

**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 August 26, 2020, at 6:00 P.M. The following members were present: Spare (Chairman), Castellano (Secretary), Mancuso (Treasurer), Roberts, Schreffler, Murphy, Cichy, 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>
<b>STA</b>	\$ 1,538.06	\$ 1,426.73
<b>TREATMENT PLANT</b>	\$ 3,835.44	\$ 3,718.15

<b>% REDUCTION BOD</b>	<b>99</b>	<b>TONS OF SLUDGE PROCESSED</b>	<b>52.30</b>
<b>% REDUCTION SUS. SOLIDS</b>	<b>99</b>	<b>TOTAL E.D.U.'S</b>	<b>17,391</b>

**FINANCIAL REPORT**

	<b>CHECKING ACCOUNT BALANCE</b>	<b>MATURED ACCUM. OF BALANCE</b>	<b>TOTAL</b>	<b>PREVIOUS MONTH'S TOTAL</b>
<b>STA</b>	\$ 2,278,240.64	\$ 2,394,804.96	\$ 4,673,045.60	\$ 4,014,843.07

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 6:02 P.M.

Following the Pledge of Allegiance, Chairman Spare requested a moment to make personal remarks. He offered condolences on behalf of the Board and Authority to Ms. Mancuso and her family. Then, he thanked the Board and Authority for the flowers sent to him recently.

Chairman Spare next entertained a motion to accept and approve the minutes of July 22, 2020. Mr. Roberts made the motion to accept and approve the minutes. Mr. Johnson made the second, and the motion passed.

Mr. Joel McNaughton of *The McNaughton Company* made a presentation to the Board regarding the Southeast (SE) Drainage Basin, which is located in the Chambers Hill area of the Township. In addition to his remarks, Mr. McNaughton had various maps available for the Board, which were shared on-screen by Mr. Coccorese. The SE Drainage Basin represents the last large swath of unsewered area in the Township, from Keckler Road (Aspen Hill) to the plant itself. This area, often referred to as “the backbone” of the system, would require two pump stations + 17,000 feet of interceptor line and 13,000 feet of force main.

Mr. McNaughton indicated that his company was willing to pay upfront for the survey, design, engineering, and permitting of the project, albeit with the following request: The Authority agrees to adopt the special purpose components of the tapping fee, thereby eventually reimbursing *The McNaughton Company* for construction costs. Phase I of the anticipated \$3 million project would include: Chambers Pointe; a re-do of the Rolling Ridge pumping station; and 3,000 linear feet of force main.

A question-and-answer session followed:

**Mr. Cichy:** I believe there is a 10-year cap on the timeline for special purpose components to tapping fees.

**Mr. McNaughton:** We would get what we could for the 10 years.

**Mr. Cichy:** How close or accurate do you believe the estimate is? Does this include manholes?

**Mr. McNaughton:** The interceptor number is “all-in” and includes manholes. The estimate does not account for unknowns, such as hitting lots of rock.

**Mr. Roberts:** Could current EDUs (equivalent dwelling units) tap in?

**Mr. McNaughton:** Yes, some should.

**Mr. Cichy:** Do you need any other design effort to handle the [potential for] entire drainage basin in the future – specific depth and size, to have the ability to include others down the road?

**Mr. McNaughton:** We would be hopeful that others could tap in.

**Mr. Miller:** This was pretty much the design by HRG (*Herbert, Rowland & Grubic, Inc.*) for a proposal in the 1970s/1980s.

**Mr. Morrison:** Much of the layout/plan has not changed. Actually, doing the project has historically been cost-prohibitive. Last estimates were about \$20,000/edu for residents in the area of “the backbone” to sewer.

**Mr. Cichy:** Could the Township or DEP (PA Department of Environmental Protection) force us to require residents to tap in?

**Mr. Morrison:** Always a risk that DEP mandates it...not sure if that would occur.

**Mr. Roberts:** Any real good study regarding the cost for sewerage all of Chambers Hill? Who should/could pay?

**Mr. Morrison:** There are plenty of estimates for cost. The plan was always that Chambers Hill had to pay itself. This made it cost-prohibitive for homes in the SE Drainage Basin.

**Mr. McNaughton:** If we could get to a point of agreeing to the concept of reimbursement, we could move ahead to surveys and thus use the information to fine-tune the cost estimates. We should not experience right-of-way issues because McNaughton owns those properties.

**Ms. Castellano:** Again, how many homes are located in the SE Drainage Basin? And how many have you included for hook up in this phase of the project?

**Mr. McNaughton:** There are 800 homes in the SE Drainage Basin that are unsewered. We only factored in 300 homes for Phase I.

**Mr. Morrison:** There should be capacity in the plant. Swatara bought a swath of capacity from West Hanover.

**Ms. Castellano:** You mentioned something regarding tapping fees for existing homeowners. Could you please repeat that?

**Mr. McNaughton:** Yes, I was saying that we could waive the special purpose component to the tapping fees for existing homeowners.

**Mr. Morrison:** The Act 537 Plan submitted to DEP some time back said that such sewer expansion would be developer-driven. DEP never replied.

**Mr. Spare:** I think that concludes the presentation and q-and-a. Joel wants his staff to work with our staff to discuss the proposal further and to refine the proposal itself. May I have a motion in this regard?

Mr. Johnson made the motion for the staff of *The McNaughton Company* and the staff of the Authority to discuss the proposal itself, thereby refining the proposal. The motion was seconded by Mr. Roberts. The motion passed.

Mr. Miller, Business Manager, presented the plant report, which was written by Mr. Neidig.

Expenditures for Joint Use were over-budget in: Office Supplies (due to *Sonic Wall* annual software renewal), Equipment Maintenance (due to dryer repairs), Wages (due to Mr. Lank's final payout for accrued vacation), and Miscellaneous (due to the purchase of additional COVID-

19 supplies). Swatara was over-budget in Vehicles (due to repairs to the tv rig air conditioning), and Miscellaneous (due to the purchase of additional COVID-19 supplies). Mr. Miller commented that, while the plant reports particular items as over-/under-budget monthly, this does not reflect overall annual budgeting. In other words, by the end of the calendar year, such line items may actually not be over-/under-budget.

There were no changes for fixed asset cost in Joint Use or Swatara. No sewer maintenance was completed in Joint Use. Swatara had five manhole sections replaced for a total of 956 feet.

Most statistics for the plant were down slightly when compared to last month (due to lower flows). There were just less than one-and-a-quarter inches of rainfall being reported for the month. There were two estimated flows for the report period for Swatara (due to grease accumulation on the flume at S-1). There were no contributors with over 220gpd/edu for the month.

Treatment efficiency was very good, with 99% removal of BOD and 99% solids removal. Total nitrogen pounds generated are 57,158 of the allowable 88,600. Total phosphorus pounds generated are 1,570 of the allowable 11,900.

There were no changes to the connection data.

There were 27,880 feet flushed for routine flushing, which resumed after the heat wave. There were three odor complaints at: 8105 Adams Ct. in Rutherford; 127 Wilhelm Rd. in Lawnton/Oakleigh; and 2 Mars St. in OEB. The first two locations had no odor detected and no problems detected in our lines. The third location had an odor detected in the manhole so the lines were flushed. There were 2,832 feet televised during the report period. Portable metering was done in numerous locations, with fourteen meters being used for capacity determinations: one in Joint Use, five in Rutherford, six 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 in Rutherford, portable metering, on-the-job training to employees, televising lines, and inspecting for the maintenance contract work.

The Personnel Report is on a separate handout. The first three items are regarding proficiency promotions. The other item is informational.

A meeting was held with Anthony Faranda-Diedrich of *Charter Homes & Neighborhoods* and David Kegerize of *Towne Square Engineering* to discuss the proposed development of the Knupp property.

The Authority has continued working with ARRO on both the I-83 expansion and the dryer replacement. There is a site visit scheduled for August 25th with *Thomas & Muller Systems Ltd.* (subcontractor for *Gryphon*) to see if a retrofit or replacement of the dryer sludge hopper is needed. *Huber* was sent a sample of our sludge for testing, and staff has not yet heard anything back.

*Bonfitto* installed stock parts on the boiler and retuned the unit. The plant liquid hauled sludge for two days that things were down. The modulation motor has been received by *Bonfitto*. Installation will be coordinated with the plant's next scheduled maintenance, or sooner if emergency repairs are needed. The RAS Pump #5 bearing is going out. Maintenance will pull the bearing housing on August 24<sup>th</sup> and send it out on August 25<sup>th</sup> to get a quote on the repairs. NaOCl tanks will be removed and replaced on August 28<sup>th</sup> by *Design Plastics*. They will supply two 1,200-gallon storage tanks and PA DEP oversight, inspection, and paperwork at the cost of \$7,283. Concerning the COVID-19 pandemic, the Authority is maintaining stock of the plant chemicals, disposable gloves, face shields, masks, sanitizer, wipes, and the paper goods such as toilet paper and paper towels. The plant staff continues the staggered start times, staggered break times, staggered lunch times, and pairs up teams where appropriate. To date, thankfully no one has had to utilize the Inter-Governmental Agreement for shared employees.

Chairman Spare asked Ms. Castellano to update on two items. Ms. Castellano reminded the Board that it was discovered there were not extra drinks on-site at the plant during the heat wave. At that time, a refrigerator and drinks were purchased for this purpose. She suggested keeping the drink stock higher during warmer months (May-October), with a minimum supply available during the remaining months (November-April). Additionally, there are snack and soda machines on-site. These have always been stocked by the Authority, but staff pay for the products upon use. Ms. Castellano suggests continuing these two items, as they are utilized by employees. Both items were discussed in a meeting this afternoon with Mr. Neidig, and he concurred with the suggestions.

Chairman Spare asked for a motion to continue the stocking of drinks/snacks/sodas as outlined by Ms. Castellano. Mr. Roberts made the motion, which was seconded by Ms. Mancuso. The motion carried.

Next, a motion to approve the Plant Report was made by Mr. Roberts. 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*, the money market fund accounts (MMAs) sheet, and the annual audit reports.

The Audit Committee convened and approved the audit report as submitted. The committee recommends Board approval. Mr. Roberts made a motion to approve the annual audit as presented. This motion was seconded by Mr. Murphy, and the motion was approved.

The Minimum Municipal Obligation (MMO) information will likely be presented and discussed at the September Board meeting.

On August 8<sup>th</sup>, 174 delinquent letters were mailed out. To date, 73 have paid in full; 1 ratepayer took advantage of the COVID-19 hardship program and 15 ratepayers are eligible for the COVID-19 hardship program but have yet to contact the Authority business office.

Mr. Miller reminded the Board that the Authority will soon transfer its banking to *Orrstown Bank*, as previously approved by the Board. He hopes to soon implement positive pay, outline ACH parameters, transfer the VISA cards, and accept payment via credit cards.

To Mr. Miller's knowledge, there has been no change to the status of the Township eventually taking over the Stormwater program. In the meantime, he and Ms. Zeiders keep the files and information up-to-date.

Mr. Miller reiterated that, while not many of those eligible have taken advantage of the COVID-19 hardship program, we have had some ratepayers request a waiver of late fees. Mr. Johnson asked if delinquencies are about average during COVID-19. Mr. Miller replied that there may be about 10+ more, but we may still receive more payments tomorrow. And, on that note, there continues to be delay in mail delivery. Thus, the business office has allotted a bit more time in order to process payments based upon postmarks.

Due to some mail issues at the plant, mail is being re-routed from there to the business office. Mr. Miller filed the paperwork at the Hummelstown Post Office.

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

Mr. Coccorese, Authority Solicitor, stated that his report would fall under Old Business and the Executive Session.

Mr. Morrison, Authority Engineer, presented his report.

Apparently, Mr. Lank was the only one listed for the Authority to make electronic submittals of reports to DEP. While Mr. Neidig has filed the necessary paperwork to make these submittals moving forward, Mr. Paul Ruffini of ARRO will be listed as a backup.

ARRO continues to work with the dryer project. A sample of sludge was sent to Germany for the *Huber* company. The report back thus far is that the sludge is "sticky", which would require some machine adjustment.

Ms. Castellano asked Mr. Morrison and Mr. Miller regarding the DeVan project, as she was copied on some correspondence. Both indicated that if any modules or input is needed, ARRO can assist in that regard.

Mr. Cichy asked if the *Gryphon* company had requested a sludge sample. Mr. Morrison indicated that it did not, but that he shared the *Huber* information with *Gryphon*.

A motion to approve Mr. Morrison's report was made by Ms. Mancuso and seconded by Mr. Roberts. The motion passed.

Under Old Business, Mr. Coccorese reminded the Board that Mr. Dave Neidig is now the certified operator of record for the DEP license requirements. An MOU was executed with Mr. Neidig and signed by Ms. Castellano, leaving the timeframe for his role as operator of record open-ended. The MOU states that a two-week notice is required from either Mr. Neidig or the Authority to end the MOU. Then there is a 10-day window to notify DEP of the Authority's next certified operator of record.

Mr. Johnson made a motion to approve the MOU for Mr. Neidig to act as the operator of record with DEP. The motion was seconded by Mr. Roberts, and approved.

Next, Mr. Coccorese presented the Board with the MOU extension for Mr. Christopher Heagy as the Interim Foreman. The MOU would extend Mr. Heagy's role in this capacity by 90 days, until December 21<sup>st</sup>.

Mr. Roberts made the motion to extend Mr. Heagy's MOU by 90 days. Mr. Murphy seconded the motion. The motion passed.

Ms. Castellano and Mr. Coccorese then wanted to discuss various IT issues. There are two separate IT companies handling needs for the Authority at this time – one for the business office, another for the plant. It is recommended that there eventually be one company, one server, one domain for the entire Authority. Mr. Coccorese stated that he has dealt with similar issues in other municipal entities, and this can all be combined. If there are any written contracts in place, Mr. Coccorese asked that those be forwarded to him. Chairman Spare requested that Mr. Miller take the lead in researching these issues and gathering the necessary information. Ms. Castellano gave an update on the status of a laptop computer for Mr. Heagy and the Foreman position. She discussed with the Board the recommendation of purchasing a computer for Mr. Moppin and the Lab, as well as a laptop to be utilized by the Operations Department. Ms. Castellano requested a motion in this regard in order for her to move forward with the purchases.

With input from Chairman Spare, Mr. Roberts made a motion for Ms. Castellano to work with Mr. Miller and Mr. Coccorese to make the necessary laptop and IT purchases moving forward, not to exceed \$5,000. Mr. Johnson seconded the motion. The motion carried.

Ms. Castellano and Mr. Coccorese also stated that it is time to develop a website for the Authority. They can work over the coming months with staff to look into this.

The Board adjourned to Executive Session at 7:28 P.M. Chairman Spare told Mr. Morrison and Mr. Miller that they could leave the meeting.

The Board resumed the Regular Meeting at 8:10 P.M.

Under New Business, Chairman Spare asked for a motion to approve the use of Zoom videoconferencing software for the remaining Board meetings of 2020, with meetings beginning

at 6:00 P.M. Mr. Cichy made the motion, which was seconded by Mr. Murphy. The motion was approved.

Under Board Members' Comments, Ms. Castellano stated that the next union negotiations meeting was scheduled for tomorrow but was cancelled by AFSCME. She is waiting for a new meeting date from the union. Additionally, she will work with Mr. Coccorese and Ms. Zeiders to place the required legal advertisement announcing the meeting format changes approved for the remainder of 2020.

With no further business to be conducted, Chairman Spare adjourned the meeting by acclamation at 8:12 P.M.

Respectfully submitted,



Melissa DiSanto Castellano  
Secretary