

**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 January 20, 2021, at 6:30 PM. The following members were present: Spare (Chairman), Castellano (Secretary), Mancuso (Treasurer), Schreffler, Murphy, Cichy, Werner, and Johnson. Also present were: Miller (Business Manager), Morrison (Arro Consulting Engineers), and Coccoresse (Salzmann Hughes, PC). Proof of publication of the meeting notice was verified by Mr. Miller.

Chairman Spare called the meeting to order at 6:33 P.M.

Following the Pledge of Allegiance, Chairman Spare introduced newly appointed member John Lawson. He also thanked former Vice Chairman Bill Roberts for his years of service to the Authority and instructed Mr. Miller to send Mr. Roberts a letter stating such.

After these announcements, Chairman Spare embarked on the reorganization component of the meeting. The following board members were nominated as follows for the listed positions:

- Ms. Melissa Castellano for Vice Chairman.
- Ms. Allison Mancuso for Treasurer.
- Mr. Paul Johnson for Secretary.
- Mr. James Schreffler for Assistant Secretary.

Ms. Mancuso made a motion to accept Mr. Spare's recommendation, close the nominations, and approval of the presented slate of officers. Mr. Johnson seconded the motion, and it passed.

Ms. Mancuso made a motion to put forth *Salzmann Hughes, PC* as the board solicitor for 2021. Mr. Cichy seconded the motion, it was passed.

Mr. Cichy made a motion to put forth *Arro Consulting, Inc.* as the board engineer for 2021. Ms. Castellano seconded the motion, it was passed.

Mr. Spare stated that the following committees have been set for 2021:

- Personnel Committee/Ms. Castellano, Ms. Mancuso, Mr. Johnson. Ms. Castellano will continue to serve as Chair.
- Audit Committee/Mr. Werner, Mr. Schreffler, Mr. Lawson. Mr. Werner will continue to serve as Chair.
- Liaison Committee/Mr. Cichy, Mr. Murphy. Mr. Cichy will serve as Chair.

Chairman Spare thanked Ms. Castellano for her extraordinary work and hours spent on Authority affairs in 2020. Ms. Castellano reported that rapport has improved between the board and operational staff.

Chairman Spare next entertained a motion to accept and approve the minutes of December 16, 2021. Ms. Mancuso 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, presented his report.

Mr. Miller reported that the dryer had mechanical failures. A gearbox had failed and was replaced by a rebuilt unit (from stock), and the rebuilt unit failed within 90 days. The estimated life of this unit is one year. There was then a general discussion about the planned replacement of the complete dryer and the need to continue that discussion.

He would like to make changes to the financial report for the plant to more accurately account for operational expenses. Proposed commencing these changes with the January 2021 report. The board gave the approval to proceed with these changes.

Sewer bills went out promptly. There are now 411 accounts with a total of approximately \$838,500 in collections, and only one customer took advantage of the COVID payment option.

The switch to Orrstown Bank is continuing smoothly. Mr. Miller would like to work remotely (via internet) with Edmunds Software to set up secure online transaction capabilities. There will be fees for each of these services except autopay transactions. Mr. Murphy made the motion to allow Mr. Miller to pursue negotiations with Edmunds. Mr. Johnson made the second, and the motion passed.

Ms. Mancuso made a motion to approve Mr. Miller's report. Mr. Cichy made the second, and the motion passed.

Mr. Wyland, Authority Solicitor, presented his report.

Mr. Wyland noted he has been working with the Authority for 28 years and thanked the board for the re-appointment.

Mr. Wyland stated that Swatara Township has formed the Swatara Township Stormwater Authority and will probably have its first bills out late next month. Once that Authority is functioning smoothly, we will mutually agree to eliminate our contract with the Township.

Mr. Wyland noted that our Authority will need additional capital for both the I-83 project and for the dryer replacement costs. The amount of additional capital required is currently unknown. Mr. Wyland is working on options, perhaps something similar to a line of credit, rather than bonds. He believes it will be better to pursue a bank loan.

He recommended that the authority contact an employment expert to create job descriptions plus recruit and screen applicants. He suggested that this would be more cost effective than using an employment agency, and he suggested Kent Frese PHD at a monthly fee of \$1500.00.

Mr. Johnson made a motion to approve resolution 2021-1 that lists new rates. Mr. Werner seconded the motion, and the motion passed.

Ms. Mancuso had a question regarding the inter-municipality agreement that we had proposed for potential use during the COVID pandemic. Mrs. Castellano responded that the Derry Township Authority had it on their agenda and that there was no response from Hummelstown Borough or Lower Paxton Township.

Ms. Castellano made a motion to accept Mr. Wyland's report. Mr. Cichy seconded the motion. The motion was passed.

Mr. Morrison, Authority Engineer, presented his report.

Mr. Morrison began by thanking the board for its re-appointment.

Mr. Morrison is planning a presentation for our annual meeting with the municipalities that are part of our contract.

He also reported that he is working on the required Chapter 94 Report.

Mr. Morrison gave an update on the Biosolids/Dryer. He has been reviewing with staff and reported that they prefer the Gryphon brand because the equipment is simpler to the Huber brand. Gryphon currently has two units operational in Pennsylvania and three in other states. They have pretty well decided on a belt type dryer. Some newer staff members are not familiar with Gryphon equipment and would like to visit a site currently using Gryphon, however, COVID restrictions have not allowed this. Current cost estimates are as follows: Gryphon approximately \$5.9 million and Huber approximately \$7.3 million.

Mr. Morrison has received new drawings from PennDOT for the I-83 widening project near Eisenhower boulevard and PennDOT is currently working on a scope of project. He also stated that since the plans call for the demolition of several buildings, there may be a reduction in the number of customers. He requested that ARRO Engineers be authorized by the Authority to access PennDOT's URMS (Utility Relocation management System) to continue his work on the project. After discussion, it was decided that a motion was not needed for this approval. Consensus of the Board followed.

Mr. Morrison needs to set up a meeting with PennDOT regarding the Spring Creek relocation project. While PennDOT has addressed several of his concerns, they have some questions about some of the Authority's comments.

Mr. Morrison suggested that we issue a change order to our current contract. Mr. Cichy made a motion to approve a 2% payment escalator and extend our current contract by 365 days. Ms. Castellano seconded, and the motion was passed.

Mr. Morrison suggested circulating the Land Studies Report to the board.

Mr. Cichy questioned whether we need a contract with Mr. Rehab. Mr. Morrison responded that it is considered a professional service, and therefore, does not require a contract.

Mr. Miller mentioned that he believes we have spent approximately \$20 million over the past decade on lining to prevent infiltration and inflow (I&I). Mr. Morrison responded that if there are only a few leaks in a section of pipe, it is more cost effective to line the pipe rather than digging it up and replacing it.

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

Chairman Spare suggested that we approve a COVID Hardship plan for ratepayers for the first quarter. Mr. Miller responded that our current plan continues until March 31.

IT provider Marco visited the plant to prepare a proposal to integrate computer systems between the plant and office. The proposal seemed too high and was not itemized, so Mr. Miller was directed to follow up on this. Mr. Miller also suggested that we add Voice Over Internet Protocol (VOIP) to the current proposal since this will easier allow common telephone service. He is also looking for a common email system. After Mr. Miller requested help in continuing this investigation, Mr. Johnson volunteered to assist.

Appropriate documents have been sent for tomorrow's PMRS zoom meeting.

Personnel committee has conducted one interview and has a second scheduled for the open administrative assistant position.

We will need a new lab technician since Chief Operator Dave Neidig is planning to retire in one month and our lab technician is interested in training for that job. Operation staff may temporarily cover the position. We are also exploring with a contract with a lab for a technician.

A motion was made by Ms. Castellano and seconded by Mr. Werner to keep our current COVID leave policy in effect until March 31, 2021. The motion was passed.

A temporary Memo of Understanding regarding Chris Heagy working as the Foreman has been continued. With the passing of our AFSME representative, there has been limited follow-up on their part.

A request to the state to provide access to COVID vaccines to all employees has not yet received a response. There was consensus among the Board to require vaccinations to all employees.

Mr. Cichy had a question regarding the purchase of a CCTV truck. Staff is still gathering information, and they presently have three quotes.

Chairman Spare adjourned the regular meeting at 7:40 P.M. to go into Executive Session.

Chairman Spare reconvened the Regular Meeting at 7:50 P.M.

Chairman Spare adjourned the meeting at 7:50 P.M.

Respectfully submitted,



Paul Johnson

Paul Johnson
Secretary