, and Johnson. Also present were: Miller (Business Manager), Lank (Plant Superintendent), Morrison (Arro Consulting Engineers) and Wakefield (Salzmann Hughes, PC).

PLANT REPORT

**OPERATION & MAINTENANCE
COST PER DAY**

	<u>MONTH</u>	<u>YEAR</u>
STA	\$ 1,319.42	\$ 2,067.18
TREATMENT PLANT	\$ 3,510.96	\$ 3,643.63

% REDUCTION BOD	99	TONS OF SLUDGE PROCESSED	65.00
% REDUCTION SUS. SOLIDS	98	TOTAL E.D.U.'S	17,195

FINANCIAL REPORT

	CHECKING ACCOUNT BALANCE	MATURED ACCUM. OF BALANCE	TOTAL	PREVIOUS MONTH'S TOTAL
STA	\$ 768,659.01	\$ 2,560,183.47	\$ 3,328,842.48	\$ 8,396,016.74

The following were approved:

The minutes of last month's meeting, the Plant Report and the Treasurer's Report.

Chairman Spare called the meeting to order at 7:03 P.M.

Following the Pledge of Allegiance, Chairman Spare welcomed back Mr. Gene Lank, Plant Manager, from his surgery.

Chairman Spare then entertained a motion to accept and approve the minutes of October 16, 2019. Mr. Roberts made a motion to accept the minutes of the October 2019 meeting, while Mr. Cichy seconded his motion. The motion was approved.

The only visitor this evening was Mrs. Lank, who is providing Mr. Lank's transportation post-surgery.

Mr. Lank, Plant Superintendent, presented his report.

Expenditures for Joint Use were over-budget in Lab Supplies due to the annual WET testing. There were no Swatara expenditures over-budget for the report period.

There were two changes to fixed assets for Joint Use: a spare gearbox bushing for the dryer, and a replacement dissolved oxygen meter for the lab. There were no changes to fixed assets for Swatara. No sewer maintenance was completed in Joint Use. Swatara had eight manholes replaced, and seven manhole sections replaced or relined for a total of 1,919 feet.

Most statistics for the plant were up when compared to last month, due to increased flows. There were over eight-and-a-half inches of rainfall being reported for the month. There was one estimated flow for the month for Lower Paxton due to excessive flows. There was one contributor with over 220gpd/edu for the month: Lower Paxton had 243gpd/edu.

Treatment efficiency was very good with 99% removal of BOD and 98% solids removal. Total nitrogen pounds generated are 4,189 of the allowable 10,000. Total phosphorus pounds generated are 162 of the allowable 1,300.

There were several changes to the connection data: Swatara was up 81, Hummelstown down 8, and Lower Paxton was down 71.

There were 8,382 feet flushed, which are the known trouble spots in our system, all for reduced interval maintenance. There were 2,410 feet televised for lateral locates, verifying a blockage complaint, and I&I investigation. There was one blockage complaint at 396 North 48th Street, which was in the owner's facilities. There were no odor complaints during the report period. Portable metering was done in numerous locations, with fifteen meters being used for capacity determinations: there was one location in Joint Use, five in Rutherford, seven in Lawnton/Oakleigh, and two in OEB. Eleven meters were used for I/I investigation: two in Joint Use, one in Rutherford, three in Lawnton/Oakleigh, and five in OEB.

The maintenance contract work is complete for the open cut, and trenchless is grouting laterals where they had previously lined. The fall right-of-way clearing and inspection have been completed. We will continue reduced interval maintenance flushing, portable metering,

on-the-job training to employees, televising lines, updating our five-year plan, and starting the fall vehicle and equipment reconditioning.

Under Personnel, the first two items are regarding promotions. Items three through seven are purely informative. The last item is regarding a new hire.

We have several residential properties that are currently working on tying into our system: 502 Francis Cadden Parkway in Lawnton/Oakleigh; 652/660 Main Street in Bressler; and 6401 Ann Street in Rutherford. We are waiting for more detailed information to accurately determine the capacity requirements for property located at Milroy Road and Derry Street.

We have shared our GIS data with the Township, as it is now developing its own. In turn, the Township will share its data once compiled. Our centrifuge has been down since Thursday, November 14th, after being diagnosed with an electrical failure, and parts have been expedited. On Monday, November 18th, we started liquid hauling out sludge with Kline's due to limited storage capacity.

A motion to approve Mr. Lank's Report was made by Mr. Roberts. Mr. Schreffler made the second, and the motion passed.

Mr. Miller, Business Manager, presented his report.

Copies of the latest edition of *The Authority* magazine were distributed.

The latest money market accounts (MMA) spreadsheet was disseminated. The combined balance of the three MMAs was reduced because the Authority paid all the bonds thereby eliminating debt service. Two of the MMAs were reset to \$500,000.00 and the third account contains the residual. That third account is the one used for transfers, etc.

Mr. Miller proceeded to provide an overview of the 2020 budget:

- The combined budget total is down from \$13,102,000 to \$11,300,100.
- All participating municipalities will receive a reduction of at least 10 percent.
- The Authority's debt service has been eliminated and sewer maintenance was reduced by \$2 million resulting in an overall STA budget reduction in excess of 25%. We got ahead on sewer maintenance over the past six years.
- The Authority may need to consider a rate increase in subsequent years. There is still room to cut sewer maintenance...the account is still budgeted at over \$2 million.
- Under the *Stormwater* category, which the Authority oversees and tracks as per its management agreement with the Township, funds are dwindling faster than the five-year plan due to the Township's accelerated implementations and other expenditures. The township is considering the establishment of a separate Stormwater Authority. If so, the five-year management agreement may be terminated early...after three of five years.

Ms. Castellano reiterated that when it comes to the *Stormwater* issues, we are currently following the management agreement established with the Township and providing what was requested of us.

There ensued board member discussion regarding *Stormwater* spending vs. budget vs. current rates vs. potential rate increases. In the end, the Authority is simply a conduit of the *Stormwater* money not the entity establishing the program's policy or the budget.

The Authority received another health insurance reimbursement of approximately \$38,000. That brings the total reimbursement received this year to approximately \$154,800.

Ms. Mancuso raised the issue of the Authority looking at accepting electronic payments. She and Mr. Werner believe referrals to collections would drop, late payments would drop, and the Authority could realize a postage savings. Mr. Spare requested that Mr. Miller look into and give the board options to consider in early 2020. Mr. Miller indicated that the current software is capable of handling electronic payments, if that is the path chosen in the future. There exist concerns regarding hacking, as the Authority would be in possession customers' financial information. Mr. Miller stated that the Authority has been accepting bank bill payer checks for years online to the customers, but still a check to the Authority.

A motion was made by Ms. Mancuso and seconded by Mr. Schreffler to accept Mr. Miller's report. The motion passed.

Chairman Spare sought a motion to approve the 2020 Authority budget. Mr. Roberts made the motion to accept and approve the proposed 2020 Authority budget. Ms. Castellano seconded the motion. The motion was approved.

Mr. Wakefield, Authority Solicitor, presented his report.

Mr. Wakefield indicated that items for his report will be covered in Executive Session.

Mr. Wakefield's report was approved by acclamation.

Mr. Morrison, Authority Engineer, presented his report.

At last month's Authority meeting, the board approved Mr. Morrison's request to reach out to PennDOT regarding the upcoming 83 Project. Mr. Morrison has heard back from PennDOT, which indicated that there is nothing for the Authority in the first phase of the project (work will be concentrated down by the river).

Mr. Morrison gave Mr. Lank the Pollution, Prevention, Control (PPC) Plan this evening.

There is a request in the maintenance contract for an increase of 2%. Authority staff agrees that the requested increase is reasonable.

Chairman Spare requested a motion to approve a 2% escalator in the 2020 budget for the maintenance contract. Ms. Mancuso made the motion to approve a 2% escalator in the 2020 budget for the maintenance contract, which was seconded by Mr. Werner. The motion carried.

There is nothing new to report regarding the dryer. Ms. Brenner at ARRO continues to work on compiling information for the Authority.

A motion was made by Mr. Roberts to approve Mr. Morrison's report. The motion was seconded by Mr. Cichy and then approved.

There was no Unfinished Business to be discussed.

Chairman Spare adjourned the regular meeting at 7:50 P.M. to go into Executive Session to discuss various legal and personnel matters.

Chairman Spare reconvened the Regular Meeting at 8:06 P.M.

There was no New Business to be discussed.

Under Board Members Comments, there were two items:

- Mr. Cichy asked Mr. Lank regarding maintenance work that has been done in the past several years, as well as how the new GIS is working. Mr. Lank will pull together some information regarding the maintenance work, and the GIS appears to be working well thus far.
- Ms. Castellano provided a union negotiations update. There was a meeting scheduled for November 7th, but the union cancelled the meeting. The Authority representatives submitted several possible dates to reschedule, and all were rejected. On November 15th, the Authority submitted the same dates as well as several additional dates. As of this board meeting, no dates have yet been accepted.

Chairman Spare adjourned the regular meeting again at 8:09 P.M., asking to convene an Executive Session without staff present.

The Regular Meeting was reconvened by Chairman Spare at 8:12 P.M.

Chairman Spare asked for a motion to accept the recommendation of the Personnel Committee, as presented by Ms. Castellano in Executive Session. Ms. Mancuso made the motion to approve the recommendation of the Personnel Committee as presented by Ms. Castellano. Mr. Schreffler seconded the motion, and the motion was approved.

With no further business to be conducted, Chairman Spare adjourned the meeting by acclamation at 8:13 P.M.

Respectfully submitted,



Melissa D. Castellano
Secretary