

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

The regular monthly meeting of the Swatara Township Authority was held via Zoom, on July 22, 2020, at 6:00 P.M. The following members were present: Spare (Chairman), Castellano (Secretary), Mancuso (Treasurer), Roberts, Schreffler, Murphy, Cichy, Werner, and Johnson. Also present were: Miller (Business Manager), Morrison (Arro Consulting Engineers) and Coccoresse (Salzmann Hughes, PC).

**PLANT REPORT**

**OPERATION & MAINTENANCE  
COST PER DAY**

|                 | <u>MONTH</u> | <u>YEAR</u> |
|-----------------|--------------|-------------|
| STA             | \$ 1,508.54  | \$ 1,407.77 |
| TREATMENT PLANT | \$ 4,374.10  | \$ 3,698.17 |

|                         |    |                          |        |
|-------------------------|----|--------------------------|--------|
| % REDUCTION BOD         | 99 | TONS OF SLUDGE PROCESSED | 68.90  |
| % REDUCTION SUS. SOLIDS | 99 | TOTAL E.D.U.'S           | 17,379 |

**FINANCIAL REPORT**

|     | CHECKING<br>ACCOUNT<br>BALANCE | MATURED<br>ACCUM. OF<br>BALANCE | TOTAL           | PREVIOUS<br>MONTH'S<br>TOTAL |
|-----|--------------------------------|---------------------------------|-----------------|------------------------------|
| STA | \$ 1,514,867.13                | \$ 2,499,975.94                 | \$ 4,014,843.07 | \$ 4,835,120.31              |

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 6:07 P.M. \*There was a slight delay, due to the resignation of the superintendent submitted just prior to the meeting.

Following the Pledge of Allegiance, Mr. Coccorese indicated that the superintendent's resignation and Personnel Committee meeting updates would be discussed in Executive Session.

Chairman Spare next entertained a motion to accept and approve the minutes of June 17, 2020. Mr. Cichy made the motion to accept and approve the minutes. Mr. Werner made the second, and the motion passed.

There were no visitors at the meeting.

Mr. Miller, Business Manager, presented the plant report.

Expenditures for Joint Use were over-budget in: Lab Supplies (due to an increase in testing supplies) and Maintenance Supplies (due to purchasing replacement chain for the silo conveyor). Swatara had no expenditures over-budget for the report period.

There were no changes for fixed asset cost in Joint Use or Swatara. No sewer maintenance was completed in Joint Use. Swatara had 36 manhole sections re-lined for a total of 7,512 feet.

Most statistics for the plant were down slightly when compared to last month, due to lower flows. There were just over three-and-a-tenth inches of rainfall being reported for the month. There were not estimated flows for the report period. Lower Paxton was the only contributor with over 220gpd/edu, at 264 for the month.

Treatment efficiency was very good, with 99% removal of BOD and 99% solids removal. Total nitrogen pounds generated are 53,892 of the allowable 88,600. Total phosphorus pounds generated are 1,440 of the allowable 11,900.

There were no changes to the connection data.

There were 43,184 feet flushed, with 42,959 feet in Rutherford for routine flushing and the remaining 225 feet for a blockage complaint. The Authority suspended routine flushing effective July 21<sup>st</sup> due to the extreme heat; we are far enough ahead that there is no need to push for completion. There were two blockage complaints in Rutherford at 6852 Derry Street and 6704 Huntingdon Street, and both problems were in the owners' facilities. There were 250 feet televised during the report period for lateral locates. There were no odor complaints during the report period. Portable metering was done in numerous locations, with sixteen meters being used for capacity determinations: one in Joint Use, six in Rutherford, seven in Lawnton/Oakleigh, and two in OEB. Nine meters were used for I/I investigation: two in Joint Use, one in Rutherford, three in Lawnton/Oakleigh, and three in OEB.

The Authority will continue with routine flushing when appropriate, portable metering, on-the-job training to employees, televising lines, and inspecting for the maintenance contract work.

*E.K. Services* is currently working, but *Mr. Rehab* is taking a break from our Authority projects until the end of summer; *Mr. Rehab* completed a majority of the scheduled work.

Under the Personnel Report, there is one proficiency promotion of an employee plus three informational items.

There are no new issues to report this period for Capacity.

The Authority has been working with ARRO on the I-83 expansion, reviewing prints and potential conflicts. Mr. Cichy asked Mr. Morrison regarding the information the Authority recently received regarding the I-83 project. Mr. Morrison replied that the information received was for the project's second-phase addressing bridges and such, and that ARRO is working with the Authority to highlight potential sewers of influence. ARRO has also been working with the Authority on the dryer replacement. There was a site visit from both dryer manufacturers that are being considered, in order to get a better sense of the layout of our facility and address any particular concerns. Both vendors are supplying better sketches of the units in the existing building, and the Huber manufacturer wants a sample of our sludge for testing. Concerning the COVID-19 pandemic, we are maintaining stock of the plant chemicals, disposable gloves, face shields, masks, sanitizer, wipes, and paper goods such as toilet paper and paper towels. The plant is continuing the staggered start times, staggered break times and lunch times, and paired up teams where appropriate. To date, thankfully no one has had to utilize the Intergovernmental Agreement for shared employees amongst the participating municipalities. The Lower Paxton Annual Meeting with DEP concerning the Second Consent Decree progress has been scheduled for August 11<sup>th</sup> as a conference call, and it should just be an updated report of their rehabilitation efforts along with a schedule of upcoming projects. We have been experiencing issues with the dryer boiler and it has been determined that some burner parts need to be replaced. We have our usual contractor *Bonfitto* that services the unit coming tomorrow, and possibly Friday, to install the parts that we have in-stock and then to re-tune the unit. We have set up liquid hauling of sludge for the two days that we anticipate being down. The deep-cleaning and sanitizing of the plant work areas and common areas has been scheduled for July 23<sup>rd</sup> at 4:30 P.M., and the Authority was able to get the price lowered to \$750.00 per service.

Next, a motion to approve the Plant Report was made by Mr. Johnson. Mr. Cichy made the second, and the motion passed.

Mr. Miller, Business Manager, presented his report.

The Board packets were delivered individually to all members by Mr. Miller. Within those packets were the *Authority Magazine* and the money market fund accounts (MMAs) sheets.

The MMAs are currently valued at \$2.5 million, and will be transferred in the next two months to *Orrstown Bank*. Mr. Miller indicated that he has not yet had a discussion regarding the changes with *Citizens Bank*, the Authority's current financial institution, but he has started the move to *Orrstown Bank*. He then went on to explain some of how banking will change due to different software. Mr. Miller has also discussed with *Orrstown Bank* about accepting credit card payments, but will begin with accepting check payments online.

The auditors at *Boyer & Ritter* have finished, and several items are with Mr. Wyland. The Audit Committee –consisting of Mr. Spare, Mr. Schreffler, and Mr. Werner – should have a meeting over the next week or so via Zoom.

The quarterly sewer bill payments have been arriving at the office. There have been some mail issues, as for example mail was received in the office today that was postmarked July 16<sup>th</sup>. Late fees for the quarter will be assessed tomorrow. The Authority will begin preparations soon for the second-quarter delinquency letters, employing the use of the color-coded chart and hardship application program, established last quarter and approved by the Board, in response to COVID-19 economic issues. These letters will be mailed out sometime in early August.

Mr. Bill Gralski has replaced Mr. Wilson regarding Stormwater issues for the Township. The Township, at this time, still plans to take back the Stormwater program effective January 1<sup>st</sup>.

With the Township building re-opened somewhat and some COVID-19 business restrictions eased, there are more real estate transactions occurring and walk-in payments are up significantly. Only a few customers requested late fee removals due to COVID-19 issues. We utilized the one-time-only policy to accommodate most customer requests.

The business office is considering switching from the *Peachtree* program to *Quick Books* which is the industry standard. Mr. Miller stated that the Authority's IT consultant mentioned that they do not have any other clients using the *Peachtree* (Sage) product.

At this time, Ms. Zeiders plans to retire some time in January 2021. As such, Mr. Miller is spending some time with her to review (and learn some of) her job duties.

A motion was made by Mr. Werner and seconded by Mr. Cichy to accept Mr. Miller's report. The motion passed.

Mr. Coccorese, Authority Solicitor, presented his report.

Mr. Coccorese stated that most of his report would be covered in Executive Session. One update is that he continues to work with Mr. Stinnett to circulate the IGA to the other municipalities for formal approval, since our Authority approved it at the June meeting. Additionally, he presented a Memorandum of Understanding (MOU) extension for Mr. Heagy to continue as the Acting Working Foreman for an additional 90 days.

Chairman Spare entertained a motion to approve the MOU extension for Mr. Heagy in his capacity as Acting Working Foreman. Ms. Mancuso made the motion, which was seconded by Mr. Johnson. The motion passed.

Mr. Coccorese's report was approved by acclamation.

Mr. Morrison, Authority Engineer, presented his report.

While Mr. Morrison stated that most engineering issues were covered in the earlier plant report, he did speak briefly regarding the I-83 expansion project. Additionally, he reiterated that the Lower Paxton Annual Meeting with DEP is scheduled for August 11<sup>th</sup> as a conference call. Mr. Cichy asked several questions regarding the Township's backbone/interceptor issue.

Mr. Morrison's report was approved by acclamation.

Under Board Members' Comments, Ms. Castellano had two items:

- Thermometers have been purchased as part of the Personnel Committee's continued COVID-19 protocols. Two thermometers were purchased for the plant and one for the business office. Management personnel are to be keeping a daily log of temperature checks for each employee.
- It was discovered during the most recent heat wave that there is not a refrigerator at the plant. A refrigerator was purchased for the plant, and will be stocked with cold drinks during the summertime by the Authority.

Under Old Business, Chairman Spare reminded the Board that the next meeting is August 26<sup>th</sup> at 6:00 P.M. via Zoom.

The Board adjourned to Executive Session at 6:37 P.M.

The Board resumed the Regular Meeting at 8:02 P.M.

Under New Business, Chairman Spare sought a motion to approve disciplinary action for an employee.

Mr. Johnson made the motion to approve the disciplinary action for the employee. Mr. Schreffler seconded the motion, which was then approved.

Chairman Spare next requested a motion to accept Mr. Lank's resignation at the plant's superintendent effective immediately.

Mr. Murphy made the motion to accept Mr. Lank's resignation effective immediately, and the motion was seconded by Mr. Johnson. The motion passed.

Chairman Spare then asked Ms. Castellano to make several updates:

- There will be two calls tomorrow, to which all Board members are invited to participate. The first call will be set for 10:30 A.M. with Mr. Neidig and Mr. Heagy, to discuss management and oversight of the plant. The second call will be set for 3:00 P.M. and will include all employees of the Authority, to assure the continuity of the Authority's work and to thank them for their service to the Authority and the community. Mr. Coccoresse will send out conference call information (these will be traditional conference calls). Ms. Castellano will send emails to set the conference call times for tomorrow, following adjournment of this meeting.

- The next union negotiations meeting is set for August 3<sup>rd</sup> at 4:00 P.M. This meeting will occur in a well ventilated garage at the plant, so that it occurs outdoors in compliance of COVID-19 meeting protocols.
- Another reminder that the next Board meeting is scheduled for August 26<sup>th</sup> at 6:00 P.M. via Zoom.

With no further business to be conducted, Chairman Spare adjourned the meeting by acclamation at 8:06 P.M.

Respectfully submitted,



Melissa DiSanto Castellano  
Secretary