

**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 February 17, 2021, at 6:00 PM. The following members were present: Spare (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary), Werner, Schreffler, Cichy, and Lawson. Also present were: Miller (Business Manager), Marino (Administrative Assistant), Morrison (ARRO Consulting, Inc.), and both Wyland and Coccorese (Salzmann Hughes, PC).

Chairman Spare called the meeting to order at 6:02 P.M.

Following the Pledge of Allegiance, Chairman Spare entertained a motion to accept and approve the minutes of January 20, 2021. Mr. Schreffler 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 both the operations report and the business report.

Mr. Miller stated that the entire operations report will not be read into the meeting but will be attached to the minutes. He highlighted two issues, the gearbox and the RAS pump. Mr. Miller reported that the gearbox continues to have the same faulty issues. He suggested purchasing another gearbox to keep in stock. Mr. Morrison stated that one year of use is more than the expected life of the part. Ms. Castellano stated that Chief Operator, Dave Neidig, inquired as to whether a new gearbox could be purchased, as it takes 30-45 days to be received. Ms. Castellano also spoke with Mechanic Jeremiah Thomas, who has been working on the gearbox, suggested that one be purchased and kept in stock. Ms. Mancuso motioned to proceed with the purchase of the gearbox. Ms. Castellano seconded, and the motion passed.

Mr. Johnson asked if the malfunctioning gearbox would be worth rebuilding. Mr. Miller stated that it would be best to purchase new as to obtain a warranty with the purchase. Mr. Morrison stated that the rebuilt gearbox that was previously replaced only lasted three weeks.

Mr. Cichy asked if the damaged impeller for RAS Pump #6 was due to the configuration of the part or is the issue with the impeller itself. Mr. Morrison stated that it could have been from grit and wear but if there are photos available, he would be willing to review them. Mr. Johnson asked if the impeller could be rebuilt. Ms. Castellano stated that calls have been placed to *RAM Industrial* regarding a rebuild and is currently awaiting a return phone call.

Mr. Miller announced that the agenda item formally known as the Superintendent's report has been changed to Operations, Maintenance & Collections reports.

Chairman Spare asked for an update on the request to purchase a new TV Rig. Ms. Castellano reported that over the summer, along with Mr. Heagy, quotes were requested from vendors. Estimates, site visits, and demos were requested from *A&H*, *Aries/Golden*, and *Cues*. With additional input from Mr. Miller, they have developed questions to follow up with the vendors. Ms. Castellano has shared the information received with Mr. Cichy and Ms. Mancuso. *Aries/Golden* has been more responsive, presented a more complete estimate, and offers training. The quote provided also included the purchase of a smaller vehicle that would allow access to smaller right-of-ways, could be used for snow removal, and removing limbs. Mr. Cichy stated that we need to ensure that the televising equipment quoted can be integrated with the current GIS system.

Mr. Cichy asked if it would be beneficial to the Authority and the staff to obtain more information on lateral launch cameras with the capabilities to investigate conditions of laterals. Ms. Mancuso stated that she had spoken with Mr. Heagy to go over a few questions. Mr. Heagy stated that the current cameras have the capability to perform the investigation of laterals, but that feature has not been used in the last three years. Ms. Mancuso also noted that the lateral is the responsibility of the homeowner. They also discussed the *Polaris* unit that is a four-wheeler type vehicle. Mr. Heagy stated that this type of vehicle would be helpful to access right-of-ways and use around the plant.

Chairman Spare asked if we had the cost of the *Polaris* unit. Ms. Mancuso stated that she did not see a line item for it. She believes the unit is about \$14,000. Mr. Cichy asked if there was a generator to go with the *Polaris* unit as televising requires a power source. He also asked if we would be purchasing two camera systems for the *Polaris* unit and the truck, or would one system be for both. Chairman Spare asked Mr. Cichy to take charge and obtain answers to come up with a recommendation to the Board. Ms. Castellano stated that the group is currently working on obtaining answers to the questions. Once they have all the information, they would like to decide and proceed with the order as it takes three to four months to be received. Mr. Miller confirmed the budgeted amount for the purchase.

Mr. Johnson motioned to authorize the group to decide and move forward with the order. Mr. Werner seconded the motion, and the motion passed.

Chairman Spare asked for an update on the Spring Creek relocation project. Mr. Morrison stated that a meeting was held on February 9<sup>th</sup> with Benjamin Uhler representing *Land Studies* and William Gralski representing Swatara Township. Mr. Morrison stated that they are at 90% design and might submit for a permit first and then follow up on the Authority's concerns. Ms. Castellano stated that she would like to see the amendments addressing our concerns in writing.

Mr. Miller presented the financial report and reviewed the items addressed in the report. Mr. Miller stated we currently require two authorized signers on all checks. He also stated that he needs to update the list of signers for *Orrstown Bank*.

Mr. Miller discussed the new budget to actual reports and explained the functionalities, stating that the new layout is more comprehensive and easier to follow. Ms. Castellano asked if Mr. Miller would actively work with Mr. Heagy and Mr. Moppin regarding monitoring the

budget for the Collections Department and the Operations and Maintenance Departments. Mr. Miller stated that he would.

Ms. Castellano motioned to approve Mr. Miller's report. Mr. Werner seconded, and the motion passed.

Mr. Wyland, Authority Solicitor, stated that his report will be covered in Executive Session.

Mr. Morrison, Authority Engineer, presented his report.

Mr. Morrison gave an update on the Annual Meeting and thanked Mr. Wyland for hosting. Chairman Spare and Ms. Castellano attended the Annual Meeting, as well as Mr. Miller. At the meeting, the main topic discussed was the biosolids dryer. He stated they are down to deciding between the *Gryphon* and *Huber* brands.

He also reported that he received Lower Paxton's and Hummelstown's Chapter 94 reports, as well as a letter from South Hanover stating that it currently has no connections. South Hanover's representative at the Annual Meeting stated that the township intended to make connections. He believes the design will be done this year and connections will begin in 2022.

Mr. Morrison stated they are still at the same point with the I-83 widening project. He stated there is a potential conflict with the stormwater basins where Grayson Road and five other roads intersect. A stormwater basin is near our sewer pipe, and we need to ensure that nothing will overlay our pipe.

Mr. Morrison reviewed the Spring Creek Stormwater project. He expanded on the plan to widen the area and move the stream, making it more shallow as to avoid it picking up the soil during heavy flows.

Mr. Morrison also discussed working with *Dawood Engineering, Inc.* on the Rupp Road modification. Currently, there are issues showing a stormwater pipe passing through one of our manholes, so they will have to move that pipe over by six feet.

Mr. Wyland mentioned that he and Mr. Miller had a conversation with *Public Financial Manager (PFM)* regarding financing for the dryer. He mentioned that conventional financing rates are currently low, and now would be the time to obtain some sort of financing if that is the route we choose. Mr. Miller stated that there is a meeting set for February 23<sup>rd</sup>, so by the next board meeting he would be able to provide more information. Mr. Miller also stated that during the Annual Meeting on February 15<sup>th</sup>, Mr. Weaver of Lower Paxton suggested we investigate the possibility of grant money to assist with the purchase of a new dryer. Mr. Miller stated that he will reach out to Judy Cassel and see if she is aware of any possible grants that we can obtain and will then report back to the group. The current estimated cost and contribution would be about \$2 million from our Authority, \$1 million from Hummelstown, and the remainder would be from Lower Paxton, with the smallest amount from South Hanover. Those dollar figures are based upon percentage of capacity within the plant itself.

Mr. Cichy asked if we would have a certain period of time to use the money that is financed. Mr. Miller stated that *PFM* will present two options on the 23<sup>rd</sup>, one for financing and the other for a line of credit. The odds are that we will finance the dryer via a mortgage-like method and the highway expansion projects through a “draw-down/line-of-credit” system.

Mr. Cichy also asked how the staff would be able to see the *Gryphon* model in production with current COVID restrictions. Mr. Morrison stated that *Gryphon* has two dryers in production within an hour drive and the closest *Huber* is in North Carolina, making *Gryphon* more accessible.

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

Ms. Castellano gave a report on the current snow emergencies we have had so far and reported that the staff is prepared for the upcoming storm.

Ms. Castellano was informed by Mr. Lee Stinnett of Salzmans Hughes that the Intermunicipal Government Agreement (IGA) is on the agenda for Derry Township to consider next week. It will be on Hummelstown’s agenda tomorrow, and East Hanover has agreed to join. She also mentioned that Bill Weaver from Lower Paxton mentioned that he liked the concept and would like to join but feels that he is unable to do so due to a conflict with their collective bargaining agreement. Mr. Wyland stated that Capital Region declined to join.

The Personnel Committee met to discuss replenishing COVID-19 leave banks for employees. She mentioned they are currently keeping track of the leave granted in case this can be reimbursed to the Authority. Ms. Castellano made a motion to replenish the leave banks beginning March 1, 2021. Mr. Johnson seconded the motion, and the motion passed.

Mr. Miller spoke with *Marco* yesterday regarding the quote for IT and VOIP services and has set up a meeting for tomorrow. He also stated that he will be reaching out to *D2 Integrated Solutions* (the current IT provider for the plant) and other vendors as well for quotes. Mr. Johnson offered his assistance with this project as well. Ms. Castellano noted that she will be working on getting the additional pre-approved laptops purchased for the plant, email addresses for other plant employees, and widening and strengthening internet/WiFi accessibility at the plant. Since the IT merger project is far from complete, she will work with D2 on these issues.

Chief Operator Dave Neidig has been with the plant for 31 years and has taken over some of the former Superintendents duties. His last day will be March 1, 2021. He has been training Mr. Moppin to take over the Chief Operator position.

Mr. Spare announced that Natalie Marino, the new Administration Assistant, started in the Business Office.

Ms. Castellano stated that we currently have four potential candidates for the Lab Technician position. Unfortunately, two of the candidates were offered promotions once they told their current employers of the interview. She is hoping to schedule the two remaining candidates for

interviews the morning of March 1<sup>st</sup>, so that Mr. Neidig can weigh in on the interviews. If neither candidate is successful, an advertisement will be placed for the position. She also stated that there is currently a hold up at the state for different types of license renewals, which has delayed processing and receipt of Mr. Moppin's license renewal. Mr. Morrison also announced that Mr. Paul Ruffini of ARRO is going to retire on April 18<sup>th</sup>, and they will work on getting Mr. Jason Coyle registered as Swatara's backup eDMR representative.

No COVID-19 leave has been used in the past month, and only a small amount of childcare leave has been used. The attestation form has been created by Ms. Castellano and Mr. Coccorese for employees to complete when requesting COVID-19 leave, retroactive to leave requested since December 15, 2020.

The updated pension plan documents received approval at the Pennsylvania Municipal Retirement System (PMRS) January meeting. PMRS has indicated that finalized copies of the documents should be sent to the Business Office in the near future. Ms. Castellano asked that Mr. Miller scan them to her, and Mr. Coccorese once received.

Chairman Spare adjourned the regular meeting at 7:15 P.M. to go into Executive Session.

Chairman Spare reconvened the Regular Meeting at 8:03 P.M.

Ms. Castellano motioned to approve Mr. George Moppin as Chief Operator. Mr. Werner seconded, and the motion passed.

Mr. Johnson motioned to accept the proposal from Mr. Kent Frese. Mr. Cichy seconded; Ms. Castellano abstained, as she was not in the Executive Session. The motion passed.

Mr. Cichy inquired if *McNaughton* had followed-up with the Authority regarding their development adjacent to our treatment plant. Mr. Miller stated there has not been any follow-up since the initial meeting.

Chairman Spare adjourned the meeting at 8:07 P.M.

Respectfully submitted,



Paul R Johnson  
Secretary