

**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 October 21, 2020, at 6:00 P.M. The following members were present: Spare (Chairman), Castellano (Secretary), Mancuso (Treasurer), Cichy, and Johnson.

Also present were: Miller (Business Manager), Morrison (Arro Consulting Engineers) and Wyland and Coccoresse (Salzmann Hughes, PC).

PLANT REPORT

**OPERATION & MAINTENANCE
COST PER DAY**

	<u>MONTH</u>		<u>YEAR</u>	
STA	\$	1,112.42	\$	1,347.92
TREATMENT PLANT	\$	3,541.15	\$	3,606.99

% REDUCTION BOD	98	TONS OF SLUDGE PROCESSED	45.20
% REDUCTION SUS. SOLIDS	98	TOTAL E.D.U.'S	17,391

FINANCIAL REPORT

	CHECKING ACCOUNT BALANCE		MATURED ACCUM. OF BALANCE		TOTAL		PREVIOUS MONTH'S TOTAL	
STA	\$	1,091,480.02	\$	2,202,778.10	\$	3,294,258.12	\$	4,072,215.14

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.

Following the Pledge of Allegiance, Chairman Spare entertained a motion to accept and approve the minutes of September 16, 2020. Mr. Johnson made the motion to accept and approve the minutes. Mr. Cichy made the second, and the motion passed.

There were no visitors at the meeting.

Mr. Miller, Business Manager, read the plant summary compiled by Mr. Dave Neidig, Chief Operator. A copy of Mr. Neidig's plant summary is attached.

Ms. Castellano reminded the Board that the staff suggested a new television rig truck be considered for purchase within the next couple years. Mr. Miller interjected that he did include \$250,000 in the 2021 Authority budget, should it be determined to move forward with a purchase soon. Mr. Morrison agreed that the more compact rig would be useful in various parts of the township, but wondered if there was any reason to also keep the larger rig? He also agreed with the assessment Ms. Castellano shared that the new, more compact rig would save the Authority money over time with contractors. Additionally, he believes that old equipment should not be moved to the new truck. Ms. Castellano will forward to Mr. Cichy copies of the rig estimates for review.

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

Mr. Miller presented his report.

The Board packets were delivered individually to all members by Mr. Miller. Minutes were sent via email.

The Minimum Municipal Obligation (MMO) annual decision, approved by the Board in September, was forwarded to PMRS. The payment will be made in January 2021.

The sewer bills were due yesterday. Due to issues with mail delivery being behind, the Authority will not apply the late penalty until Monday in order to minimize penalty write offs of payments enclosed within properly postmarked envelopes.

As just mentioned, mail delivery in the area continues to be delayed. There are currently four cases of COVID-19 at the Swatara Branch of the post office.

There are currently 393 accounts delinquent with the Authority and in collections, for a total of \$722,000.

The Orrstown Bank accounts transfer process has been slow. Mr. Miller hopes most things can be accomplished by the close of November.

The Stormwater transfer from the Authority to the Township is underway. While this is slated to be completed by December 31st, the Township still needs to establish a new Stormwater

Authority and thus allow for the proper transfer of funds. In the meantime, testing of uploading/downloading of information between the Authority and Township has begun, and the Authority continues the documentation.

The minimum residential sewer rate will increase from \$96.00 to \$100.00 per quarter (the allowance remains at 16,000 gallons), while the multiplier for gallons in excess of 16,000 will increase from \$6.00 to \$6.50 per thousand gallons.

Mr. Miller proceeded to share and discuss a draft of the 2021 Authority budget. This was done by screen-sharing the budget via Zoom during the meeting. The budget should be approved at the November or December meeting.

Mr. Johnson made a motion to approve the preliminary 2021 budgets in order to share with the contributing municipalities as required by the intermunicipal agreement. The motion was seconded by Ms. Mancuso, and was approved. Budget documents including charts and narratives will be provided for our next meeting and require final approval before January.

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

The Solicitor report was delivered in two parts by Mr. Wyland and Mr. Coccorese.

Mr. Wyland reported that the firm will go back to the other four entities included in the Intergovernmental Agreement (IGA). The entities will be asked to formally sign the IGA, or let this Authority know of any issues with it.

Mr. Coccorese stated that most of his items were for Executive Session. However, he did request that Chairman Spare ask the Board to approve the new Spending Thresholds Policy.

Mr. Cichy moved to approve the new Spending Thresholds Policy, and this was seconded by Mr. Johnson. The motion passed.

Mr. Morrison, Authority Engineer, presented his report.

The following issues were reported by Mr. Morrison:

- He has had various discussions regarding the Township's proposed Spring Creek stormwater project, including with Mr. William Gralski and Mr. Benjamin Mueller. Mr. Cichy stated that he also had a brief discussion with Mr. Michael Kreiser regarding the historical nature of the sewer lines in that area.
- He responded to Gannett-Fleming concerning the I-83 widening project.
- There are more issues with the dryer. Staff and ARRO are on top of how to handle them at this time.

- He is working on items for a proposed project to replace manholes on one of the Township's state roads.

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

Under Old Business, Mr. Miller reported that the Authority had one participant in the COVID-19 Hardship Program last quarter. The new eligible accounts for the next quarter will be identified soon.

Chairman Spare realized that Mr. Coccorese had another item for the public session. Mr. Coccorese asked the Board to approve the previously-discussed reorganization plan for the Authority recommended by the Personnel Committee, so that he and Ms. Castellano can move forward working with the Personnel Committee on these issues.

A motion to move forward with the Authority reorganization plan as previously discussed was made by Mr. Johnson. Ms. Mancuso seconded the motion. The motion was approved.

The Solicitor's Report was approved by acclamation.

The Board adjourned to Executive Session at 7:30 P.M. Chairman Spare told Mr. Morrison and Mr. Miller that they could leave the meeting.

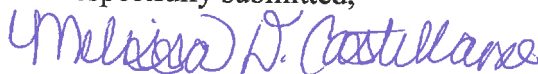
The Board resumed the Regular Meeting at 8:00 P.M.

Under New Business, Ms. Castellano stated that the next two union negotiations meeting are scheduled for Wednesday, November 4th at 3:30 P.M. and Thursday, November 19th at 3:30 P.M. The meetings will be held outdoors at the Authority plant.

Under Board Members' Comments, Mr. Cichy asked if there was any further discussion regarding an Authority website. Ms. Castellano said not at this time, as she and Mr. Miller are looking to establish a combined IT contract for the Authority business office and plant first.

With no further business to be conducted, Chairman Spare adjourned the meeting by acclamation at 8:05 P.M.

Respectfully submitted,



Melissa DiSanto Castellano
Secretary